

TOWN OF COTTAGE GROVE - CODE OF ORDINANCES

CHAPTER 22 - ADMINISTRATIVE POLICIES AND PROCEDURES

22.01 LOT DRAWING FOR PLACEMENT OF CANDIDATES NAMES ON ELECTION BALLOTS

(1) The Town Clerk-Treasurer shall make a legal posting of the date, time and location of the lot drawing, in at least three places where such public notices are routinely made. The date selected, shall be within the deadline for such drawing; established by the state elections board.

(2) At the announced day and time, the Town Clerk-Treasurer shall ensure that there is a minimum of two witnesses available, along with a neutral party to do the actual lot drawing.

NOTE: It is recommended that each of the major political parties in the state, have a representative in attendance; however, any two electors of the Town may act as a witness. It is also recommended that the neutral party be a member of the boy scouts, girl scouts, or other non-electors of the Town.

(3) Each candidate's name shall be placed on a slip of paper that will be used in the drawing. Each slip used shall be the same size, shape and color. The name of the candidate shall be written in the same color ink on all slips.

(4) All the candidate slips shall be placed in a container, and the container placed so that the neutral party cannot see which slip is being selected (i.e.: raised above eye-level of the person doing the drawing).

(5) As the slips are drawn, the Town Clerk-Treasurer shall consecutively number them. The drawing shall continue until all the slips have been selected, and a number assigned to them.

(6) The order in which the slips are drawn and numbered, shall be the order that the candidate(s) names are placed in the ballot for their respective office.

(7) In the event there is a primary election required for any Town elected position, a separate lot drawing; following the above procedures, shall be held for only those candidates involved in the primary election.

(8) Following the primary election, the top two candidates for each contested office, shall be placed on the ballot in the order in which their names were selected, during the initial lot drawing.

22.02 OFFICE PROTOCOL

(1) ADMINISTRATIVE FUNCTIONS

To improve communication and organization, the Town Clerk-Treasurer shall establish any directives they see appropriate regarding general housekeeping (*i.e.* policies on photocopying, maintenance and retrieval of records, sign-out sheets).

(2) AUDIT OF TOWN'S FINANCIAL RECORDS

(a) An audit of the Town's financial records shall be conducted annually.

(b) The Town Board may provide for financial audits under § 66.0605, Wis. Stats.

22.03 USE OF TOWN FACILITIES OR EQUIPMENT

The use of the Town office, all Town equipment, and support staff is for Town-related business

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only, and only by elected officials. Committee Chairpersons or officers must gain prior approval of the Town Clerk-Treasurer or Town Chair to utilize these services.

22.04 RESERVED FOR FUTURE USE

(Reserved)

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(Reserved)

22.06 SPLIT SHIFTS AT ELECTIONS

Pursuant to § 7.30(1), Wis. Stats. the Town of Cottage Grove shall allow for the selection of two or more sets of officials to work at different times on election days and permit the Town Clerk or his/her designee to establish different working hours for different officials assigned to the same polling place. Alternate officials shall also be appointed in a number sufficient to maintain adequate staffing of the polling place.

22.07 ALTERNATE CLAIMS PROCEDURE.

(1) PURPOSE.

The purpose of this ordinance is to authorize an alternative procedure for approving financial claims against the Town that are in the nature of bills and vouchers, when payment is due prior to the next scheduled Town Board meeting.

(2) AUTHORITY.

The Town Board has the specific authority under § 60.44 (2), Wis. Stats., to adopt this ordinance.

(3) APPLICABILITY.

Payments of claims against the Town may be made from the Town Treasury pursuant to § 66.0607, Wis. Stats., and under the procedure established in section (4) for bills or vouchers that are monthly or routine in nature when payment is due prior to the next scheduled Town Board meeting, including but not limited to: utility bills, payroll checks and liabilities, property tax settlements, loan and bond payments.

(4) PROCEDURE.

(a) Subject to the restrictions under section (3), the payment of a claim against the Town may be made from the Town Treasury if the Town Clerk-Treasurer reviews and approves in writing the claim as a proper charge against the Town Treasury. A claim against the Town is a proper charge against the Town Treasury if the Clerk-Treasurer determines that all of the following conditions have been met:

1. Funds are available under the Town budget to pay the bill or voucher.
2. The item or service covered by the bill or voucher has been authorized by the Town Board or an authorized Town official, agent, or employee.
3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
4. The claim appears to be a valid claim against the Town.

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(b) The Town Clerk-Treasurer may require submission of proof to determine compliance with the conditions under subsection (a) prior to approval. (For example, the Clerk-Treasurer may require verification of quantity, quality, etc., by another Town official or employee.)

(c) After determining that the conditions under subsection (a) have been met, the Town Clerk-Treasurer shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the Town Clerk-Treasurer shall prepare and sign a check and have it countersigned by the Town Chair, pursuant to § 66.0607, Wis. Stats. The Town Clerk-Treasurer shall then mail or deliver the completed checks to the appropriate parties.

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

(5) SEVERABILITY.

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

22.08 LEGAL POSTING AND PUBLICATION; DESIGNATION OF OFFICIAL NEWSPAPER.

(1) Method of Notice: The Town shall use posting pursuant to State law as its primary means of giving notice.

(2) When Notice Shall be Posted: Notices shall be posted before the act or event requiring notice and no later than the time specified for the first newspaper publication.

(3) Where Notice Shall be Posted: The notice must be posted in at least three public places likely to give notice to persons affected OR must be posted in at least one public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the municipality. By its own motion, the Town Board shall determine the locations for the public places used for notices.

(4) Publication: When publication is required by State law or when publication is directed by the Town Board, the official newspaper shall be the Wisconsin State Journal.

(5) State law reference: Publication of legal notices, public newspapers, and fees, § 985.01, Wis. Stats. et seq.; official newspapers, § 985.06, WIS. STATS.

22.09 REFUND OF REAL ESTATE TAX OVERPAYMENTS

(1) TITLE AND PURPOSE.

The title of this ordinance is the Town of Cottage Grove Refund of Real Estate Tax Overpayments. The purpose is to reduce the burden and cost on the Town to return small amounts of money that have been overpaid on real estate tax bills.

(2) AUTHORITY.

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This section is adopted pursuant to § 60.44(2), Wis. Stats.

(3) PROCEDURE.

Upon verification by the Town Clerk-Treasurer that a real estate tax payment has been received in excess of the amount of the tax bill, the Town Clerk-Treasurer is authorized to refund the excess tax payment to the parties shown on the tax bill if it is in the amount of \$2.00 or more. If the excess payment is less than \$2.00, the Town Clerk-Treasurer shall keep a record of such overpayment and return it to the taxpayer if requested in writing by the taxpayer. The Town Clerk-Treasurer shall keep a permanent record of those tax overpayments from year to year. The payments shall be handled in the same manner as other payments of Town bills after the Town Clerk-Treasurer's February settlement of first installment tax collections with the Dane County Treasurer.

(4) EFFECTIVE DATE.

The foregoing policy, as set forth in Chapter 22 of this ordinance and any amendments thereto, shall be in full force and effect upon adoption by the Town Board and upon posting or publication as required under § 60.80, Wis. Stats.

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