

RESOLUTION #4-2023
DUTIES OF DRAPER TREASURER

WHEREAS the Town of Draper is the second largest town in Sawyer County, with approximately 81 miles of highways requiring gravel and asphalt maintenance to DOT standards, two public recreational lakes with boat landings, three major rivers with fisheries and public access points, thousands of acres of state and national public forestlands, ATV and snowmobile trail systems, a public campground, a public park, a municipal cemetery, a municipal dump, multiple parcels of municipal properties, a publicly rented town hall, a municipal garage with hundreds of thousands of dollars of highway equipment, full time and part time municipal employees, a plan commission, a village area main street with commercial properties and businesses, 242 permanent residents, hundreds of seasonal property owners, ongoing infrastructure projects (broadband and a helipad), grants in excess of 4.5 million dollars and an annual budget in excess of \$450,000.00 to manage, AND

WHEREAS it is beneficial to the citizens, employees and other elected officials of the Town of Draper to clearly define the powers and duties of the treasurer to administer the town's assets and liabilities where assigned by law, AND

WHEREAS the Wisconsin Statutes anticipate that a town treasurer is part time unless a town elector meeting establishes the office as full time, AND

WHEREAS the Wisconsin Statutes clearly establish the duties of a town treasurer, AND

WHEREAS there is a need to define and clarify these powers and duties in the Town of Draper for the improvement of town government,

THE DRAPER TOWN BOARD HEREBY RESOLVES TO RECOGNIZE AND ABIDE BY ALL WISCONSIN STATUTES APPLICABLE TO TOWN TREASURER AS FOLLOWS:

Wisconsin statute 60.34 Duties of town treasurer. The town treasurer shall:

(1) Receive and disburse town money. Checks are signed by the clerk, chair and treasurer.

(a) Except as provided in s. 66.0608, receive and take charge of all money belonging to the town, or which is required by law to be paid into the town treasury, and disburse the money under s. 66.0607. This includes taxes, dog license fees collected for the county, proceeds from fund raising, sales of town property, garbage bag and recycling fees, and camping and shower fees from the town campground.

(b) Keep an itemized account of all moneys received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. The treasurer shall issue numbered receipts for all funds received. At the request of the town board, the treasurer shall present the account books, and any supporting documents requested, to the board. Give a report on the town's finances at the regular monthly board meeting.

(2) Deposit of town money.

(a) Deposit as soon as practicable the funds of the town in the name of the town in the public depository designated by the town board. Failure to comply with this paragraph is grounds for removal from office. The Draper treasurer is typically in the town hall office on Monday mornings to collect and prepare bank deposits, sign payroll checks, and reconcile accounts with the clerk on the day of regular town board meetings.

(b) When money is deposited under par. (a), the treasurer and the treasurer's sureties are not liable for any loss as defined in s. 34.01 (2). The interest arising from the money deposited shall be paid into the town treasury.

(3) Records. Comply with subch. II of ch. 19 concerning records of which the treasurer is legal custodian.

(4) Taxes. Perform all of the duties relating to taxation required of the town treasurer under chs. 70 to 79. The town treasurer is responsible for collecting all property taxes, special assessments, special taxes and special charges shown on the tax roll- Wis. stat. 74.07. The treasurer issues tax receipts under Wis. stat. 74.19. The treasurer is required to settle for all taxes received pursuant to Wis

stat. 74.23 in January and all taxes received pursuant to Wis. stat. 74.25 in February. Treasurers may also charge back certain delinquent personal property taxes that have been delinquent for over one year under Wis. stat. 74.42.

The Draper treasurer receives the printed tax bills from the county treasurer's office and mails them out in December. The Draper treasurer maintains a town PO Box at the Winter Post Office for the collection of property tax payments. Tax collection season (early December-mid February) involves trips to the County Courthouse and semi-weekly deposits and reports.

Wisconsin stat. 157.50 Municipal Cemetery.

The town treasurer is a member of the municipal cemetery board; funds received in the account of the cemetery shall be deposited by the treasurer in the general account under 60.34(2), and the treasurer, along with town chair, shall sign cemetery deeds indicating they have been purchased and paid for.

Performance of the above duties, including electronic file management and communications and filing of reports with governmental agencies, requires the use of the following programs: Outlook email, Excel spreadsheet, Intuit Quickbooks, Microsoft Word and associated Microsoft Office programs. The treasurer agrees to cooperate with the town's contracted IT service providers to maintain security. A working knowledge of financial and accounting principles and attention to detail is necessary to properly record deposits and reconcile accounts.

The treasurer is not supervised by the town board.

The Town of Draper office of treasurer is designated as part time. Should a deputy treasurer be appointed by the town treasurer to assist in the duties of the office, that salary shall be paid by the town treasurer. Should a deputy treasurer be appointed by the town board, that salary shall be paid by the Town of Draper.

It is beneficial to all for the town treasurer to perform the work of the office of treasurer in such a manner as to satisfy the expectations of the citizens, employees and fellow elected officials.

It is beneficial to all for the town treasurer to complete the training requirements to understand the Wisconsin Statutes and execute the duties of the office of town treasurer.

These provisions and any other statutory requirements that may have been omitted from this document apply to current and incoming town treasurers unless or until amended by the town board.

By signing this Resolution, the Town of Draper board adopts and endorses the letter and spirit of this document as it applies to improving the town government for the benefit of the citizens of the Town of Draper.

A summary of this Resolution shall be publicly posted by the clerk on the town hall, dump and park bulletin boards within thirty (30) days under s. 60.80 and the full document shall be posted as a link on the town website resolutions, government and elections pages for prospective candidates to review. A print and/or electronic copy of this Resolution shall be made available to the public upon request and provided to each ballot candidate for town clerk in election years and again upon election to the office of town clerk. ^{treasurer} ^{treasurer}

Incoming elected officials shall sign that they have read and acknowledge the letter and spirit of this Resolution and agree to uphold the Wisconsin Statutes by performing the duties described herein.



Brenda Adler, Chair



Attested this 13th day of February, 2023
Elizabeth Klein, Clerk



William Heath, 1st Supervisor



Judy Sobral, 2nd Supervisor