

The board of the Town of Wescott, Shawano County, Wisconsin, does ordain as follows:

1. AUTHORITY. The town board acts pursuant to village powers granted to it previously by the town electors, and Wisconsin Statutes, including s. 60.22 and 60.23 at time of passage.

2. POWERS. The town board has charge of all town affairs not committed by law to another body or officer or employee, including any action or legal proceeding to which the town is a party.

3. WATER OBSTRUCTION. The town board may order removal, at town expense, of any obstruction located within the town which prevents the natural flow of water in a nonnavigable stream. One or more town board supervisors, or a designee of the board may enter upon any land if necessary to remove the obstruction. In the event no emergency exists, notice shall be given to the owner or occupant (or both if appropriate). In the event the obstruction was not natural, but appears to have occurred by action of the owner, occupant, or the agent of either, the cost of removal shall be charged back to the owner or other individual known or believed to have caused the obstruction. In the event such bill remains unpaid for a reasonable time, not less than 30 days, this bill shall be placed as a special charge against the land serviced, and the owner would then be entitled to seek contribution from any third party he claimed was responsible through separate court proceedings.

4. POSTING SITES. Unless other site(s) are specifically chosen by the town board for various projects, the three usual and customary public posting locations shall be the town office located between Old Keshena Road and State Trunk Highways 47-55, the town hall on Lake Drive (County H) and the town fire department building on Lake Drive (CTH H) in the north shore area. Posting is the customary method used for compliance with the notice requirements of the open meeting law, but the town board or chairperson may direct publication for any specific meeting, or portion of a meeting, such as a public hearing.

5. REGULAR MEETINGS. The usual meeting time frame for the town is presently the evening of the second Tuesday of each calendar month. Whatever regular meeting date is chosen by this or a future board, the regular meeting is expected and does not require any formal type of call.

6. SPECIAL MEETINGS. Pursuant to state law, the town chairperson may call a special board meeting from time to time. In the event the chairperson fails to call such a meeting for any reason, and at least two supervisors notify the town clerk to hold a special meeting, by written instructions, including subject matter, a special meeting will be held at the time suggested in the call, or if no time is suggested, a time slot agreeable to at least a quorum of supervisors contacted by the clerk. Ordinarily a weekday evening slot or a weekend time will be chosen if feasible. At least 24 hours notice is required, and the clerk will take reasonable steps following receipt of instructions for a special meeting to see this is accomplished, with a record of compliance. In the absence of the clerk, or at his discretion, the chairperson may effect posting of notice and media notification. All officers will be notified of said meeting, in writing if oral notice is not acceptable to each. Written notice of agenda contents is expected to any supervisor not participating in the meeting call.

7. EMERGENCY MEETING. In the event of an emergency, an unusual situation due to circumstances that require rapid action, the chairperson may call an emergency board meeting for first consideration of an issue, and is responsible for providing notice to media and the public of at least 2 hours. The clerk may assist in such notice. All officers of the town will be notified of said meeting, if possible, by oral contact or in writing.

8. AGENDAS. Regular meetings will follow the general format below:
1. Call to Order
 2. Roll call
 3. Minutes review of prior meeting(s)
 4. Treasurer report
 5. Communications to the board review
 6. Public input
 7. Reports from departments (possible zoning, legal action, employee roadmaster, others)
 8. New items for consideration (specified)
 9. Next meeting scheduling
 10. Voucher review
 11. Any other business that may legally come before the board
 12. Adjournment.

Unless the board as a whole overrules, the chairperson may direct that various agenda items be taken in a different order, to promote efficiency as he or she deems best.

9. AGENDA APPROVAL. Ordinarily, the chairperson has editing and approval power over items placed on the meeting agenda. However, at any board meeting where the topic is not on that agenda, a majority of board members can direct that a specified topic be placed on the agenda of the next meeting.

10. CHAIR SUCCESSION. The town chairperson shall preside at meetings he or she attends. In the event the chairperson is absent, the most senior supervisor, in current consecutive years of elected service to the town, shall preside. If no supervisor is thus more senior, Supervisor No. 1 shall preside.

11. CONFLICT OF INTEREST. In addition to state law, which currently includes s. 946.12, 946.13 and 19.59, town board members will not vote on or actively participate in decision making when the outcome of such vote will affect their family's financial condition. For this purpose, "family" includes spouse, parent, child, spouse of parent or child, parent of spouse, sibling of self or spouse or spouse of such sibling.

12. INITIAL MEETING. The first regular town board meeting following election of new officers shall:

- A. Consider whether any public depositories previously approved shall be changed;
- B. Consider appropriate bond amounts for the treasurer, clerk, any deputies or other officials;
- C. Assign oversight functions to individual board supervisors in the following areas, for the purpose of overseeing daily functions and handling public comments between meetings, with major decisions brought back to the board:

1. Lights
2. Highways
3. Assessor
4. Zoning
5. Sanitation
6. Fire department
7. Recreation
8. Recycling, landfill
9. Cemetery
10. Animal control
11. Building maintenance
12. Other functions assigned from time to time

Passed February 9, 1993.

Vote for: 3 Against: 0

Chairperson Michel Schuler

Supervisor Russell Robbins

Supervisor Willis Qualheim

Posted in the following sites

on _____:

Town hall
Town office (garage)
Town fire department building (CTH H)

Clerk Rosetta Stern

The Town of Wescott, Shawano County, does ordain as follows:

1. PURPOSE. This ordinance sets forth duties of the town chairperson, unless delegated otherwise by the town board in accordance with law.

2. ADOPTION BY REFERENCE. The powers and administrative duties specifically enumerated in present Wisconsin Statutes, including s. 60.24, or its later successor, are made a part hereof and adopted by reference.

3. DELEGATED DUTIES. The following list, which may not be all inclusive, lists duties performed by the town chairperson:

A. Review of town board meeting agendas, with power to edit not contrary to Ordinance 93-1.

B. Receives citizen comments and complaints, using discretion to determine whether to further investigate the complaint, refer it to the proper board or committee, or actively contact any other board, committee or officer to handle or investigate such a complaint.

C. Supervise town operations delegated by the board by ordinance or other action not inconsistent with ordinance or law.

D. Work with highway crew between meetings on daily decisions that do not involve major policy to be set by the board, including culvert installation and maintenance, ditch maintenance or creation, and supervision on occasion of highway maintenance work.

E. Present information to the board relating to present and possible future town operations, including funding sources, acquired through personal knowledge or attendance at seminars, classes, meetings or conventions.

F. Receive law enforcement contacts relating to storm damage, highway problems, etc., and take necessary steps to protect public safety through use of town facilities, personnel and/or equipment.

G. Meet with vendors to determine courses of action and costs relating to town equipment and highways, passing on information to the board on items that do not require immediate attention or involve substantial cost.

H. Supervision of nuisance situations and clean up efforts (Ord. 6-81).

I. Assist in budget preparation.

J. Issuance of fireworks permits, pursuant to sec. 167.10 or its successor, which occurrence is discretionary and may involve board input.

K. Inspection of town lake access sites for damage and contact personnel to rectify minor problems, including winter ice pressure damage.

L. Periodically travel about various areas of the town to determine compliance with town ordinances, state and county law.

M. Represent the town when the board so directs, or in court.

N. Generally supervise personnel between board meetings, including the power to temporarily suspend an employee. A board meeting will be set to review any suspension over 3 days within a year.

O. Monitor compliance with the Americans with Disabilities Act.

Dated April 7, 1993.

Vote for: 3 against: 0

Posted on _____ at:
Town hall (Lake Dr.)
Town Garage (Old Keshena Rd.)
Town fire dept. building (Lake Dr.)

Chairperson Michel Schuler

Supervisor Russell Robbins

Clerk Rosetta Stern

Supervisor Willis Qualheim

The Town of Wescott, acting by its board, does ordain as follows:

1. **PURPOSE.** This ordinance sets forth various duties of the office of town clerk, in addition to those specified under the Wisconsin Statutes, including sections 60.33 (general duties), 66.042 (payment procedure), chapter 125 (alcohol licensing), and various election sections (basically, Chapters 6 - 10). This ordinance is not intended to conflict with any other existing town ordinance or repeal any existing provision, and if in conflict with state mandated law, the ordinance shall be ineffective in that portion in conflict only.

2. **MEETINGS.** Except for closed sessions of the board, pursuant to s. 19.85, and only if the town board excludes the clerk, the clerk is to attend all meetings of the town board, board of review and town (elector) meetings, and is responsible for taking of minutes and their preparation for review at the next succeeding meeting of the town board. Any corrections or amendments at a later meeting shall be followed through by the clerk, who may keep an initial draft and corrected version if both are labelled in such fashion.

3. **DEPUTY.** The Clerk may appoint a deputy to act in his or her absence or unavailability, or in the event a personal conflict of interest exists on any particular issue by reason of personal or immediate family involvement, using the guidelines set forth in Ordinance 93-1, paragraph 11 shall be used, or the town board may determine personal conflict following consultation attempt with the clerk. In the event a deputy is named, the clerk shall immediately notify the chairperson, and the town board shall consider an appropriate bond amount to be set for the deputy, who shall be sworn in pursuant to state law (currently, s. 19.01 and 60.31). The clerk is responsible for any financial remuneration of the deputy unless budgetary planning by the town board has taken or does take such obligation into account so that funds are available for such use. In all portions of this ordinance, the term "clerk" shall include the deputy, unless forbidden under state law or contrary to express board direction limiting such duties.

4. **ELECTOR MEETINGS.** The clerk may, in his or her discretion, make a poll list at elector meetings including addresses to determine eligibility of any or all persons present to move, second, or vote. The chairperson may direct this be done at such a meeting, having the power to preside thereat. A partial list of addresses may be kept excluding elected officials and long term, as they are required to be electors by state law.

5. **WORKERS COMPENSATION.** The Clerk is the town's lead person for this employee program, and is expected to maintain communication with the town's carrier, and cooperate with respect to reporting injuries and information deemed pertinent in good faith by the insurer. Information shall be conveyed to the town board concerning developments in cases that are significant, and whenever directed by the board. Any doubt as to what is significant shall result in disclosure to the board.

6. **PAYMENT.** The Clerk shall sign all payments directed by the town board to be made, unless clearly contrary to state law or court order. A list of bills reviewed, and approved as to form for payment, shall be submitted to the town board for its review on a timely basis, except those items for which the board has authorized summary payment procedures without board approval.

7. **BUDGET.** The clerk shall assist in budget preparation as the board directs. Unless otherwise directed, in October the clerk will prepare a summary showing the prior year's budgeted figures and total expenses for each category in that budget or set by state law, the figures through at least the first 8 months of the current year, and a listing of expenses over the last portion of the year known to the clerk, if any, along with additional space for the town board to insert estimates for the following year and current year end totals. During each year, the clerk shall keep the board advised, at least quarterly, as to the budget items, and the funds budgeted remaining available. Whenever any general budgetary category is at least 90% exhausted, or earlier if the board directs, the clerk shall notify the board so that budgetary adjustment may be considered. This is not contemplated within a statutory budget category except for budget planning purposes. Example - notify the board as to cemetery budget status, but notice is not required if lawn mowing costs more and utilities at the site cost less. The board must authorize transfers between categories, i.e., cemetery to fire protection.

8. **NOTICES.** The clerk, unless otherwise directed by the chairperson, is designated to effect notice of board meetings through posting in at least three public places as designated by the board. Publication of such notice will occur when directed by the board, chairperson (without objection by the board) or town attorney. The clerk shall provide notice of items considered, in accordance with s. 60.80, and shall post such items unless directed otherwise by the town board, or publication is required under state law. In accordance with the state open meeting law, the Shawano Leader general circulation newspaper shall be sent or delivered a copy of a board meeting agenda, and other media sources that have made a formal request shall receive a copy. In the event of an emergency 2 hour notice meeting, the local radio station(s) with broadcast studio in Shawano shall be also notified.

9. **CEMETERY.** The Clerk administers sale and administration of town cemetery plots, and shall distribute a copy of current town ordinance(s) concerning same to any applicant, and determine whether such applicant qualifies for such sale. The clerk is authorized to prepare related deeds for board approval, and shall keep local funeral homes advised as to requirements for burial. The clerk shall arrange for recording of any approved deed, following execution, with the Shawano Register of Deeds office, using the recording fees collected from the applicant at the time of application.

10. **RECYCLING.** The clerk shall keep records and apply for state or other grant funds as state law or the board directs, for the purpose of reducing local taxpayer cost in the administration of such programs. Records will be kept as to weight for recyclables hauled to the City or other chosen disposal site, or sold to a town contractor (Joe's Recycling at time of ordinance passage). Funds received for said program will be directed to the town treasurer.

11. **PAYROLL.** The Clerk is the official custodian of work related records and shall review them to catch obvious errors or alert an employee, the town board, or the supervisor overseeing the particular area of town operation involved, so that any factual questions may be cleared up, for promotion of efficient town operations. The Clerk shall prepare tax related and benefit

related forms for employees, unless the board directs otherwise.

12. **FUEL TAX.** The Clerk will submit any refund request for fuel tax allowed by law. Presently, federal tax refunds occur after the amount paid in by the town exceeds \$500 for any quarter, combination of calendar quarters, or following calendar year completion.

13. **GARBAGE FEES.** The Clerk shall bill out and collect funds for garbage collection as directed by the town board. At the time of ordinance passage, commercial enterprises are charged \$.05 per pound for such service. Bills shall be sent as the board directs, and those parcels not timely paying for service shall have delinquent amounts placed as special charges on the next property tax billing.

14. **ANNUAL MEETING REPORT.** The Clerk shall prepare a report of town activities the prior calendar year showing financial status for submission to the annual town meeting of electors, and present the same for review.

15. **OTHER DISTRICTS.** Maintain a file on special charges passed on by other governmental agencies, such as a lake management district, Shawano Municipal Utilities, and possibly others.

16. **FOREST CROP.** Maintain a file or master listing of Forest Crop, Woodland tax, Managed Forest Act, and other low tax programs where information is provided by the Department of Natural Resources. Furnish information to the town board as to changes at least annually. Reconcile town and state records, including on tax forms, including town income from timber harvest.

17. **SALES TAX.** Collect and report sales tax when applicable from persons and pay to the state.

18. **STATEMENT OF TAXES.** Complete on a timely basis forms from the state relating to tax information. Provide special charge and town tax information for tax bill printing on a timely basis.

19. **BOARD OF REVIEW.** Attend sessions, be a voting member if a resident appointed by the town board (where no conflict of interest exists), keep minutes, administer tape recording or other record keeping method, furnish copies of records requested pursuant to state law and town policies. Make changes to assessment rolls and comply with related statutory procedures for clerks in Chapter 70, 74 or their successors.

20. **LICENSE DUTIES.** Administer any license duty assigned by state law or authorized by town board action.

21. **CLAIMS.** Timely alert board members and any applicable insurance contact when a damages claim or legal action is filed against the town.

22. **AGENDAS.** Unless the town chairperson withdraws designation for meeting notices, arrange for notification of the public and media as set forth under the Wisconsin open meeting law. Have copies prepared of the agenda and related items for board members, the town attorney if attending

meetings, the treasurer as to pertinent information, and distribute these before he meeting to allow review.

23. BONDS. Be bonded to the level required by the board, and file bonds of officials in a safe location. Answer correspondence or direct it to the appropriate official or board concerning bonding matters.

24. ORDINANCE NOTICE. Within 30 days of passage, each ordinance passed by the board shall be posted in at least 3 public places, if procedural, or published in the Shawano Leader, or its successor chosen by the board - if a penalty provision exists or at board direction. The board, or town attorney if not acting contrary to board instruction, may direct advance notice of ordinance consideration by publication or direct notice to persons thought interested or affected by potential regulation, or pursuant to s. 66.035, or its successor.

25. BIDS. Arrange for publication of bids being sought, disseminate information approved by the board or its representative overseeing the project, receive bids when contemplated by the board and secure them in accordance with state law and local procedure.

26. OATHS. Within town boundaries, the clerk has the power to administer oaths, as a notary public would, with a termination date of the final day of the current term (second Monday in April of next odd numbered year), per s. 887.01.

27. RECONCILIATION. On a periodic basis, reconcile financial records with the treasurer, and report any discrepancies to the town board.

28. AIDS. The clerk shall prepare any form required by the state to receive highway aids, including Schedule C, and any shared revenue form.

29. DISTRIBUTION. The Clerk shall distribute, free of charge, a copy of this ordinance to any person taking out nomination papers for this office, or under consideration for filling a vacancy in the office of clerk, and to any deputy clerk or person considering such office.

30. OTHER DUTIES. From time to time, the board or electors may set other duties, pursuant to s. 60.33(11) or other authority, and the clerk will make a good faith effort to cooperate in furtherance of efficient town governmental services being provided.

Approved August 10, 1993.

Vote for: 3 against: 0

Michel Schuler, Chairperson

Russell Robbins, Supervisor

Willis Qualheim, Supervisor

Posted in the following sites

on _____
Town hall
Town office (Old Keshena Rd.)
Town fire department (CTH H)

Donna Habeck, Clerk

TOWN OF WESCOTT
SHAWANO COUNTY
February, 1992

EMPLOYEE WAGE AND WORK POLICY

1. Wage and salary rates will be set by the Board of Supervisors in board session for all employees.
2. Full-time employees work 32 or more hours per week on a continuing permanent basis and on specified pre-determined work schedule.
3. Fringe benefits, as authorized by the Board, are available to full-time employees.
4. Mileage rates for authorized business travel is ~~26 cents per mile~~ Federal Rate
5. Paid vacation benefits are as follows, relating to date of hiring:
 - 1 week after one year of full-time employment
 - 2 weeks after three years of full-time employment
 - 3 weeks after ten years of full-time employment
6. Vacation days that have been earned, but not taken prior to termination of employment, will be paid out at the prevailing wage rate for that employee at the time of termination. All vacation days to be taken will be cleared ahead of time with the immediate supervisor of the employee. Ordinarily, no more than one (1) employee will be given a vacation day at any one time when another employee performing the same duties has previously been granted a vacation for that day. A supervisor, in making the determination as to whether vacation may be given, shall take Town operation efficiency into account. In the event more than one (1) employee asks for the same vacation day, length of service with the Town shall determine which employee is granted that time off, with seniority being preferred. In the event the employee has no immediate supervisor, the Town Chairperson shall be contacted. No employee has the right to take a vacation day if less than sixty days prior notice is given, although the supervisor may allow this to occur, at his or her discretion.
7. Overtime shall be paid for work in one (1) week exceeding forty (40) hours by hourly employees, except as provided for compensatory time. For those regular full-time employees who are not supervisors, managerial or professional employees, hours worked in excess of the normal hours shall be compensated in time-off. Employees should try not to accumulate 45 hours of comp time, but if necessary, this will have to be approved by the Town Board. Hours accumulated less than 45 hours are approved by immediate supervisor or Town Board and shown on the time card, and should be used with six (6) months whenever possible. Regular full-time supervisors, managerial or professional employees may take compensatory time off on an hour-for-hour basis in no more than

two-day increments in return for hours worked in excess of normal hours, with approval of the Town Board. Compensatory time off not taken within six (6) months of the date worked shall be forfeited if the employee is a manager exempt from the Federal Labor Standards Act, or paid out if the employee is hourly. The clerk has authority to pay out compensatory time if so much time has passed, beyond 6 months, that accounting is deemed burdensome by the clerk.

8. Shawano County Highway Department schedule of wages, vacation benefits, job descriptions, and sick leave schedules may be used as a guide only.
9. Sick leave shall accumulate at ½ day per month of full-time employment, with a maximum of 6 days per year, accumulative to 20 days. Employee is paid out if earned full day(s) beyond 20 at start of next calendar year. In the event more than three (3) consecutive days of work are missed due to illness, verification of the illness must be provided by the employee through obtaining a written statement from a qualified physician. Sick leave days are provided for the use of the employee when physically ill, and are a separate benefit from vacation days shown above.
10. Paid holidays for full-time employment are New Years, the afternoon of the Friday preceding Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the afternoon of Christmas Eve, and Christmas.
11. If work on holiday, rate is hours worked at 1 ½ hourly rate.
12. Employees are entitled to funeral leave of up to three consecutive days when a member of the immediate family (spouse, mother, father, mother-in-law, father-in-law, child or grandchild) dies. Weekend days are included in the daily total, but will not be paid out if the employee would ordinarily not have worked that day. One day is allowed for the death of a relative not within the immediate family, and not more distant than the fourth degree under Wisconsin's intestacy laws (such as first cousin, great grandchild, grand nephew or niece, great uncle or aunt).
13. Employees are responsible for accurately filling out and completing their time card showing work hours, including the time leaving and coming back for a lunch period, normally scheduled for ½ hour. The employee must sign his or her time card, and submit it to the officer or supervisor designated by the Town Board. Inaccurate time cards which would result in cost to the Town are cause for discipline. Proper preparation of time cards may require listing of duties performed, especially where certain types of duties are subject to reimbursement by another level of government. Ordinarily, lunch which is unpaid, will not exceed ½ hour in length, and is subject to change when needed for efficient operation of work duties as directed by the employee's immediate supervisor. The employee must mark the time taking off for lunch, and returning to work. The Town Board may designate the employee's immediate

supervisor.

14. No intoxicants shall be consumed or used by an employee at any work site during scheduled hours of work. Employees must not be intoxicated during work hours. Those assigned to duties for which a Commercial Drivers License is required must comply with applicable sobriety standards as required by law, when applicable, such as during snow plowing time.

ROAD DEPARTMENT

1. Road employees includes cemetery, parks and services to other departments.
2. The Roadmaster plans daily work schedules and work projects and assigns work to be done by other road employees.
3. The Roadmaster fills out time cards for highway-related work, for all road employees because of state record requirements.
4. Since the Town now has short wave radio equipment for this department which customarily is available to the Roadmaster, it should be assigned to other employees during his absence.
5. A Commercial Drivers License may be required by the Town Board, and if so, must be in good standing.

LANDFILL-RECYCLING-COMPOSTING

1. This portion relates to jobs involving all of the above types of duties within the Town.
2. The position(s) shall not be open on holidays.
3. The employee(s) shall fill out his or her own time card and give it to the Roadmaster at the end of the week.
4. The employees shall be under the supervision of the Board of Supervisors or by someone delegated by the Board.
5. The Landfill Operator shall keep the landfill site clear of loose, uncontrolled rubbish and paper.

SANITATION DEPARTMENT

1. The Foreman shall schedule pick-up routes and make any changes in these routes.

ASSESSOR

1. To perform all duties of assessor according to state statutes.
2. To install house fire numbers and record fire cards.
3. Assessor will receive paid assistance when needed, in line with current Town budget, in case work load increases or incapacitated by illness or when on vacation.
4. Assessor also currently handles Building Inspector duties.

ORDINANCE 93-3

The Town of Wescott, acting through its board, ordains as follows:

- 1. AUTHORITY. The town acts pursuant to authority granted in the Wisconsin Statutes, especially sec. 101.123.
- 2. PURPOSE. The purpose of this ordinance is to promote the health and safety of persons in town vehicles and buildings, as scientific studies have shown a number of deleterious effects from smoking or ingesting such smoke, and state law discourages such activity in public places.
- 3. DEFINITIONS. A. A "building" of the town includes owned and rented structures, and is a structure with four or more walls and a roof, capable of being closed off entirely or almost entirely to outside air flow, whether or not all such air flow is restricted at all times.
B. "Smoking" means possessing or carrying a lighted cigar, cigarette, pipe or other lighted smoking equipment, regardless of content.
- 4. PROHIBITION. Smoking is prohibited in any town vehicle and building, except as provided in Section 5.
- 5. EXCEPTIONS. In the event freedom to smoke in designated areas is a requirement of federal law or regulation or state statute or rule, smoking shall be permitted in accordance with such standard. Where not dangerous due to presence of flammable material, taking into account current employee use and possible air ventilation, portions of the town garage and fire department have smoking allowed. Signs indicating allowance shall be placed at the site(s) allowed when required by state law, as they are now.
- 6. PENALTY. Any person who violates Section 4 of this ordinance shall forfeit not more than \$25.00, plus current court costs, which shall be the deposit authorized when using the citation method of enforcement. The town may seek injunction against repeated violation.
- 7. EFFECT. This ordinance shall take effect upon passage and publication.

Passed April 20, 1993.

S/ _____
Michel Schuler, Chairperson

Vote for: 3 against: 0

S/ _____
Russell Robbins, Supervisor

Published in the Shawano Leader
on: May 3, 1993.

S/ _____
Willis Qualheim, Supervisor

Donna Habeck, Clerk

ORDINANCE NO. 94-9

The Town of Wescott, by its town board, ordains as follows:

1. PURPOSE. This ordinance is designed to set fees for reproducing town records under the public records laws of this state, including s. 19.35(3).

2. PHOTOCOPIES. The following charge shall apply to each photocopy made at the request of a person seeking information from the town:

Government entities that provide services within the town will be charged at the rate of \$ ~~.15~~^{.30} per copy, except in the case of higher volumes of each page, or a series of pages that do not require great administrative attention during the copying phase, the clerk has the authority to lower the rate for governmental entities to not less than \$.10 per page.

Legal size or smaller photocopy will be charged at \$.30 per page.

Any copy that cannot be reproduced on town equipment will be charged at the legal rate shown above, or the actual cost, whichever is greater.

3. PREPAYMENT. If the custodian knows in advance, or at the point of acquiring such knowledge, the custodian will demand prepayment where any fees total exceeds \$5.00. This may be waived by the custodian, at his or her discretion, if due to emergency, prior history of prompt payment by the requester, or upon legal advice received in accordance with the practice chosen.

4. SEARCH. The custodian may provide records available for search by the requester, in the presence of the custodian or a reliable designee of the custodian, to protect town records. In the event an hourly employee is chosen to search for records, that employee will keep track of time on such project, if substantial, and in the event more than \$50.00 time is involved, the requester shall pay same prior to record copies release.

Passed July 12, 1994.

Vote for: _____ against: _____

Chairperson Michel Schuler

Posted in the following 3 sites

on _____.

Supervisor Russell Robbins

Town hall (Lake Drive)
Town office (Old Keshena Road)
Fire Department (Lake Drive)

Supervisor Willis Qualheim

Karla Duchac, Clerk

RESOLUTION 95-4

WHEREAS, the town officers or employees make expenditures from time to time on the town's behalf or for approved training, for vehicle fuel, rooming, tuition, lodging or meals when authorized, and

WHEREAS, the town previously paid back the person who originally advanced funds out of pocket, and

WHEREAS, not all officers and employees have personal credit cards that are frequently required for certain types of reservations, and the town board has discussed procedure and security measures;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the board of supervisors of the Town of Wescott that the clerk, Karla Duchac, is hereby authorized to apply for a VISA card in the name of the town, issued through the M & I bank system, which has a Shawano office, at no annual fee cost to the town;

BE IT FURTHER AUTHORIZED that the maximum credit limit applied for shall be \$2,000 ;

BE IT FURTHER RESOLVED that the card will be securely held by the clerk in a locked area except when issued to a specific employee or officer authorized by the board, who shall sign such card out in the town records.

Passed March 14, 1995.

Vote for: 3 against: 0

Chairperson Michel Schuler

Supervisor Russell Robbins

Supervisor Willis Qualheim

The Town of Wescott, Shawano County, does hereby adopt the following grievance procedure to help ensure compliance with the Americans with Disability Act (ADA) federal standards, and may elect to use this process for other complaints where a formal procedure has not been adopted.

1. POLICY. It is the policy of the Town of Wescott to not discriminate against any employee or applicant for employment because of physical condition or developmental disability. This policy shall include, but not be limited to the following practices: employment, upgrading, demotion or transfer, recruitment, compensation, selection for training. In addition, the Town will take all necessary steps to implement and maintain an affirmative action program for handicapped individuals to insure equal employment opportunities. The Town's affirmative action officer is responsible for planning, implementation and daily monitoring of this program, under policy guidelines set by the town board. All supervisory and management employees are required to support the affirmative action program and assist in carrying out its goals and requirements.

2. OFFICER. The officer in charge of the monitoring of compliance is:

chairperson.

3. PURPOSE. The Town adopts this procedure with the goal of providing prompt, equitable resolution of complaints alleging any action prohibited by federal or state regulations alleging discrimination on the basis of handicap within any covered category, including Section 504, the Americans with Disabilities Act, and state regulation (among others), the basic goal being that no otherwise qualified handicapped individual shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the town.

4. COMPLAINT. A written or typewritten complaint must be filed containing the name and address of the person so filing and briefly describing the alleged violation of regulation, along with a requested resolution of the situation. In the event the handicap of the individual prevents or makes written filing impossible or very difficult, the clerk is authorized to assist in complaint preparation with some type of acknowledgement by the complainant that the completed form is accurate.

5. FILING. A complaint shall be filed within five (5) business days after the complainant knew or should have known of the incident which is the alleged violation. A business day is Monday through Friday, except those days on which town employees are entitled to holiday pay. Processing of discrimination allegations which occurred prior to acceptance of this policy will be considered on a case by case basis, provided the activity occurred on or after January 26, 1992.

6. INVESTIGATION. The town chairperson, or his or her designee(s), shall investigate the allegations of a complaint, except that if the complaint alleges discrimination by the chairperson, the most senior supervisor in terms of service to the town as elected officer (or age, if no supervisor is otherwise senior), will investigate personally or with assistance. All interested persons and their representative(s), if any, have an opportunity to submit evidence relevant to a complaint.

7. FINDINGS. Within 20 business days following complaint filing, a written determination as to validity of complaint allegations and a

recommended resolution, if any, shall be issued by the Officer, and a copy forwarded to the complainant no later than 20 business days following issuance of the decision. If the officer reasonably believes all evidence has not been submitted by the deadline, the determination may be considered and labelled temporary, and be subject to revision if new evidence is presented.

8. FILES. Official files of resolved cases shall be maintained and held by the Clerk in town files. However, during an investigation, an officer engaged in fact finding may need to hold originals at a different location, in which event copies should be held at the town office.

9. PUBLIC RECORDS. The town recognizes that under state law, records are public unless the public interest in disclosure is outweighed by the privacy interest involved, to be determined on an analysis at the time of a request. However, as general guidelines, the town board feels that generally a matter currently under investigation is not subject to public disclosure, as the file contains allegations still under investigation which may be refuted or confirmed, and contains sensitive information about personal handicap status and alleged behavior of some town official that could lead to discipline of an employee, which has customarily been held to be confidential (except for termination status). A requestor always has the right to review his or her own statement or related documentation. The town recognizes that some information at times may only be gained with a pledge of confidentiality and the search for truth would necessitate such a grant, in which case any related document should be marked accordingly and not released to third parties. In the event any party is dissatisfied with the public record ruling made, the town board may seek a legal opinion on the issue.

10. APPEAL. If, following issuance of the Officer's decision, the matter remains unresolved, within ten (10) business days of the forwarding of the decision to complainant at the last known address or personal delivery, the complainant may appeal by written notice to the town board, directing the clerk in writing (with assistance if needed). The clerk shall insert the topic into the next board meeting agenda, or the meeting thereafter, if insufficient time exists to efficiently include it in such meeting due to prior posting or publication, or agenda length, under the clerk's discretion, the chairperson's discretion, or pursuant to legal advice. A separate special town board meeting may be set for hearing such appeal, in the town's discretion. Depending on the facts of the appeal, various forms of a closed session may occur, but it is recognized that current Wisconsin Statute 19.85(1)(a) would ordinarily justify deliberation in closed session following hearing of testimony and/or review of documents, and that the sensitive nature of such complaints would usually lead to such procedure.

11. OTHER REMEDIES. The right of a person to a prompt, equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies through federal or state governmental agencies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other administrative remedies, but must be accomplished prior to court review.

12. DUE PROCESS. These rules shall be construed to protect the substantive rights of interested person(s), to meet appropriate due process standards and to assure that the town complies with existing regulations prohibition discrimination against those with protected disabilities.

13. EMPLOYEES. Unless the town adopts a different procedure, town employees will follow this policy for any related complaints. It is anticipated, however, that if the employee has an immediate supervisor, informal consultation with that person will be attempted prior to any formal complaint being filed.

14. POSTING. A copy of this procedure shall be posted by the town clerk in a location visible to the public when visiting the town facility used for office purposes. One free copy a year is available to anyone requesting the same. In the event a requesting party reasonably indicates poor vision is a handicap, and no other apparent alternative exists, the clerk or his or her designee shall assist in reading the policy aloud, or those parts the requestor is interested in, one time. Extra copies may be provided at the cost imposed by the town board approved schedule, or actual expense, if no schedule is formally adopted.

Date of adoption by motion: February 9, 1993.

Vote for: 3 against: 0

Chairperson Michel Schuler

Supervisor Russell Robbins

Supervisor Willis Qualheim

TOWN OF WESCOTT
ORDINANCE RELATING TO OPERATION
OF LAKE DRIVE CEMETERY
NO. 87-2

These regulations were formed for the purpose of preserving, improving and beautifying the cemetery as much as possible and the hearty support of all who have loved ones resting there is earnestly desired.

All monuments must be made from granite, marble or bronze, no other materials will be allowed on the cemetery grounds, and must be erected by a monument dealer.

Only one monument on a plot will be allowed, except by permission of the Wescott Town Board.

No footstones will be allowed. No heaped graves, raised lots or any cement, brick or other enclosure of any kind around plots or graves shall be allowed, and any such existing may be removed at the discretion of the Wescott Town Board.

A base no larger than 4 feet long and 2 feet wide will be allowed per plot.

No monument over three foot in height will be allowed, and must be placed at the head of the grave, or in case of a husband and wife monument, in the center of the plots. Anything other than this must be approved by the Wescott Town Board.

All monuments shall be erected on a concrete or granite base of sufficient depth and width to assure permanency of level support for the monument. Concrete or granite bases must be of good quality and guaranteed by contractor or monument dealer and must be installed flush with the ground and there must be at least three inches of unoccupied space at each end of the plot.

No trees or shrubs are permitted. No flowers, live or artificial may be placed in front of or in back of the monuments. Flowers must be in planters-vases. No direct planting in the ground. All dead or faded flowers should be removed or will be removed by the Cemetery Association.

If planters or bronze vases are anticipated by the owner, an extension should be provided at the ends or on one end of the base to accommodate the planter-vase or planters-vases. But not to exceed the width of the grave.

The right is reserved to regulate the method of decorations of plots so that uniform beauty may be maintained. The use of boxes, shell, toys, metal designs, ornaments, vases, glass or crockery jars and containers, wood or metal cases, potted plants, etc., shall not be permitted on any plot and such articles shall be removed. Also the Wescott Town Board shall not be liable for vases-planters, floral pieces, baskets or flowers in which or to which such floral pieces are attached. No paper signs unconnected with respectful plot identification or loose materials not firmly affixed is allowed.

Any monuments which are in need of repair would have to be repaired to near perfect condition, but could not be replaced with a non-conforming monument.

Monuments shall be of common rectangular design. Monuments of uncommon shapes or design shall not be allowed unless approved before erection by the Wescott Town Board. Items shall not contain obscene matter or language.

Visitors within the cemetery shall use only the avenues, road and walks, unless it is necessary to walk on the grass to gain access to one's own plot. The Wescott Town Board expressly disclaims liability for any injuries sustained by anyone violating this rule.

Children under 14 years of age are not permitted within the cemetery unless accompanied by an adult(s) to take care of them.

Animals shall not be allowed on the cemetery grounds.

~~Any person purchasing a cemetery plot must be an owner of residential property and a resident of Wescott the past five years. Any nonresident may purchase a cemetery plot if he has been a resident of the Town of Wescott for twenty years. No husband or wife shall be permitted to buy more than one plot each, except under extenuating circumstances, and then only when agreed upon by the Wescott Town Board. Any exception must be approved by the Wescott Town Board.~~

~~Any person owning a plot or plots in the cemetery shall before disposing, selling or giving some away, give the Town Board first opportunity to purchase the plot or plots at the original price. No other than the plot owners or blood relatives of plot owners, such as children, grandchildren or daughter and son-in-law, may be buried there unless special permission has been granted by the Wescott Town Board.~~

Contractors will be held responsible for any damage done to cemetery property including roads, turf, monuments, bases and planter-vases.

For the fall clean-up of the cemetery, a notice will appear in the local paper, for removal of summer plants and decorations.

The Wescott Town Board reserves the right to postpone burial until an appropriate time or later date due to winter conditions.

The foregoing ordinance was adopted at a special meeting of the Town Board of the Town of Wescott on August 14, 1987.

Alfred Zander, Chairperson

Herbert Marotz, Town Supervisor

Russell Robbins, Town Supervisor

Filed in office of Town Clerk
this 14th day of August, 1987.

Arthur W. Gast, Town Clerk

The Town of Wescott, Shawano County board, does ordain as follows:

1. AMENDMENT. This ordinance amends existing regulations in 1.09 only to the extent shown.

2. FINDINGS. The town board received input from a handicapped hunter, from neighbors and other persons at the October 10, 2000 board meeting. The board found that at least two neighboring landowners objected to hunting from the cemetery, and that shooting would be over their land in almost all cases. If shooting is on the limited cemetery grounds, a wounded animal would frequently cross or end up on land of the objecting neighbors. The neighborhood is fairly dense, so there are portions of the cemetery grounds that would not meet the existing ordinance standard prohibition firing of a firearm within 500 feet of the residence of another, without that person's consent.


3. PROHIBITION. No persons shall discharge a firearm, or propel an arrow by use of a bow, crossbow or other device, over or upon the grounds of the town cemetery on the north side of Old Lake Road, Section 19, T. 27 N., R. 16 E.

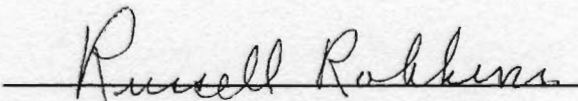
No person, without prior authorization by the town board, shall engage in trapping activity on said cemetery grounds.

4. EXCEPTION. When appropriate, a veterans organization may fire ceremonial shots into the air in traditional fashion in a safe direction.

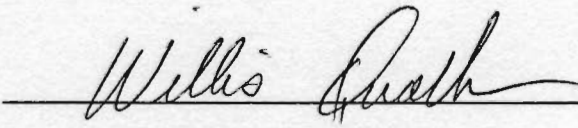
Dated November 14, 2000.

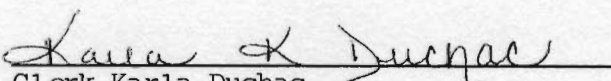
Vote for: 3 against: 0


Chairperson Michel Schuler


Supervisor Russell Robbins

Posted in the following 3 public
places within 30 days of passage:
Town hall
Fire Dept. building on Lake Dr.
Town office


Supervisor Willis Qualheim


Clerk Karla Duchac

The board of the Town of Wescott ordains as follows:

1. AMENDMENT. This ordinance amends and does not repeal existing code section 1.09, originally adopted as 87-2, except any contradictory part.

2. DENSITY QUOTA. Each lot within the town cemetery shall contain not more than:

One casket, or

An urn or container with one person's remains plus one casket, or

Two urns or containers with ashes.

In accordance with the existing ordinance, an urn or ashes container left at the cemetery will be buried.

3. CLEAN UP DATES. Clean up dates are established to ensure flowers and other decorations are not left for extensive time frames where their appearance deteriorates. A notice may be posted, published or otherwise publicized. Unless the town board alters the date, taking into account climate and cemetery conditions, May 1 and November 1 are the established deadlines.

4. LOT SALES. The board may revise the costs of lots without ordinance amendment, taking into account current and future maintenance and land costs.

Dated July '9, 2002.


Vote for: 5 against: 0



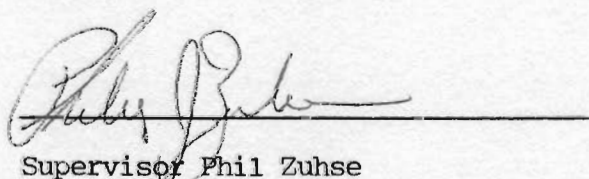
Chairperson Michel Schuler



Supervisor Marlene Brown



Supervisor Willis Qualheim

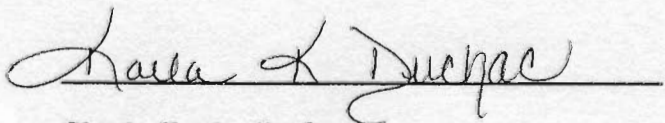


Supervisor Phil Zuhse



Supervisor Bruce "Duffy" Schultz

Posted in the following 3 public places within 30 days of passage:
Town hall
Fire Dept. building on Lake Dr.
Town office



Clerk Karla Duchac

2005-07

AN ORDINANCE AMENDING THE TOWN OF WESCOTT
CEMETERY OPERATION ORDINANCE NO. 87-2

The Town of Wescott does ordain as follows:

The following amendments are made to the Town of Wescott Cemetery Operation Ordinance:

Provisions deleted (lined):

~~Any person purchasing a cemetery plot must be an owner of residential property and a resident of Wescott the past five years. Any nonresident may purchase a cemetery plot if he has been a resident of the Town of Wescott for twenty years. No husband or wife shall be permitted to buy more than one plot each, except under extenuating circumstances, and then only when agreed upon by the Wescott Town Board. Any exception must be approved by the Wescott Town Board.~~

~~Any person owning a plot or plots in the cemetery shall before disposing, selling or giving some away, give the Town Board first opportunity to purchase the plot or plots at the original price. No other than the plot owners or blood relatives of plot owners, such as children, grandchildren or daughter and son-in-law, may be buried there unless special permission has been granted by the Wescott Town Board.~~

Provisions added (underlined):

Any person purchasing a cemetery plot must be a Town of Wescott resident for the past five years. A non-resident may purchase a cemetery plot if he/ she has been a former resident of the Town of Wescott for 15 years. No husband and wife shall be allowed to purchase more than one plot consisting of three lots each except upon extraordinary circumstances and upon approval of the Town Board. No person other than plot owners and their family members related by blood, marriage or adoption may be buried in a Town of Wescott cemetery plot, except upon extraordinary circumstances and upon approval of the Town Board.

This amendatory ordinance shall become effective upon adoption and publication.

Adopted this 10th day of May, 2005.

Ayes 5 Nays 0


Michel Schuler, Town Chair

ATTEST:

Karla Duchac, Town Clerk

Posted on May 17, 2005
Town Hall
Town Office
Town fire Station

The Town Board of the Town of Wescott does ordain as follows:

1. AUTHORITY. The board acts pursuant to its powers as set forth in Chapter 60 of the Wisconsin statutes, including Act 34, following receipt of public comments, further acting under its village powers and following annual meeting vote in this town of over 2,500 population.

2. PURPOSE. To provide for the orderly appointment and administration of the town clerk office, converting it to appointed status, starting after conclusion of the existing term, namely Tuesday, April 8, 1997.

3. TERM. The initial term for the clerk is three years. The initial appointment for such clerk has already occurred. The term of appointment shall continue to be three year time frames, unless changed by express town board action in the future, at least 30 days before term expiration.

4. PROBATION. No probationary period is set for the first clerk, who has previously served in office, this being Karla Duchac. However, any future clerk shall have an initial probationary period up to six months, unless extended once by the town board for up to an additional six months. At the conclusion of any probation period, the board may choose not to renew a term of office. Since removal during a term is only for cause, the probation period is the time frame set by the town board for initial term(s) of office.

5. DEPUTY. Pursuant to state law, the clerk may appoint a deputy, but shall promptly notify the board and place the item as an agenda topic at the next regular monthly town board meeting, to determine whether a bond is necessary, and at what amount. The board has power to determine the financial impact of a deputy upon the town budget, if any.

6. HOURS. The office hours of the clerk shall be reviewed by the board from time to time, but at least at the commencement of the 1997 term, the regular office hours shall be:

Monday through Friday, 9 a.m. to 2 p.m.

Regular hours do not include time on holidays adopted by the town board, vacation time adopted by the board (same as employees generally unless sepecific action is taken), or time spent out of the office while ill, pursuant to employee guidelines. Other time off work follows general employee guidelines, unless the board otherwise directs.

7. PAY. Under state law, the minimum pay for each term shall be set before commencement of that term of office. The board may award merit pay or a bonus for good work, but is not allowed to lower pay, unless the clerk voluntarily agrees.

8. CODE. This ordinance fits into the administrative chapter.

Approved December 9, 1996.

Vote for: 3 against: 0

Posted by Clerk Karla Duchac within
30 days of passage at town hall, town
office, Lake Dr. fire dept.

Chairman Michel Schuler
Supervisor Russell Robbins
Supervisor Willis Qualheim

MEETING AND CONVENTION POLICY

The purpose of this policy is to establish uniform standards covering all employees (including officials) regarding travel, and meal expense reimbursement. All travel must be approved by the Town Board prior to travel, to be eligible for reimbursement of expenses:

1. Automobile Expenses. The Town shall reimburse allowable mileage expense at the rate of \$.26 per mile as set by the Town Board for all miles traveled while on Town business. Eligible mileage expense shall be for the most direct route.
2. Lodging Expense. Overnight lodging expenses are allowable. Receipts are required when requesting lodging reimbursement. Only direct lodging costs are eligible for reimbursement (for example, no in-room movies, personal phone calls, etc. will be reimbursed). The Town shall make room deposits to reserve lodging in the name of the Town when practical.

In order to be reimbursed for lodging expenses the night prior to the meeting, conference or seminar, the site must be at least 60 miles from home and the starting time of the event must be no later than 9:00 a.m. Exceptions to this provision must be authorized in advance.

3. Meal Expenses. While on Town business, employees may be reimbursed for meals up to \$25.00 per day.

The above reimbursements excludes tip and may not be reimbursed without receipts.

4. Registration will be prepaid by Town upon approval of attendance, except for one-day meetings, if pre-registration not required.
5. Miscellaneous Expenses. Alcoholic beverages are not eligible for reimbursement. Incidental expenses such as taxi fares, town business-related telephone charges, and automobile rental are reimbursable. Receipts are to be provided.
6. Prior conference and Travel Approval. All employees and elected officials shall have advance approval. In the event that sufficient advance notice is not possible, employee should obtain approval from the Town Board Chairperson.

It is hereby ordained by the Town Board of Wescott, Shawano County, as follows:

Section 1. Purpose. It is the declared intent of this ordinance that tax payments made in excess of the tax bill amounts shall be refunded pursuant to the procedures established under this ordinance. It is the declared intent that this policy shall be in full force and effect upon town board adoption, with the purpose of complying with s. 74.03(2) of Wis. Statutes (as adopted in 1997 Wis. Act 315). The town board also codifies authority previously delegated to its officers to make routine payments without prior board approval under limited circumstances.

Section 2. Authority. This ordinance is also adopted pursuant to the authority granted to town boards under s. 60.44(2) to adopt an alternative claim procedure for approving financial claims against the town which are in the nature of bills and vouchers.

Section 3. Tax refund procedure. Pursuant to s. 60.34, upon receipt of tax payments in excess of the tax bill, the town treasurer shall deposit as soon as practicable all payments in the name of the town in public depositories designated by the town board. Upon treasurer verification that the payment as deposited has cleared and not been returned as insufficient funds, but not later than 10 days after depositing, the treasurer shall keep records showing: the name and mailing address of the taxpayer for whom a refund in excess of the tax bill amount is due, the refund amount, the date payment was received, and a statement that the payment as made has cleared the time deadline and not been returned as insufficient funds.

In the event that payment is made by a financial institution which the Treasurer believes to be solvent, the waiting period is waived.

The records requirement shown herein is satisfied by the tax receipt and register listing, when they accurately reflect the payment and refund event.

The treasurer is authorized to use facsimile signatures of the clerk for such refunds, with the chairman's countersignature waived, where the following factors exist:

1. Funds are available to pay the bill, assuming the tax payment has cleared and not been returned unpaid, or payment was issued from a financial institution believed solvent by the Treasurer.
2. The town board has authorized the refund of excess tax payments as established by the adoption of this ordinance.
3. The refund is validly believed due in the amount noticed by the town treasurer as a tax payment in excess of the amount of the tax bill.

The town clerk shall examine register records when comparing revenue and expense totals before the end of January and February of each year. This may be done when comparing other financial records. Following reconciliation procedures is adequate provided evidence of the refund checks issued and receipts are available for clerk review.

Section 4. Facsimile Signature. In the event of absence or unavailability of a town officer from a board meeting or for a time period exceeding one week, the other officers executing a payment are authorized to use a facsimile signature.

Section 5. Payment Authority. The clerk, upon receipt of various bills, has authority with the treasurer and chairperson to issue payment under the following circumstances:

A. Payment of payroll for employees. Review of time cards will first occur for hourly wage employees to help assure accuracy.

B. Payment of utility bills whenever the due date or discount rate will expire prior to the next scheduled town board meeting that can have bill payment as a topic.

C. Payment of bills where the board has allowed administrative approval, by the town foreman or chairman, within the cost limits as set by the town board. At the time of ordinance passage, the Roadmaster has authority to incur expenses up to the \$250 level, while the town chairman authorizes expenditures of \$250.01 to \$750.00 prior to incurring the expense.

D. Payment of independent contractor bills which repeatedly occur, in the discretion of the administrative officers, or where prior board approval was given. No payment over \$750 will be issued without prior board assent.

E. A list of paid bills detailing the payee and amount will be presented to the town board at the next board meeting.

Section 6. Refund check delivery. Upon issuance of the proper countersigned refund check, pursuant to the procedures in this ordinance, the refund check shall be delivered to the taxpayer/claimant or mailed to the person's last known address by the treasurer.

Date of passage: September 15, 1998.

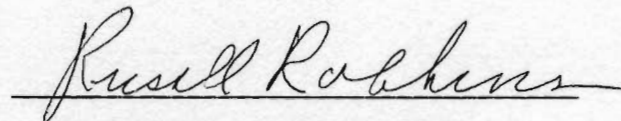
Vote for: 3 against: 0

Posted in the following public places within 30 days of passage:

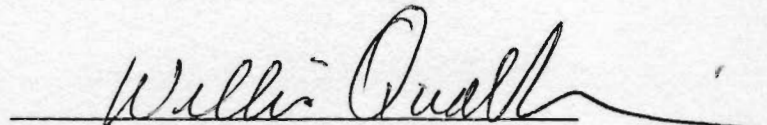
- Town fire dept.
- Town Hall
- Town office



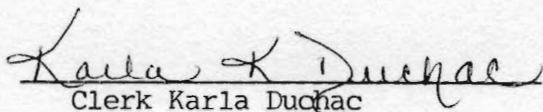
Chairman Michel Schuler



Supervisor, Russell Robbins



Supervisor Willis Qualheim


Clerk Karla Duchac

The board for the Town of Wescott does ordain as follows:

1. BOARD EXPANSION. The 2000 annual meeting voted 24-11 to increase the town board size from 3 to 5 members. Public sentiment was further confirmed by an affirmative vote at an advisory referendum election held November 7, 2000.

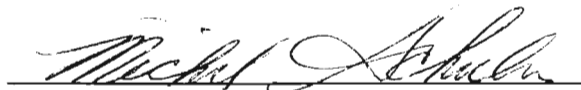
2. TERMS OF OFFICE. The board chooses to come under the procedure set forth in s. 60.21(2)(b), which is incorporated by reference.

2001 spring election: supervisor seats 1 and 3 will be for a one year term. Starting with the April, 2002 election, seats 1 and 3 will be for a two year term.

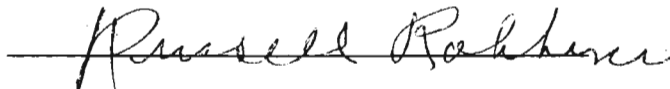
Supervisor 2 and 4 seats will consistently be for a two year term.

Discussed November 14, 2000 and passed November 20, 2000.

Vote for: 3 against: 0



Chairperson Michel Schuler



Supervisor Russell Robbins

Posted in the following 3 public places within 30 days of passage:
Town hall
Fire Dept. building on Lake Dr.
Town office



Supervisor Willis Qualheim


Clerk Karla Duchac

The Town of Wescott, Shawano County, Wisconsin ordains as follows:

1. **PURPOSE:** This ordinance is designed to limit the intimidation of public officials as a result of their official actions. Any misuse is well beyond the expression of opinion on decisions made by a public official, which is protected free speech under the first amendment of the U.S. Consitution.
2. **OFFICIALS:** This ordinance protects any elected or appointed officials of the town, including any board, committee, commission, or other entity created by state law or town action.
3. **PROHIBITION:** No camera shall be possessed by any person in a town building, on town land, or within picture taking distance of any town official acting in his or her official capacity. The person having such camera shall immediately remove it from the affected site. Failure to remove said camera shall be an act of disorderly conduct. No person shall use such a camera for the purpose of taking pictures of any public official, or any picture, while said official was acting in his or her official capacity, whether on or off town property.
4. **EXCEPTIONS.** The following exceptions are approved:
 - A. Possession or use of a camera that takes motion pictures for a recording purpose that is related to the protected interest under Wisconsin Statute 19.90 at open meetings of a governmental body.
 - B. Any cameras specifically authorized in writing by a town board or other governmental body.
 - C. A camera used by a member of the media in the performance of job duties. In this regard, it shall be presumed that a member of an official newspaper is hereby authorized to take such action. It is hereby presumed that any other media person will not have a need for such a camera, and it is a presumed violation of this ordinance that the board or governing body would have to approve an order for compliance to occur. Such pictures are to be taken only when intended for publication or considered for publication by an editor. If an official newspaper is not involved, it is presumed that the camera is invalid, but the town board or other body can determine it to be a valid use even if the standards under Chapter 985 are not met.
5. **PENALTIES.** Any person who violates this ordinance shall pay a forfeiture. In lieu of forfeiture payment, up to 30-days jail may be ordered by a court.

Penalty Range \$50.00 to \$500.00

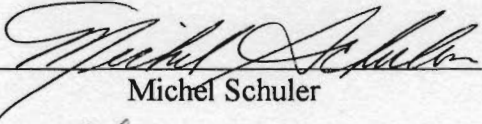
Deposit schedule:

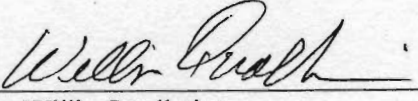
First offense	\$ <u> 200.00 </u>	plus current ^{Court} cost costs
Second or later offense within two years	\$ <u> 400.00 </u>	plus current ^{Court} cost costs

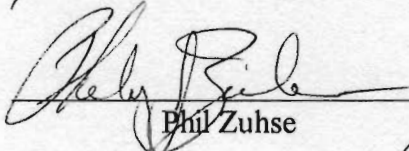
6. **SEVERABILITY.** If any part of this ordinance is held invalid or unconstitutional, the remainder thereof shall be valid.

Dated: May 14, 2002

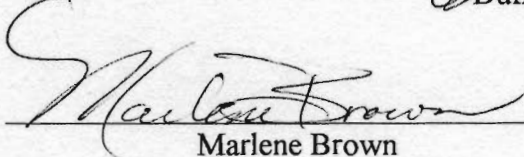
Vote for: 5 Against: 0


Michel Schuler


Willis Qualheim


Phil Zuhse


Duffy Schultz


Marlene Brown

Published in the Shawano Leader

on May 16, 2002


Clerk Karla Duchac

TOWN OF WESTCOTT

ORDINANCE # 2002-11

AN ORDINANCE AUTHORIZING AND APPROVING THE SELECTION OF THE POSITION OF TOWN TREASURER BY APPOINTMENT.

WHEREAS, the position of Town Treasurer of the Town is currently selected by election under the provisions of s. 60.30 of the Wisconsin Statutes; and

WHEREAS, s. 60.30(1e)(e) of the Wisconsin Statutes allows for the selection of a Town Treasurer by appointment by a vote of a majority of the members-elect of the Town Board if such authority is so granted by the Town; and

WHEREAS, after review and consideration, the Town Board is desirous of filling of position of Town Treasurer by appointment, pursuant to the authority of s. 60.30(1e)(e), Stats.; and

WHEREAS, at a Town meeting, duly called, noticed and held, under the provisions of s. 60.10(1)(b)(2m), Stats., on November 20, 2002, the Town Board was authorized to establish the position of Town Treasurer as an appointed position;

NOW, THEREFORE, THE TOWN BOARD OF SUPERVISORS OF AND FOR THE TOWN OF WESTCOTT, SHAWANO COUNTY, WISCONSIN DOES HEREBY ORDAIN AS FOLLOWS:

SECTION ONE. That the position of Town Treasurer of the Town of Westcott be, and the same hereinafter shall be filled by appointment by a majority of the members-elect of the Town Board.

SECTION TWO. That the term of the appointed position of Town Treasurer of the Town of Westcott shall be for a period of three (3) years, commencing after the expiration of the term of the incumbent elected Town Treasurer.

SECTION THREE. That all ordinances, or parts of ordinances, in conflict herewith, be, and the same hereby are, repealed.

SECTION FOUR. That this Ordinance shall take effect immediately upon passage and publication of the same, as made and provided by law.

ADOPTED this 20th day of November, 2002.

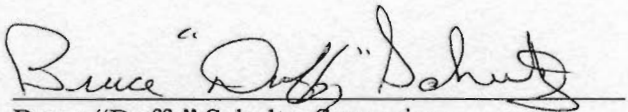
APPROVED this 20th day of November, 2002.


VOTE FOR: 5 /AGAINST: 0


TOWN OF WESTCOTT


Michel Schuler
Chairperson


Willis Qualheim, Supervisor


Bruce "Duffy" Schultz, Supervisor


Marlene Brown, Supervisor


Phil Zuhse, Supervisor

Posted in the following 3 public places within
30 days of passage:

Town Hall
Fire Dept.
Building on Lake Dr.
Town Office


Karla Duchac

Chapter 1.19

2018 – 02 – TOWN OF WESCOTT ORDINANCE
FREQUENCY OF FIRE INSPECTIONS

The Town of Wescott, by its town board, ordains as follows:

The Chief of the Fire Department shall be responsible for having all public buildings and places of employment within the territory of the Fire Department inspected for ascertaining and causing to be corrected any conditions liable to cause fire or any violations of law or ordinance relating to fire hazards or to the prevention of fires. The inspections shall be conducted at least once per calendar year provided that the interval between those inspections does not exceed 15 months.

This ordinance shall take effect upon passage and posting as provide by law.

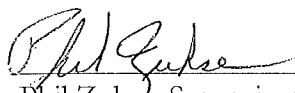
Adopted this 11th day of October 2018.




Brian Moesch, Chairman Yes/No




Terry Moede, Supervisor Yes/No



Phil Zuhse, Supervisor Yes/No



Bruce "Duffy" Schultz, Supervisor Yes/No



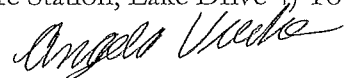
Marlene Brown, Supervisor Yes/No



Attest: Angela Vreeke, Clerk

Posted in the following locations on: _____

10-16-18 1) Town Hall, Lake Drive 2) Town Office, Old
Keshena Rd. 3) Town Fire Station, Lake Drive 4) Town website: www.townofwescott.com

-  10-16-18