

Chapter 2

Officials

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2.01 Elected Officials

- (1) Supervisors. There shall be two Supervisors of the Town of Hustisford. Two Supervisors shall be elected in each odd numbered year at a spring election for a term of two years, said term to commence on the 3rd Tuesday of April in the year of their election.

- (2) Other Elected Officials. The following officers of the Town of Hustisford shall be chosen at the spring election in odd numbered years for terms of two years commencing on the 3rd Tuesday of April in the year of their election.
 - a. Town Board Chairperson (Supervisor)
 - b. One Town Clerk
 - c. One Town Treasurer

2.02 Appointed Officials

- (1) Attorney, Building Inspector, Civil Defense Director, Health Officer. The town officials hereinafter set forth shall be appointed at the first regular meeting of the Town Board in

May of odd numbered years by the town Chairperson, subject to confirmation by a majority vote of the members of the Board.

- a. Attorney
- b. Building Inspector
- c. Civil Defense Director
- d. Health Officer
- e. Town Assessor

Appointees to the above named offices shall be certified and/or licensed by the appropriate body in their given field of expertise.

The Town Chairperson shall not vote on the confirmation of such appointments except in the case of a tie. The term of office of each official so appointed shall be two years. All terms shall commence on the 15th day of May following appointment.

- (2) Weed Commissioner. The Town Weed commissioner shall be appointed in May of each year for a term of one year by the Town Chairperson.

2.04 Director of Public Works

- (1) Appointments. The director of Public Works shall be appointed by a majority vote of the Town Board solely on the basis of merit, training, experience, administrative ability, efficiency and general qualification and fitness for performing the duties of the position.
- (2) Term. The Director of Public Works shall hold office for an indefinite term subject to removal for cause after a public hearing by two thirds (2/3) vote of the Town Board.
- (3) Duties and Powers. The director of Public Works shall have the following duties and powers:
 - a. He shall have general charge and supervision of all public works in the Town.
 - b. He shall be responsible for all the maintenance, repair and construction of streets, alleys, curbs and gutters, sidewalks, bridges, street signs, storm sewers, culverts and drainage facilities, sanitary sewers, Town buildings and structures and all machinery, equipment and property used in any activity under his control.

- c. He shall have charge of all public services, including garbage and refuse collection and disposal, snow and ice removal, street cleaning and flushing, mosquito and rodent control.
- d. He shall perform such other activities and duties as are imposed upon him from time to time by the Town Board.

2.05 Civil Defense Director.

There is hereby created the office of Civil Defense for the Town of Hustisford, who shall be appointed as provided by Section 2.02 (1) of this Code.

2.06 Board of Health; Health Officer.

The Town Board for the Town of Hustisford shall within 30 days after its election organize into a Board of Health and shall elect a Chairman and a clerk as provided by **§41.01 (3) of the Wisconsin Statutes**. The Health Officer by virtue of his office shall be an ex officio member of such Board with voting powers.

2.07 Board of Review.

The Board of Review of the Town of Hustisford shall be composed of four members, including the Town Chairperson, the Town Clerk, and all members of the Town Board of Supervisors. The board of Review shall have the duties and powers prescribed by §70.47 of the Wisconsin Statutes.

2.08 Plan Commission.

- (1) How constituted. The Town Plan Commission shall consist of seven members as follows:
 - The Town Chairperson, who shall be its presiding officer, and six citizens. Citizen members shall be persons of recognized experience and qualifications.
- (2) Appointments.
 - a. Citizen Members. Three citizen members shall be appointed by the town chairperson and approved by the entire Town Board upon creation of the Commission to hold office for a period ending one, two and three years respectively from the succeeding first day of May, and thereafter annually during April one such member shall be appointed for three years.
 - b. Additional Citizen Member. The additional citizen member, who shall be appointed by the Town chairperson and approved by the entire Board, shall be first appointed to hold office for a period ending one year from the succeeding first day of may and thereafter annually during April. Whenever a park board is

created, the president of such board shall succeed to place on said commission when the term of such additional citizen members shall expire.

2.09 Board of Zoning Appeals

The Board of Zoning Appeals of the Town of Hustisford shall consist of the Town Board.

2.10 General Regulations Governing all Town Officers

- (1) How constituted. The Town Plan Commission shall consist of seven members as follows: The Town Chairperson, who shall be its presiding officer, and six citizens. Citizen members shall be persons of recognized experience and qualifications.
- (2) Oath of Office. Every officer of this Town, including members of the town boards and commissions, shall, before entering upon his duties and within five days of his election or appointment or notice thereof, take the oath of office prescribed by law and file said oath in the office of the Town Clerk, except the Town Clerk who shall file his oath in the office of the Town Treasurer. Any persons re-elected or reappointed to do the same office shall take and file an official oath for each term of service.
- (3) Bond. Every officer shall, if required by law or the Town Board, upon entering upon the duties of his office, give a bond in the amount as may be determined by the Town Board with such sureties as are approved by the town chairperson, conditioned upon the faithful performance of the duties of that office. Official bonds shall be filed as are oaths as provided in Subsection (2) of this section.
- (4) Salaries. All officers of the town shall receive such salaries as may be provided from time to time by the Town Board by ordinance. No officer receiving a salary from the Town shall be entitled to retain any portion of any fees collected by him for the performance of his duties as such officer in the absence of a specified law or ordinance to that effect. Payment of salaries established by the board shall be made annually.
- (5) Vacancies. Vacancies in elective offices shall be filled by appointment by a majority vote of the Town Board for the remainder of the expired term. Vacancies in appointive offices shall be filled in the same manner as the original appointment for the residue of the unexpired term unless the term for such office is indefinite.