



# Town of Troy

Walworth County, Wisconsin

N8870 Briggs Street, East Troy, Wisconsin 53120

Office (262) 642-5292 Fax (262) 642-5227

E-mail: [clerktreas@townoftroy.com](mailto:clerktreas@townoftroy.com)

STATE OF WISCONSIN

TOWN OF TROY

WALWORTH COUNTY

ORDINANCE NO. 2021-3

## AN ORDINANCE TO CREATE THE POSITION OF ADMINISTRATIVE ASSISTANT

WHEREAS, The Town of Troy intends to operate an efficient, responsive, and responsible Town government, which provides a high level of service to Town residents at a reasonable cost; and

WHEREAS, the operation of municipal government has become increasingly complex and expensive over time, due to continually changing laws and municipal obligations; and

WHEREAS, the Town Board for the Town of Troy has authority under Wisconsin state statutes Section 60.22(1) and other laws to create the position of Administrative Assistant and establish the qualifications, compensation and terms of employment for the position.

NOW THEREFORE, The Town Board of The Town of Troy, Walworth County, Wisconsin, Does Hereby Ordain as Follows:

SECTION 1: The position of Administrative Assistant is hereby created.

SECTION 2: The Administrative Assistant shall work under the general supervision of the Town Clerk/Treasurer.

SECTION 3: The Administrative Assistant shall be appointed by the Town Board for an indefinite term subject to removal by simple majority of the Town Board pursuant to Section 17.13(1) of the Wisconsin Statutes. The Administrative Assistant shall be a discretionary position within the purview of the Town Board, so that appointments thereto and vacancies there in are determined by the Town Board from time to time, giving consideration to the needs of the Town in its management and operation. When the position is unfilled, it shall not cause a vacancy as contemplated by Wis. Stat. s. 17.25.

SECTION 4: All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby repealed.

SECTION 5: Severability. The provisions of this ordinance shall be deemed severable, and it is expressly declared that the Village Board would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provisions of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.



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SECTION 6: Effective Date. This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this 28th day of December, 2021

TOWN OF TROY

  
\_\_\_\_\_  
John Kendall, Town Chair

ATTEST:

  
\_\_\_\_\_  
Michael Ramps, Town Clerk/Treasurer

Published and posted this 29th day of December, 2021