

CHAPTER 2

TOWN GOVERNMENT

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2.01 FORM OF GOVERNMENT. The Town of Chase is a body corporate and politic with the powers and authorities as made and provided under the provisions of Chapter 60 of the Wisconsin Statutes.

2.02 TOWN BOARD. The Town shall be governed by a Town Board consisting of a three town supervisors, one of whom shall be designated as the Town Chairperson.

2.03 ELECTED OFFICIALS.

(1) General. The elected officials of the Town shall be a Town Chairperson and the two Town Supervisors.

(2) Terms.

- (a) Town Chairperson. A Town Chairperson shall be elected at the annual spring election in odd-numbered years.
- (b) Town Supervisor. Town Supervisors shall be elected at the annual spring election in odd-numbered years.
- (c) The terms of office of the elected officials shall expire at 11:59 p.m. on the third Tuesday of April of year of the expiration of their term.

2.04 APPOINTED OFFICIALS.

(1) General. The appointed officials of the Town shall be the following:

- (a) Town Clerk. A Town Clerk, with those power, duties and authorities provided under the provisions of Sections 60.15 and 60.33, Wis. Stats., shall be appointed by majority vote of the Town Board at the annual town meeting in odd numbered years.
- (b) Town Treasurer. A Town Treasurer, with those power, duties and authorities provided under the provisions of Section 60.34, Wis. Stats., shall be appointed by majority vote of the Town Board at the annual town meeting in odd numbered years.

- (c) Town Assessor. A Town Assessor, with those powers, duties and authorities provided under Sec. 60.307, Wis. Stats., shall be appointed by majority vote of the Town Board at the annual town meeting in odd numbered years
 - (d) Building Inspector. A Town Building Inspector, who shall be certified by the Wisconsin Division of Safety and Buildings to inspect residential and commercial structures, with those powers, duties and authorities provided in Chapter 9 hereof shall be appointed by the Town Board after the spring election in odd-number years.
- (2) Terms. The terms of office for all appointed officials shall be two (2) years and shall commence on the second Tuesday in April of the odd numbered years.

2.05 BOARDS, COMMITTEES AND COMMISSIONS.

(1) General. The Town shall have the following Boards, Committees and Commissions the members of which shall be appointed by majority vote of the Town Board.

(a) Board of Review.

- 1. Composition. The Board of Review shall consist of the Town Chair, Town Supervisors and the Town Clerk.
- 2. Duties. The duties and functions of the Board of Review shall be as prescribed in Sec. 70.47, Wis. Stats.
- 3. Hearing Procedures.

a. Procedure:

In order for a property owner or property owner's representative to submit a request to testify by phone or submit a sworn written statement, he or she must first comply with the following procedures: a) the legal requirement to provide notice of intent to appear at BOR must be satisfied; and b) an Objection Form for Real Property Assessment (PA-115A) must be completed and submitted to the BOR as required by law. After the two requirements outlined above have been met, a Request to Testify by Telephone or Submit a Sworn Written Statement at Board of Review (Form PA-814) may be submitted to the town clerk. Such requests must be submitted in time to be considered by the board at the first meeting of the BOR.

b. Criteria to Be Considered

The board may consider any or all of the following factors when deciding whether to grant or deny the request:

- a. The requester's stated reason(s) for the request as indicated on the PA-814
- b. Fairness to the parties
- c. Ability of the requester to procure in person oral testimony and any due diligence exhibited by the requester in procuring such testimony
- d. Ability to cross examine the person providing the testimony
- e. The BOR's technical capacity to honor the request
- f. Any other factors that the board deems pertinent to deciding the request

- (b) Board of Adjustment. The Town Board shall appoint a Board of Adjustment with the powers, duties and authorities made and provided under the provisions of Sec. 60.65, Wis. Stats.
- (c) Park Commission. The Town Board shall appoint a Park Commission with the powers, duties and authorities made and provided under the provisions of Sec. 60.66, Wis. Stats.
- (d) Local Plan Commission.
 - 1. Jurisdiction. The Town of Chase Plan Commission shall carry out the following duties under this ordinance:
 - a. Review all applications for conditional uses and amendments to this code section.
 - b. Hear and decide matters upon which it is required to pass under this code section.
 - 2. Meetings.
 - a. All meetings of the Plan Commission shall be held at the call of the Chairman of the Commission at such times as the Commission may determine.
 - b. The Commission shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicate such fact, and shall also keep records of its hearings and other official actions.
 - 3. Decisions. All decisions of the Plan Commission shall require the vote of a majority of the members of the Commission.
 - 4. Membership.
 - a. The Plan Commission shall consist of five (5) members as provided by Sec. 62.23, Wis. Stats.
 - b. Commission members shall consist of the Town Chairman, one town board member, Chairman of the Park Commission and two citizens who shall be appointed by the Town Board in even years for two (2) year terms.
 - c. Commission officers shall be elected by the Commission members for one year terms.
 - d. The Plan Commission members shall be removable by the Town Board for cause upon written charges.
 - e. Vacancies shall be filled for the unexpired terms of members. The Town Chairman shall appoint personnel to fill the vacancies, subject to approval of the Town Board.

2.06 POWERS AND DUTIES.

- (1) Town Board. The Town Board shall have all powers and duties authorized, assigned and established under the provisions of Sections 60.10, 60.22 and 60.23, Wis. Stats.

- (2) Town Chairperson. The Town Chairperson shall have all powers and duties authorized, assigned and established under the provisions of Section 60.24, Wis. Stats.
- (3) Town Clerk. The Town Clerk shall have all powers and duties authorized, assigned and established under the provisions of Sections 60.15 and 60.33, Wis. Stats. The Town Clerk shall also have the power to authorize the payment of certain claims as made and provided in Sec. 2.08(2) hereof.
- (4) Town Treasurer. The Town Treasurer shall have all powers and duties authorized, assigned and established under the provisions of Section 60.34, Wis. Stats.

2.07 MEETINGS.

- (1) Call. All meetings shall be called by the presiding officer or official of the body holding the meeting.
- (2) Notice. The date, time, place and agenda of all Town Board and Town Committee meetings shall posted and published in the manner made and provided in Chapter 19 of the Wisconsin Statutes.
- (1) Order of Business. The following order of business shall be observed unless the provisions of Sec. 60.14, Wis. Stats., shall apply:
 - (a) Roll call.
 - (b) Approval of Agenda and any amendments thereto.
 - (c) Approval of minutes of the last preceding meeting.
 - (d) Public hearings.
 - (e) Committee Reports:
 1. Standing Committees.
 2. Special Committees.
 - (f) New Business:
 1. Ordinances.
 2. Resolutions.
 3. Informational items.
 - (g) Consideration and approval of Bills
 - (h) Other matters to come before the Board or Committee.
 - (i) Communications.
 - (j) Closed Sessions.
 - (k) Adjournment.
- (2) Parliamentary Procedure and Rules of Order.
 - (a) Robert's Rules of Order. The rules of parliamentary practice comprised in "Robert's Rules of Order, Newly Revised" shall govern all Board and Committee proceedings in all cases in which they are applicable, except when they are inconsistent with State laws or rules contained in this chapter.
 - (b) Motions. No motion shall be discussed or acted upon unless and until it has been seconded. No motion shall be withdrawn without the consent of the person making the same.

- (3) Annual Meeting. The Town Board shall schedule, notice and hold an annual meeting on the second Tuesday of April of each year in the manner provided in Sec. 60.11, Wis. Stats.
 - (a) The Town Board shall schedule, notice and hold an annual meeting on the second Tuesday of April of each year in the manner provided in §60.11, Wis. Stats.
 - (b) The annual Town Meeting may set a date different than provided under (a) for the next annual Town Meeting if the date is within ten (10) days after the second Tuesday in April.
- (4) Other Meetings. The Town Board may, from time to time, or on a regular basis, schedule, notice and hold such other regular or special meetings of the Town Board as the Town Board or Town electors shall so designate in the manner provided in Sec. 60. 12, Wis. Stats.
- (5) Powers. The Town Board shall have the powers and authorities provided in Sec. 66.10, Wis. Stats., to conduct such Town meetings in the manner provided in Sec. 60.14, Wis. Stats.

2.08 FISCAL MANAGEMENT.

- (1) Fees For Services. Pursuant to the provisions of Sec. 60.44, Wis. Stats., the Town, its employees and agents are authorized to provide fees for services provided to property owners in the Town.
- (2) Payment of Certain Claims.
 - (a) The payment of a claim against the Town may be made from the town treasury if the Town Clerk approves the payment of the claim in writing as a proper charge against the town treasury. A claim against the town treasury is a proper charge against the town treasury if the Town Clerk determines that all of the following conditions have been met:
 - 1. Funds are available under the Town budget to pay the bill or voucher.
 - 2. The item or service covered by the bill or voucher has been authorized by the Town Board or an authorized Town official, agent or employee.
 - 3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
 - 4. The claim appears to be valid.
 - (b) The Town Clerk may require submission of proof to determine compliance with the conditions under Subsection (a) hereinabove prior to approval.
 - (c) After determining that the conditions under Subsection (a) have been met, the Town Clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon such approval the Town Clerk shall prepare and sign a check and have it countersigned by the Town Treasurer and the Town Chair, pursuant to Sec. 66.0607, Wis. Stats. The Town Clerk shall then mail or deliver the completed check to the appropriate party.

- (d) At least monthly, the Town Clerk shall file with the Town Board a written list of all claims approved pursuant to the provisions of this Section. The list shall include the date paid, the name of the claimant, the purpose and the amount authorized and paid.