

Ordinance to Extend Town Officer Terms In Response to Election Law Changes

No. 2012-02

Whereas, the term of elected town officers (other than elected assessors) have previously begun on the 2nd Tuesday in April;

Whereas town officers (other than assessors) elected in April 2012 and thereafter will now have their terms of office commence on the 3rd Tuesday in April due to recent state election law changes;

Whereas this law change results in a week long "gap" between the end of the current terms of office for those town officers elected in either 2010 or 2011 and the start of the new terms of office for those officers elected in April 2012 or April 2013;

Whereas, 2011 Wis. Act 115 provides that a town board may enact an ordinance providing that the terms of any elective officers in the town who were elected or appointed to serve for terms expiring on the 2nd Tuesday in April 2012 or 2013 may be extended to the 3rd Tuesday in April in the same year in which the terms would otherwise have expired;

Therefore, be it hereby ordained by the Town Board of the Town of Washington, Door County, that the terms of elected town officers which shall expire after 11:59 p.m. on the 2nd Monday of April in either April 2012 or April 2013 shall be extended until the 3rd Tuesday of April in the same year in which the terms would otherwise have expired.

This ordinance shall be effective upon publication or posting by the town clerk as required, pursuant to s. 60.80, Wis. Stat.

Adopted this _____ day of _____ 20____.

By the Town Board of the Town of Washington, Door County, Wisconsin:

Joel Gunlaugsson, Chairman

Liz Holmes, Supervisor

Ron Overdahl, Supervisor

Randy Sorenson, Supervisor

Tom Jordan, Supervisor

Valerie Carpenter, Clerk / Treasurer

(A)



From the Desk of Executive Director By: Richard J. Stadelman

Annual Town Meeting Dates & Terms of Office

On Monday, February 20, 2012, **2011 Wis. Act 115** was published which is the bill that was discussed last month in this column to implement the revisions to the election certifications as required by the changes to election laws due to use of provisional ballots. (The bill was SB 381.)

We have some important reminders that every town should be aware of both this year and for next year. First, the annual town meeting of the electors in 2012 (this year) should be on the second Tuesday of April (which is April 10, 2012) or within ten days after. This date should have been set at the 2011 annual town meeting.

For the annual town meeting date next year (2013), the law now provides that the date shall be the third Tuesday of April or within ten days after, which will be April 16, 2013, or the ten days after this date. **Please remember to set your date at this year's annual meeting for 2013 on the third Tuesday of April or within ten days after.** (April 16, 2013). {See more about conducting the annual town meeting in Assistant Legal Counsel Lee Turonie's article later in this month's magazine.)

Act 115 also changed the start of the terms of elected town officers from the second Tuesday in April to the third Tuesday in April starting this year. This means that for towns with four or five member town boards having staggered terms, that those elected on the first Tuesday of April in 2012 will begin their term at 12:00 a.m. at the beginning of the day on the third Tuesday of April, which is April 17, 2012. We would recommend that the town boards in these towns adopt an ordinance to extend the terms of the town

board members for these officers first elected two years ago, and for those elected last year for one week. This will cover both those whose terms end this year and next year. It is required that the town boards extend these terms, because the state constitution prohibits the state legislature from extending or shortening the terms of local officials.

For towns who have three member town boards (chairperson and two supervisors) plus a clerk, treasurer, or clerk/treasurer elected in 2011, it will also be necessary to adopt an ordinance to extend the terms of the officers elected in 2011 by one week, because those town officers elected in the April, 2013 election will start their term on the third Tuesday of April, 2013, which is 12:00 a.m. April 16, 2013. If a town board does not extend the terms of the town officers, there could be a legal challenge to any actions taken by the town in the week from the second Tuesday of April, 2013 to the third Tuesday of April.

As stated in last month's magazine, we have posted a sample ordinance for all towns to use in extending the terms of the town officers both for those elected two years ago and those elected last year, to avoid a week without legitimate town officers. For those that took the sample ordinance off our website, before the law was passed and published, you need to now fill in the act as 2011 Wis. Act 115.

A correction from last month's article is that the deadline for a provisional voter to return to the municipal clerk after the Tuesday election with proof of identification is 4:00 p.m. on Friday, not 5:00 p.m. as stated in the article last month. We apologize for this error!

TOWN OF WASHINGTON

Driveway/Road Permit

for access to town highway

Permit Number: 11-274 if approved

Issued to: Wilscott Properties Parcel Number: 028-02-36342944A2

Address: 1309 Range Line Rd Date Property Last Surveyed: _____

Road(s) driveway will adjoin: Range Line Rd

No. of driveways: 2 Installation Contractor: Lou Small

Type of road surface: gravel Land use (private/business): business

Length of driveway: 38ft Distance from lot line: 50+

Located on what side of road? West Completion Date: 4-10-12

Attach drawing of proposed work (include special restrictions, clearances and other details).

Applicant's Signature James Gunnlaugsson Date: 3-22-12

For Office Use Only

Date Inspected by Town: 3-26-12 Culvert Required? 2 

Approved by: _____ Date: _____
Chairman

Fee: \$20.00

Make check payable to: TOWN OF WASHINGTON

All driveways/roads shall be constructed in accordance with all requirements printed in the Town Ordinance § 298-14(a,b) & § 298-13 and any special conditions stated therein. The maintenance of the driveway(s) shall be the responsibility of the applicant.

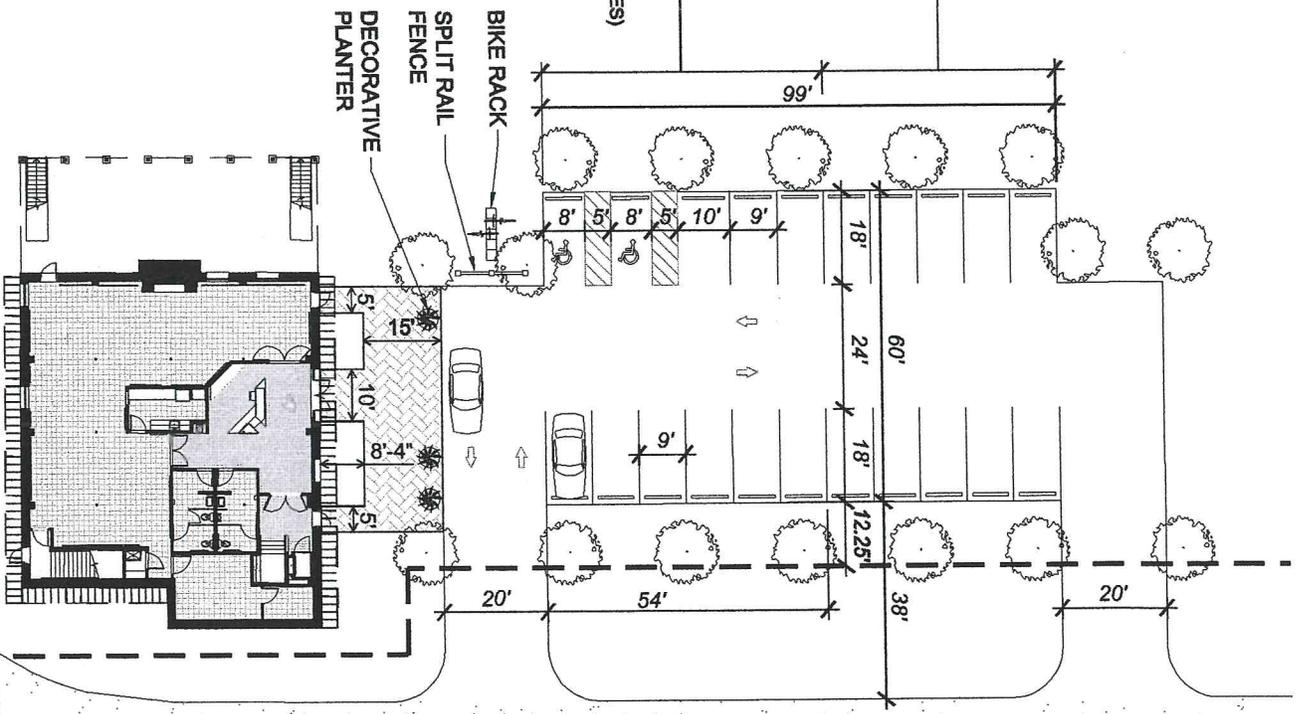
POST ON PREMISE IN PLAIN VIEW FROM ROAD.

(B)

21 TOTAL PARKING SPACES
(2 HANDICAPPED SPACES)

PHASE 1: 11 TOTAL PARKING SPACES PROVIDED
(2 HANDICAPPED SPACES)

PHASE 2: 10 TOTAL PARKING SPACES PROVIDED



Rangeline Road

To: Town Board Members
From: Chairman

The proposal brought before us from Brian Frisque, Surveyor from Sturgeon Bay, WI in regards to 7 different Town owned properties around the perimeter of Detroit Harbor.

Brian's proposal is \$ 4,900.00 for all 7 properties. Completed for the Town and recorded as such.

Now, at \$ 700.00 each, I personally think he's giving us a fairly good deal. We have the option to do All, None or just the ones we think are important at this time. I would love to see them all completed eventually so the Town can finally determine where our access points are. FYI, this was recommended in the Parks & Recreation Master Plan as well as part of the Harbor Master Plan grant awarded by Coastal Management.

At a minimum, I feel we should definitely have the end of Main Road completed so we can "rework" the access to Detroit Harbor for Vehicles during winter time and also provide an access for kayaks and canoes. This will have to be further done thru the Wisconsin DNR and appropriate permits.

It's our pleasure if any. Bring your thoughts and concerns !

Joel

(D)

TO: LIZ, RON, RANDY, TOM

FROM: JOEL

THESE ARE JUST MY THOUGHTS ON THESE ISSUES. PLEASE MAKE ANY CHANGES OR AMMENDMENTS AS YOU SEE FIT.

MY FOCUS IS TO TRY & MAKE THE USE OF THESE GAS / CREDIT CARD OF THE TOWN AS WELL AS OUR OWN PERSONAL CARDS MORE USER FRIENDLY.

THIS IS ACTUALLY GEARED MORE TOWARD TOWN CARD USAGE, BUT NONE THE LESS, OUR EFFORTS ARE TO TRY & GET MORE EFFICIENT & ACCOUNTABLY! I BELIEVE THIS IS A GOOD START!

THOUGHTS ?

Joel

SEE YOU ALL THURSDAY NIGHT.

(E)

Town of Washington

Credit Card Usage Policy

**Amended 04-05-12
Effective upon approval.**

To: All Town Employee's / Departments
(Who hold / have Town Credit Card's)

From: Town Chairman
(Credit Card Policy)

The main intent of this Credit Card program is to try and make the Town of Washington more efficient with our resources and purchasing. First and foremost, the main objective is for Gasoline and Diesel Fuel purchases for Town Vehicles and Equipment at either of the Gas Stations on Washington Island. Charges for gasoline or diesel are for Town vehicles only. It is not permissible to fill your personal vehicle with the Card, even if you are using your personal vehicle for Town business. The appropriate voucher/travel expense sheets must be used for mileage reimbursement if your personal vehicle is used.

Secondly, if any department needs to make a purchase over the phone or internet, it will be permitted as long as the said guidelines are followed, as explained in this Policy below.

Thirdly, "Off Island" charging will be allowed only when on Town Business and said guidelines are followed. This pertains to Gasoline / Diesel purchases at gas stations, lodging and meals. NOTE: Where applicable, remember the Town is TAX EXEMPT, so be prepared to provide the appropriate documentation (Town's Tax Exempt number). This is your responsibility as a card holder and user. Also, at NO TIME, shall alcohol be charged to the Card. Be sure to have separate receipts made out for said expenses. Meal charges to the Card are limited to the set Per Diem amounts already set by the Town of Washington. Any amount over the maximum allowed, shall be the responsibility of the individual, not the Town.

Lastly, All purchases must accompany a receipt and be turned into the Town Office every two (2) weeks by all employees or departments to balance the books. Exceptions may be to the WIFD who may remit receipts monthly because of lower fueling times. Any receipts not accompanied and that doesn't balance with the Monthly Card Statement will be the responsibility of the card user to make correct.

In Closing, these Cards are tools that should make the Town more efficient and more responsible to our constituents. If any questions or comments arise about their intended uses or clarification is needed, please contact that Town office.

Joel Gunnlaugsson, Chairman

WHAT IS A TOWN GAS / CHARGE CARD

The Town Gas / Charge Card are a tool for departments or assigned committees if approved to use for official Town Business needs. The use of a Gas / Charge Card allows departments to expedite the purchasing process of items. The Gas / Charge Card are not intended to replace all local store charge accounts.

The Gas / Charge Card may be used for:

- Vehicle Gasoline, Diesel Fuel or emergency maintenance.
- Town purchases in dollar amounts less then \$1000.00
- Town purchases greater then \$1000.00 when previously approved by the Town Board.
- Supplies ordered on-line or by telephone
- Approved travel: conferences / seminars when traditional purchasing is not practical

The Gas / Charge Card shall NOT be used for:

- Personal purchases
- Cash advances
- Access to credit
- Avoidance of Town procurements or payment procedures
- Split or installment purchases used to exceed the \$1000.00 limit or to circumvent other authorized dollar amount thresholds

ISSUANCE OF GAS / CHARGE CARDS

- The Town will obtain only one type (Citizens Bank – VISA). A Gas / Credit Card will be issued in the name of the department and / or the employee's name.
- All department employees determined by the Town Board will have a department Gas / Credit card for usage.
- All Gas / Credit Cards may be withdrawn by the Town Board and/or Clerk/Treasurer in the event that any questions about the usage of the card arise.

LOST OR STOLEN CARD

- The Clerk/Treasurer shall be notified immediately if a card is lost or stolen. After business hours or on weekends, the charge card company shall be notified directly as well.

ACCOUNTS PAYABLE

- All purchases made in person are to be supported by an itemized sales receipt and the Gas / Credit Card receipt.
- All Gas / Credit Card receipts must be signed and the purchaser's name also printed; this helps guarantee that the authorized Town Employee made the purchase.
- Purchases made over the telephone / internet are to be supported by the itemized packing list receipt, delivery receipt as well as any purchase order number confirming the order.
- All accrued receipts by an employee shall be turned into the Clerk/Treasurer every two (2) weeks.
- **Cash returns are prohibited.** Items returned to the supplier must be credited to the card holder's account and proof of credit reimbursement shall be required.

From: Town Chairman
To: All Users (Town or Personal)

** Gas / Credit Card Policy (Town or Personal) **
Accompanying Document to Gas / Credit Card Usage Policy (Attached)

All Gas / Credit Card receipts submitted or turned into the Town shall have users signature and/or printed name on them.

For Card usage while on official Town business, Itemization of the meal receipt is required. The receipt must show the meal ordered with the price, no exceptions. Also, NO ALCOHOL or TIP shall be remitted on any receipts.

Make sure that you tell the server you will need two (2) separate receipts. One for your meal (not to exceed the maximum amount allowed) and a separate for alcohol (on your own dime) if consumed. If you choose to enjoy a meal that exceeds the allowed amount, you will have to pay the difference. The amount of the tip you choose to leave is at your discretion and must be covered by you as well, not the Town.

The purpose of this is to make all efforts to provide better accountability with transparency as to the usage of the Gas / Credit Card Policy.

Simply stated, the privilege for employees to use the Towns Gas / Credit Card while on Town business will not be abused. If the accountability being requested is not followed, then the privilege of use will be lost and the use of your own expenses will be put back in place and your privilege will be lost. We all know that this takes time for reimbursement!

The same rules apply for reimbursement from your own Credit Card expenditures as well. If in doubt in any case, be thorough!

If any questions ever come up, call and ask either myself directly or the Town Clerk.

In closing, the Town as excellent people at our disposal for various duties. I have a tremendous amount of respect for all of you. Bottom line, use common sense when using this tool. Its intent is to make your jobs and the offices jobs easier by being more efficient.

Thank you,

Joel Gunnlaugsson
Town Chairman

To: All Users
From: Town Chairman

Reimbursement / Voucher Amounts
"Per Diems "

Past and current practices the Town has in place reflect Breakfast, Lunch and Dinner amounts as: Breakfast \$ 7.00 - \$ 9.00 / Lunch \$ 8.00 - \$ 9.00 / Dinner \$ 16.00-\$ 19.00
If used to the extent, this equals \$ 37.00 total daily.

Now, based on the various instances that different Employees and / or Board members travel for training and conferences and knowing myself that different establishments don't always fall with in the "allotted amounts" and also knowing that not all people are the same when it comes to their daily intakes of nutrition, I propose that we change from a set value for each meal and rather provide a set "per diem " for the day. I recommend we keep the same overall value at \$ 37.00.

This is more probably much more suitable to all of is in reality ! As users, we all know that most lodging establishments that we all use while on Town Business have a Continental Breakfast and in my experiences, most conferences that we attend have restaurants on premise that don't offer a dinner meal that's between \$ 16.00 - \$ 19.00. There are exception however and I understand that.

However, I believe that if all the rules are followed as detailed in the Gas / Credit Card usage policy and **ALL RECEIPTS** are itemized (Town or Personal) then there should be no reason for us to amend the current meal per diem for each meal to a flat daily amount.

In conjunction with this, the mileage rate for reimbursement will remain the same as that is set by the Federal Government as is currently at \$.55 per mile when using your own vehicle for Town Business. Also, the Maximum Lodging amount will remain the same at \$ 70.00 per night.

Joel Gunnlaugsson
Chairman