

Town of Burns
Adopted Town Board Policies
May 10, 2011

1. Monthly Town Board meetings are from 7:30 p.m. to 10:00 p.m., with the last 10 minutes for bills.
2. Statue 60:24 (1)(f) **powers and duties of the town board chairperson-Act on authorization of board, to:**
“1. Act, as appropriate, the solicitation of bids and solicitation of bids and quotations for the town’s purchase of equipment, materials and services and submit the bids and quotations to the town board for approval.”
3. Town residents/property owners interested in using the Town Hall or Town tents, (with a \$25/tent deposit), must contact the Town Clerk regarding availability etc. at least 72 hours prior. The Town Clerk will emphasize clean-up when they are done; and they are responsible for clean-up, damages, etc. No alcohol beverage sales are allowed in any way on Town property without a picnic license. The Town Hall must be locked when leaving.
4. Town meetings/Board meetings will be posted at a minimum of these 3 locations: the Town Hall, Town Shop and Craig Meats.
5. The Board meeting Chairperson shall maintain order and decorum, and may order any person to leave a board meeting if the person had conducted him or herself in a disorderly manner and persisted in such conduct after being directed by the Chairperson to cease the conduct and the Chairperson has consulted the board. If the person refuses the Chairperson’s order to withdraw, the board meeting chairperson may order a constable or other law enforcement officer to take the person into custody until the meeting is adjourned.
6. The people attending the Town Board meetings use the nearest table outside of the board table for a tape recorder.
7. The Chairman has the ability to call the attorney with legal questions for legal advice. The chairman first should call for legal advice from the Wisconsin Towns Association legal counsel. If the Wisconsin Towns Association advises to get private legal counsel, then the chairman could contact an attorney for legal advice.
8. All of the board members, including the Clerk and Treasurer, have the opportunity on a trial basis to contact legal counsel for the Board’s sake and to have legal counsel present if needed at a Board meeting.
9. Anyone wishing to talk during a Town Board meeting needs to raise their hand to speak and needs to wait until the Chairman acknowledges the person.
10. The Town Chairman and Clerk send out post cards to adjoining property owners on any matters that come before the Town from the County like re-zoning, conditional use permits and Board of Adjustment changes.
11. Town Board members (including the Clerk and Treasurer), need to let the Clerk or Chairman know if they can’t attend a Town Board meeting or they will be late to be excused.
12. “Any and all complaints regarding Town employees must be put in writing and delivered to the Clerk or Board so the town board can act on this.”

Town of Burns
Adopted Town Board Policies (continued)
May 10, 2011

13. Agenda items for monthly Town Board meetings need to be received by the Clerk/Chairman at least one week prior to the monthly Board meeting. Agenda items that are hand delivered to the Clerk/Chairman must be done so during normal business hours [Monday-Friday; 8 a.m. to 5 p.m. excluding weekends and holidays]. If an individual requests more than one item on the agenda, there will be up to a 15 minute time limit for that individual regarding their request at the respective meeting. Timely items could be an exception. The Clerk will have minutes available for the Supervisors when the meeting [agenda] is posted.
14. No handouts from the public will be given out during any Town Board meeting.
15. Taxpayers/residents of Burns can take small quantities/small containers of sand, gravel or cold mix for personal use upon checking with either the Town patrolmen, or one of the Board members.
16. The Town patrolmen can continue having the charge accounts for the Town that they currently have with the appropriate businesses [West Salem Coop, Village Lumber etc.] and that would also include Menards for Town business and Croell Redi-Mix, Inc.
17. The Town patrolmen can use their discretion in a backup regarding plowing as long as they [the backup] have a valid CDL and meet State law requirements. The Town patrolmen can use their discretion in accepting free ditch fill/fill for Town use.
18. Minor repairs on Town property are authorized at the Town patrolmen's discretion.
19. Contractor equipment and materials can be stored on Town property provided there is space, but no contractor personnel can reside on Town property.
20. The Town Treasurer has Town Board approval to transfer monies provided the total bank amount not to exceed \$100,000 per bank and use their discretion. The Treasurer will report to the Board the monies transferred at the next Board meeting.
21. The Town does not plow private driveways in any case. If emergency vehicle access is needed the Town patrolmen may use their discretion.
22. The Town patrolmen have the authority to determine when seasonal weight limits are in place and when they are removed along with the placement of proper signage on the Town roads provided it is communicated with the Chairman.
23. All utility work/projects done in the Town on or within Town road right of ways must come before the Town Board for approval before proceeding.
24. All monthly Town Board meetings are the 2nd Tuesday of each month at 7:30 p.m. unless there is an emergency/legitimate conflict which needs to be brought to either the Chairman or Clerk to be put on the prior month's agenda for a decision.
25. The Town will use the IRS figures on the reimbursement for mileage as of the beginning of the year [2006].