

## Chapter 10

### BOARDS, COMMISSIONS AND COMMITTEES

**[HISTORY: Adopted by the Town Board of the Town of Erin as indicated in article histories. As amended through 07/19/2021.]**

#### GENERAL REFERENCES

Municipal Court — See Ch. 23.  
Town Board — See Ch. 120.

#### ARTICLE I

##### Board of Review

**[Adopted 5-21-2001 by Ord. No. 01-07]**

##### **§ 10-1. Board of Review created.**

Pursuant to the provisions of Wis. Stats. § 70.46, a Board of Review for the Town of Erin is created for the purpose of reviewing property assessments in the Town of Erin in accordance with the provisions and procedures set forth in Wis. Stats. § 70.47.

##### **§ 10-2. Membership.**

The Board of Review shall consist of five members and two alternates appointed by the Town Chair with the approval of the Town Board. No more than one member of the Board of Review may be an elected member of the Town Board; however, the Board of Review may consist of other public officers, public employees or citizens.

##### **§ 10-3. Term; vacancies.**

Members appointed to the Board of Review shall serve for a term of three years commencing on April 1. Current members shall continue to serve until expiration of their term. Alternate members shall be appointed for two-year terms. In the event of a vacancy prior to the termination of a term, the successor shall be appointed for the remainder of the term of the member being replaced.

##### **§ 10-4. Compensation.**

Members of the Board of Review shall be compensated at the rate hereinafter established for hearings and training, plus out-of-pocket expenses and mileage as determined by Town Board policy.

##### **§ 10-5. Confidentiality of income and expense information.** [Added 8-19-2002 by Ord. No. 02-14]

Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to Wis. Stats. § 70.47(7)(af), or any successor

statute thereto, then such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis; except, however, that the information may be revealed to and used by persons in the discharging of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under Wis. Stats. § 70.47(7)(af), unless a court determines that it is inaccurate, is, per Wis. Stats. § 70.47(7)(af), not subject to the right of inspection and copying under Wis. Stats. § 19.35(1).

## ARTICLE II

### **Zoning Review/Smart Growth Committee** **[Adopted 5-21-2001 by Ord. No. 01-08<sup>1</sup>]**

(Terminated by Ord. 08-04, Adopted 9/15/08)

## ARTICLE III

### **Park Board**

**[Adopted 6-18-2001 by Ord. No. 01-10]**  
**[Amended 5-17-2010 by Ord. No. 10-02]**

#### **§ 10-10. Composition.**

The Town Board shall act as the park board in all necessary matters.

#### **§ 10-11. Duties.**

The Park Board shall supervise the Town Park system. The Board may lay out, improve and maintain parks in the Town, grade, construct, improve and maintain highways, roads and bridges within a park or connecting the park with any other park and establish regulations for the use and enjoyment of the parks by the public.

- A. The Town Board may acquire in the name of the Town, by purchase, land contract, lease, condemnation or otherwise, tracks of land suitable for parks. The Town Board may accept, in the name of the Town, grants, conveyances and devises of land and bequests and donations of money to be used for parks located within the Town.

#### **§ 10-12. Park Superintendent; park employees.**

The Town Board may appoint a Park Superintendent. The Town Board shall set terms, conditions of employment and wages for the Park Superintendent position and any other park employees.

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1. Editor's Note: Ordinance No. 02-04, adopted 2-18-2002, changed the name of the "Smart Growth Zoning Committee" to the "Zoning Review/Smart Growth Committee."

**§ 10-13. Volunteers.**

The Town Board may utilize volunteers as necessary for purposes of running park programs, including the Town picnic and other related park activities. The citizen volunteers shall coordinate with the Town Board the activities assigned to them and shall be considered voluntarily recreational assistants to the Board.

ARTICLE IV  
**Veterans Memorial Committee**  
[Adopted 6-18-2001 by Ord. No. 01-13]

**§ 10-14. Membership.**

The Veterans Memorial Committee shall consist of six members appointed by the Town Chair and approved by the Town Board.

**§ 10-15. Duties.** [Amended 11-18-2002 by Ord. No. 02-17<sup>2</sup>]

Funds received as designated or restricted shall be deposited by the Treasurer in a restricted account, and such funds shall be released only upon the recommendation of the Erin Veterans Committee to the Town Board. Such fund shall be nonlapsing and carried forward until such time that its purpose no longer exists. The Veterans Memorial Committee shall make recommendations to the Park Board relating to the site and shall have continuing responsibility for the Monument.

**§ 10-16. Maintenance of Monument.** [Amended 11-18-2002 by Ord. No. 02-17]

The Committee will continue to oversee the maintenance and update of names, etc., on the Monument.

ARTICLE V  
**Parade Committee**  
[Adopted 6-18-2001 by Ord. No. 01-14]

**§ 10-17. Membership; terms.**

The Parade Committee shall consist of five members serving two-year terms appointed by the Town Chair and approved by the Town Board.

**§ 10-18. Duties.**

The Parade Committee shall promote, coordinate and facilitate the operation of the March 17th Town St. Patrick's Day Parade.

ARTICLE VI  
[Article was repealed Ordinance 2021-04 dated 07/19/2021]

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2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

ARTICLE VII  
**Road Commission**  
[Adopted 4-21-2003 by Ord. No. 03-04]

**§ 10-21. Membership; terms; compensation.**

The Road Commission shall be composed of five members who shall serve for staggered two-year terms, three members to be appointed in even-numbered years and two members to be appointed in odd-numbered years. Appointment shall be made by the Town Board Chair with approval by the Town Board. A Town Board Supervisor shall be one of the five members of the Commission. Compensation shall be as set by the Town Board.

**§ 10-22. Supervision; Road Superintendent.**

The Road Commission is authorized by the Town Board to supervise the day-to-day activities of the Road Superintendent. In such supervisory capacity, the Road Commission will work with the Road Superintendent to direct the construction and maintenance of highways in the Town, purchase, sell or lease highway equipment and machinery as necessary, contract for service of employees and direct their hours, wages and terms of employment. The Town Board shall appoint the Road Superintendent and establish the duties and responsibilities of that position.

**§ 10-23. Duties.**

- A. All matters relating to Town roads shall be referred to the Commission. The Commission shall make studies, recommendations, and conduct investigations as well as perform such other duties related to the Town roads as the Town Board may from time to time direct regarding highway matters that affect the Town. The Commission is responsible for preparing and submitting a road budget, maintenance plan and policy regarding Town roads to the Town Board.
- B. The Road Commission shall regularly advise the Town Board as to proposed projects and/or segments of roads in need of maintenance and advise the Town Board as to the progress of such work. The Road Commission shall develop a Master Road Plan and a Master Road Maintenance Plan for short-term and long-term maintenance for the Town of Erin and in doing so recommend measures for enhancing scenic vistas throughout the Town. The Road Commission shall endeavor to reflect concerns for safety while preserving Erin's rural roads, countryside and rustic character.

**§ 10-24. Recommendations.**

The Road Commission shall recommend to the Town Board all actions authorized by law for the maintenance, preservation, establishment and upkeep of Town roads. The Road Commission shall recommend to the Town Board for Town Board action appropriate agreements for cooperation with other government entities and contracts for construction, reconstruction and improvement of Town roads, streets, bridges or parking lots.

**§ 10-25. Meetings; review of receipts and disbursements.**

The Road Commission shall hold a monthly meeting at which time the Commission shall review the Highway Department receipts and disbursements for comment and approval.

**§ 10-26. Annual evaluation of Road Superintendent.**<sup>3</sup>

The Road Commission shall conduct a yearly evaluation of the job performance of the Road Superintendent. That evaluation shall be forwarded to the Board and shall contain the Commission's recommendation as to whether the appointment of the Road Superintendent shall continue for another year as required by § 82.05 Wis. Stats. or whether a change is recommended for the position of Road Superintendent.

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**3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).**