

# A Basic Guide to Navigating Through Your Town Government

This is intended as a guide for Kinnickinnic Township residents. Additional information can be obtained by contacting the Town Clerk during regular office hours, the Town Website, or by contacting your Town officials.



## **The Town Hall**

The Town hall belongs to the people of Kinnickinnic Township. All regular Town meetings are held there.

- The Town Hall is open for regular office hours on Tuesday and Thursday from 9 A.M. to 2 P.M.
- The Town Hall is available for rental. This is for Town residents only. Rental is \$75 for the day with a \$200 deposit required. The deposit is refunded after cleaning by those using the hall. No alcoholic beverages are allowed and the hall capacity is 99 people.
- Contact the Town Clerk for details and reservations.
- The address for the Kinnickinnic Town Hall is 1271 County Road J, River Falls, WI 54022.

## **The Town Board**

The Town Board of Kinnickinnic consists of a Town Chairman, four Supervisors, the Clerk, and Treasurer. Each Supervisor serves a 2-year elected term. Two of the four Supervisors are up for election or re-election each year. Some of the duties of the Town Board include:

- Conducting the financial affairs for the Township including preparing the annual budget, financial statement, and annual audit.
- Designating public depositories for Town funds.
- Approving contracts and bills to be paid.
- Obtaining fire and ambulance service for Town residents.
- Maintaining and caring for our roads.

## **Town Chairperson**

The Town Chairperson serves a two year elected term. Some of the Chairperson duties are as follows:

- Presiding over meetings of the Town Board and being responsible for Board meeting agendas.
- Serving on the Planning Commission, Road Committee, and presiding at Town elector meetings

- Signing documents such as ordinances, resolutions, contracts, etc.
- Signing checks and transfer orders.

## **Town Clerk**

The Town of Kinnickinnic Clerk is appointed by the Town Board. Some of the duties of the Clerk include:

- Being the custodian of the Town records including Town finances.
- Recording minutes at all Town meetings, providing a monthly report to the Board, and conducting regular posted office hours.
- Preparing and properly posting agendas for Town meetings, ordinances, resolutions, and bids.
- Working with the Board in September to create the Annual Budget for the following year.
- Performing election functions such as scheduling election workers, supervising completion of election paperwork and testing election equipment.
- Processing alcohol licenses and providing notices.
- Attesting to and signing documents such as ordinances, resolutions, contracts, etc.
- Signing checks, drafts, and transfer orders.
- Preparing the tax roll and delivering it to the Town Treasurer.

## **Town Treasurer**

The Treasurer is appointed by the Town Board. Some of the Treasurer's duties are:

- Receiving and taking charge of all monies belonging to the Town.
- Providing monthly financial reports to the Board, and working with the clerk to make sure it all balances each month and at the end of the year.
- Providing dog tags to residents upon receipt of proof of rabies vaccinations and appropriate fee. Providing an up-to-date list to Board members and to the County throughout the year.
- Assisting the county with Lottery Credit audits and sending out the appropriate letters to residents.
- Working with the Board in September to create the budget for the following year.
- Preparing and mailing property tax bills in mid-December, and collecting the first half of the property taxes due by January 31.
- Signing checks, drafts, and transfer orders.

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## **Dog Licenses**

Dog licensing is required annually by statute. Contact the Town Treasurer at (715) 425-1180 with questions. A printable form for obtaining an annual dog license is available from the Town Website: [www.kinnickinnicTwp.org](http://www.kinnickinnicTwp.org). The Form is also mailed each December with the Tax Bill (s) for the year. Fees: **\$4** if neutered/spayed - **\$9** if not. All dogs must be licensed, 5 months of age & older, or 5 months old within the license year. Proof of Rabies shots must be submitted on purchase of license. Dates of area Rabies Clinics are published in the newspapers and shoppers. If the tag should get lost throughout the year, please contact the Town Treasurer for a replacement tag.

## **Town Meeting Agenda Information**

An agenda is posted for all town meetings that are subject to State of Wisconsin open meeting laws. This would include agendas for Town Board meetings, Annual Town meetings, Planning Commission meetings, and Road Committee meetings.

These agendas are posted on the Town Hall front door, in the River Falls Journal, at the County Road J bulletin board, and on the Town website.

## **Town Board Meetings**

Regular Town Board meetings are held once a month (normally the first Tuesday) and are subject to State of Wisconsin open meeting laws.

- An agenda is posted for public viewing in advance of each meeting.
- Except for a time allotted for public comments the Board must stick to the topics on the agenda.
- Town residents may bring matters of concern to the Town Board by requesting that an item be placed on the agenda. This must be done at least 2 weeks in advance of the meeting date. Residents doing so should be prepared to comment and answer questions regarding the chosen topic *only*.

## **Annual Town Meeting**

Each year in April there is an annual Town meeting and all Township residents are invited to attend.

- Residents are free to bring up any topic concerning the Township.
- Concerns of all Town residents are heard at this meeting.

Kinnickinnic residents are urged to attend the Annual Meeting each year.

## **Township Ordinances**

A Town Ordinance is an authoritative rule or law.

- They are used to regulate or prohibit certain types of conduct or actions.
- They have prohibitions or regulations typically with penalty provisions for failure to comply.

- The Town Board passes, amends, or repeals Town Ordinances.
- Ordinances can be viewed on the Town website.
- New Ordinances are posted at the Town Hall, in the River Falls Journal, at the County Road J bulletin board, and on the Town website.

## **Township Resolutions**

A Town Resolution is a formal determination or expression of opinion by the Town Board.

- Resolutions do not contain penalties.
- They are often used to establish internal Board policy positions.
- Resolutions may be viewed on the Town website.

## **Elections**

- Contact the Town Clerk to register to vote in Kinnickinnic Township.
- You must be a resident of Kinnickinnic Township for a minimum of 10 days in order to vote in the Township.
- You may also get information and register at the website; [www.myvote.wi.gov](http://www.myvote.wi.gov).
- Information about elections can be found on the State website at [www.elections.wi.gov](http://www.elections.wi.gov).
- Voters must present an photo ID when voting.

## **Planning Commission**

The Planning Commission, created by Town Ordinance 2005-2, usually meets the third Wednesday of the month.

- The commission is made up of the Town Chairperson, one additional member of the Town Board, and 5 citizen members who are not otherwise Town officials.
- The Commission is primarily concerned with land use matters and is considered the Town planning agency.
- To get on the Planning Commission agenda a request requires a minimum of 2 weeks lead time.
- Planning Commission meetings are subject to Wisconsin State Open Meeting Law.
- Meeting notices and agendas are publically posted in the same place as Town Board meetings.

## **Road Committee**

- The Road Committee advises the Board on all matters concerning Town roads.
- Road reviews are done on a semi-annual basis, (one review in the spring and one in the fall).
- You must be on the Road Committee agenda if you wish to bring up a topic at the meeting. A 2 week lead time is required.
- Road Committee meetings are subject to open meeting laws and notices are posted on the Town Hall front door, at the County Road J bulletin board, and on the Town Website.

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## **Roads and Driveways**

A driveway permit is required by the Town to access Town roads. For County roads contact the St. Croix County Highway Department. For State roads contact Wisconsin Department of Transportation.

Town of Kinnickinnic Road and Driveway Ordinance 2013-4 spells out requirements for driveways and for placement of mailboxes.

The Town of Kinnickinnic contracts St. Croix County to perform snow plowing and mowing duties. In addition, a private contractor performs woody vegetation removal for the Town.

## **Fire Numbers**

The Road and Driveway Ordinance 2013-4 spells out the requirements for placement of house addresses. Emergency responders rely upon these numbers when responding to an emergency call.

- Fire numbers should be placed on the right side of the driveway, when facing the driveway from the road, and at the right-of-way line.
- The sign shall be kept clear of obstruction and shall be placed parallel to the road for visibility in both directions.
- Fire numbers are issued for new building permits and are to be picked up at the Town Hall.
- It is the responsibility of the home owner to place these signs properly.

## **Property Tax Assessment**

The Property Tax Assessor for the Township is a state certified independent contractor appointed by the Town Board.

## **Open Book**

The "Open Book" is held during the month of May and is publically noticed.

- At the Open Book the Township Assessor is present at the Town Hall to review questions and concerns regarding property tax assessment.
- If residents disagree with their property tax assessment and it is not resolved at Open Book, then they may request that their argument be heard at the Board of Review (BOR).

## **Board of Review**

The Board of Review is a quasi-legal body made up of members of the Town Board.

- Residents who have not resolved property tax issues at Open Book may wish to be heard at the Board of Review (BOR).
- Those wishing to bring their case to the BOR must file to do so no less than 48 hours prior to the BOR's first meeting. This can be done with the Town Clerk during regular business hours at the Town Hall.

## **Zoning**

The Town of Kinnickinnic falls under the zoning laws of St. Croix County. The St. Croix County website, [www.co.saint-croix.wi.us](http://www.co.saint-croix.wi.us) provides detailed information on zoning law.

## **Building Inspector & Building Permits**

The Town of Kinnickinnic Building Code (Ordinance 2010A) provides for the Board to hire a Building Inspector.

- Our State Certified Building Inspector issues permits and performs inspections for Kinnickinnic Township.
- Permits are required for new structures, and certain remodeling, electrical, plumbing projects, septic systems, driveways, etc.
- Ordinance 2010-1A, Building Code for Kinnickinnic Township spells out the requirements for permits.

## **Fire and Ambulance Service**

Fire and ambulance services are provided by the City of River Falls at this time. Check the Town website for the latest information.

## **Burning**

Actual burning permits are not issued but you must contact the St. Croix County Dispatch at 715-386-4701 on the day you intend to burn. When issued, County burning bans must be obeyed. If you live on the border of Pierce and St. Croix Counties it would be advisable to call Pierce Co. Dispatch also.

## **Garbage and Recycling**

The Town offers a recycling container which is on the Town Hall property. The recycling facility is for Town of **Kinnickinnic residents only. Only items listed on the container may be deposited in the bins.** Examples include; Newspaper, cardboard, magazines and other paper products suitable for recycling, like office paper, bundled or put in brown paper bags. Metal (food cans, pop cans, etc. tin and aluminum, flattened will take up less space), Plastics (#1 and #2 caps removed). Glass products, rinsed and caps removed.

St. Croix County offers special collections for hazardous waste, appliances, electronics, and tires. [www.co.saint-croix.wi.us/Departments/Recycling/](http://www.co.saint-croix.wi.us/Departments/Recycling/)

## **St. Croix County**

Kinnickinnic Township is one of 21 townships that make up St. Croix County. An official directory for St. Croix County can be obtained for \$1.00 from the County Clerk's office at the St. Croix Co. Government Center at 1101 Carmichael Road, Hudson, WI 54016. Visit the St. Croix County [www.sccwi.gov](http://www.sccwi.gov)

Law enforcement services for Kinnickinnic Township are provided by St. Croix County. For emergencies call 911 and for non-emergencies contact the St. Croix County Dispatch at 715-386-4701.

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## Town of Kinnickinnic Contact Information

Chair: Jerry Olson – 715-307-4627  
[kinnijerryo@gmail.com](mailto:kinnijerryo@gmail.com)

Supervisor 1: Axel Bogdan – 715-426-6119  
[kinnisupervisor1@icloud.com](mailto:kinnisupervisor1@icloud.com)

Supervisor 2: Dave Nelson – 715-425-8774  
[kinnisupervisor2@icloud.com](mailto:kinnisupervisor2@icloud.com)

Supervisor 3: Alex Williams – 715-222-4111  
[kinnisupervisor3@icloud.com](mailto:kinnisupervisor3@icloud.com)

Supervisor 4: Mae Wolfe – 715-821-9350  
[kinnisupervisor4@icloud.com](mailto:kinnisupervisor4@icloud.com)

Clerk: Nicky Thompson -- 715-425-8082  
[kinniclerk@icloud.com](mailto:kinniclerk@icloud.com)

Treasurer: Brenda LaValley -- 715-425-1180  
[kinnitreasurer@icloud.com](mailto:kinnitreasurer@icloud.com)

Assessor: Ron Meyer – 715-232-9068  
[ronkar@hughes.net](mailto:ronkar@hughes.net)

Building Inspector: See Town Website

Town Website: [www.kinnickinnicTwp.org](http://www.kinnickinnicTwp.org)

### Disclaimer

All information in this document is deemed current as of the date of publication, subject to change without notice, and may become outdated over time. This document is provided as an overview only and is not a substitute for reading and understanding actual ordinances.

## GUIDELINES FOR SUBMISSION OF ARTICLES TO *THE CURRENT* -

- Submissions to *THE CURRENT* may come from any Town of Kinnickinnic resident and should be turned in at the town hall during regular office hours.
- Submissions may be sent to the Editor @ [tatrico22@outlook.com](mailto:tatrico22@outlook.com)
- Submissions should be in a Word file if sent by e-mail or typed or handwritten if presented to the Town hall.
- Pictures may be used and they should be in jpg format.
- All submissions must be accompanied by the author's name and contact information.
- Questions about submissions may be directed to the Editor at- [tatrico22@outlook.com](mailto:tatrico22@outlook.com)
- *The Current* Editor and Town Board must approve all submissions.
- *The Current* Editor and Town Board reserve the right to proof and make necessary corrections [grammatical errors, etc.] in all submissions.
- All submissions must strive to be factual.
- Partisan political submissions will not be accepted.
- Op-Ed submissions will not be accepted.
- Ideas for articles are welcomed.
- **WE ARE LOOKING FOR WRITERS PLEASE CONSIDER GETTING INVOLVED!**