



*Phelps Service Provider Fact Sheet*

**Clerk/Treasurer**

Marge Hiller  
August 15, 2013

**1. Brief Statement of your Department's/Groups' Mission, Purpose and Capability**

- The Clerk/Treasurer shall perform the Wisconsin Statutory duties of Clerk/Treasurer and such other duties, as required by the Town Board, County Clerk and County Treasurer, from time to time.
- The municipal clerk/treasurer serves as the information center on functions of local government and community.
- Clerk/Treasurer must pledge to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**2. Legal Basis of Charter for your Department/Group:**

The Clerk/Treasurer is regulated by Wisconsin State Statutes and Town Ordinances

- Phelps Town Board,
- Election are according to Wisconsin Statutes for Municipal/Township elections (2-yr staggered terms)

[See Appendix 2 for details](#)

**3. Summary of your current personnel resources:** *(List your Department's human resources):*

- number of compensated full-time Staff: 0
- part-time staff (in full-time equivalents): 2 (plus Election Workers at times of election which vary each year).
- estimated of the annual number of volunteers (uncompensated): \_\_\_\_\_
- estimated number of volunteer annual hours contributed: \_\_\_\_\_

[See Appendix 3 for details of Personnel resources](#)

**4. Provide a summary of Policies, User Procedures and Priorities that govern your Department's or Groups' delivery of services:**

- As per Wisconsin Statutes and Township Ordinances

**5. Physical location(s)/properties(s) that are occupied or controlled by your Department or Group:**

- Clerk/Treasurers office is at Phelps Town Hall

**6. Provide an estimated total current value of your Groups functional equipment and indicate percentage of the total that is leased. e.g.**

Total equipment 10,000 (0 % leased)

**7. Provide a summary of Contracts or Agreements executed by your Department or Phelps Township on behalf of your Department or Group**

- Our office maintains two license agreements:
  - Property assessor
  - Municipal auditors
- [See Appendix 7 for details](#)

**8. Provide a summary of your financial resources:**

- Total 2012 operating expenditures (excluding capital and lease expenditures):  

\$63, 920.03

  - Total of above provided by Phelps Township: 100%
- Total past 5-yr average for annual Capital and lease expenditures for (2008-12):  

\_\_\_\_\_

  - Total of above funded by Phelps Township: 100%

[See Appendix 8 for details](#)

**9. Rate your Department/Group and identify your Departments’/Groups highest priorities for change over the next 5-yrs for both “Capacity” and “Efficiency”.**

On a scale of 1 (bottom 10 %) – 10 (top 10 %) rate your department in comparison to other like-sized townships for: Capacity \_\_\_\_\_ Efficiency \_\_\_\_\_

**Our priorities (5-yrs forward) include:**

**Capacity:**

**Efficiency:**

## Appendix 1

The Clerk and Treasurer positions are required for township in Wisconsin. Phelps elected to combine the positions

## Appendix 2

**Town Clerk/Treasurer Statutory Duties are found in Wis. Stats. Section 60.33 & 60.34**

### **60.33 Duties of town clerk.** The town clerk shall:

- (1) CLERK OF TOWN MEETING. Serve as clerk of the town meeting under s. [60.15](#).
- (2) CLERK OF TOWN BOARD.
  - (a) Serve as clerk of the town board, attend meetings of the board and keep a full record of its proceedings.
  - (b) File all accounts approved by the town board or allowed at town meetings and enter a statement of the accounts in the town's record books.
  - (c) File with the town board claims approved by the clerk, as required under s. [60.44 \(2\) \(c\)](#).
- (3) FINANCE BOOK. Maintain a finance book, which shall contain a complete record of the finances of the town, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to town finances prescribed by the town board.
- (4) ELECTIONS AND APPOINTMENTS.
  - (a) Perform the duties required by chs. [5](#) to [12](#) relating to elections.
  - (b) Transmit to the county clerk, within 10 days after election or appointment and qualification of any town supervisor, treasurer, assessor or clerk, a written notice stating the name and post-office address of the elected or appointed officer. The clerk shall promptly notify the county clerk of any subsequent changes in such offices.
  - (c) Transmit to the clerk of circuit court, immediately after the election or appointment of any constable or municipal judge in the town, a written notice stating the name of the constable or municipal judge and the term for which elected or appointed. If the judge or constable was elected or appointed to fill a vacancy in the office, the clerk shall include in the notice the name of the incumbent who vacated the office.
- (5) SALE OF REAL PROPERTY. Execute the conveyance of real property of the town.
- (6) NOTICES.
  - (a) Publish or post ordinances and resolutions as required under s. [60.80](#).
  - (b) Give notice of annual and special town meetings as required under ss. [60.11 \(5\)](#) and [60.12 \(3\)](#).
- (7) RECORDS.
  - (a) Comply with subch. [II of ch. 19](#) concerning any record of which the clerk is legal custodian.
  - (b) Demand and obtain the official books and papers of any municipal judge if the office becomes vacant and the judge's successor is not elected or appointed and qualified, or if any municipal judge dies. The town clerk shall dispose of the books and papers as required by law.
- (8) LICENSES. Issue any license or permit granted by the town board when presented with a receipt from the town treasurer indicating that any required fee has been paid.

- (8m) STREET TRADE PERMITS.** Stamp or endorse street trade permits at the request of an employer under s. [103.25 \(3m\) \(b\)](#).
- (8p) TRAVELING SALES CREW WORKER PERMITS.** Stamp or endorse traveling sales crew worker permits at the request of an employer under s. [103.34 \(11\) \(c\)](#).
- (9) SCHOOLS.**
- (a)** Perform the clerk's duties under chs. [115](#) to [121](#), relating to public instruction.
- (b)** Within 10 days after the clerk's election or appointment, report his or her name and post-office address to the administrator of each cooperative educational service agency which contains any portion of the town. The clerk shall report to the administrator the name and post-office address of each school district clerk within 10 days after the name and address is filed in the clerk's office.
- (c)** Make and keep in the clerk's office a map of the town, showing the exact boundaries of school districts within the town.
- (d)** Apportion, as provided by law, tax revenues collected by the town for schools.
- (10) HIGHWAYS AND BRIDGES.** Perform the duties specified in chs. [82](#) to [92](#), relating to highways, bridges and drains.
- (10m) NOTICE OF PROPERTY TAX REVENUE.** Notify the treasurer of the county in which the town is located, by February 20, of the proportion of property tax revenue and of the credits under s. [79.10](#) that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the town.
- (11) IN GENERAL.** Perform all other duties required by law, ordinance or lawful direction of the town meeting or town board.

**History:** [1983 a. 532](#); [1985 a. 39 s. 17](#); [1989 a. 113](#); [1991 a. 39](#); [1995 a. 27](#); [1997 a. 27](#); [2003 a. 214](#); [2009 a. 3](#).

**NOTE:** [2003 Wis. Act 214](#), which affected this section, contains extensive explanatory notes.

The offices of president of a common school district board and chairperson of a town board within the school district and the offices of school board member and town clerk are probably compatible. [74 Atty. Gen. 50](#).

**60.331 Deputy town clerk.** Each town clerk may appoint one or more deputies for whom the town clerk is responsible. A deputy shall take and file the official oath and bond under s. [60.31](#). The town clerk may designate a deputy to perform the clerk's duties during the absence, sickness or other disability of the clerk.

**History:** [1983 a. 532](#).

**60.34 Duties of town treasurer.** The town treasurer shall:

- (1) RECEIVE AND DISBURSE TOWN MONEY.**
- (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](#).
- (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.
- (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.
- (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](#).

**History:** [1983 a. 532](#); [1985 a. 25 s. 15](#); [1985 a. 29](#); [1985 a. 135 s. 85](#); [1985 a. 218 s. 22](#); [1987 a. 27, 378](#); [1999 a. 150 s. 672](#); [2001 a. 16](#).

**60.341 Deputy town treasurer.** Each town treasurer may appoint a deputy for whom the treasurer is responsible. The deputy shall take and file the official oath and bond under s. [60.31](#). In case of the absence, sickness or other disability of the treasurer, the deputy shall perform the treasurer's duties.

History: [1983 a. 532](#).

TOWN BOARD

Town Chairman	Colin Snook
Town Supervisor	Wallace Beversdorf
Town Supervisor	Mike Duquaine
Town Supervisor	Dorothy Kimmerling
Town Supervisor	Steve Waier
Clerk/Treasurer	Marjorie Hiller
Deputy Clerk/Treasurer	Nancy Steenport

The Town Board and Clerk/Treasurer positions are all two year elected positions by the residents of the Town of Phelps.

<i>Clerk/Treasurer</i>	<i>Marjorie Hiller</i>
<i>Deputy Clerk Treasurer</i>	<i>Nancy Steenport</i>
<i>Election Chief Inspectors</i>	<i>Betty Hansen</i>
	<i>Donna Lepisto</i>
<i>Election Poll Workers</i>	<i>Jennie Johnson</i>
	<i>Lou Ann Pasternak</i>
	<i>Leanne Kamppi</i>
	<i>Nancy Steenport</i>
	<i>Joyce Spurgeon</i>
	<i>Bud Holt</i>
	<i>Sandy Mutter</i>
	<i>Donna Brand</i>
	<i>Karen Moore</i>
	<i>Gerald A. Gifford</i>
	<i>Bruce Liddell</i>
	<i>Paul D. Withington</i>
	<i>Connie L. Coccia</i>

## Appendix 4

None

**Appendix 5** Please describe the real properties owned or controlled by your Departments and indicate the owner of the properties or mark Appendix 5 as "none"

The Town Hall is part of my Clerk/Treasurer Office and is owned by the Town.

## Appendix 6

List functional equipment items with replacement costs greater than 10,000, including age (-yrs.), current "remaining service life" (-yrs.), and estimated cost of replacement (current dollars) or mark Appendix 6 as "none".

*Item*                      *age*   *remain service*   *replacement cost*

- None greater than \$10,000.

**Appendix 7** Please provide a list of all external contracts/agreements (non-interdepartmental/non-utility) that are in effect for 1 or more years and contain expenditure and/or revenue obligations above 3,000 per year (or mark Appendix 7 as "none").

- Audit & Accounting Services   Anderson Metz                      \$ 6,000.00
- Assessor                                              Hoffman Appraisals                      \$15,800.00

## Appendix 8

### APPENDIX 8 - CLERK/TREASURER EXPENDITURES AND BUDGET

FINANCIAL ADMINISTRATION	2011	2012	2013	2014
	Actual	Actual	Actual	Approved
Clerk/Treas Wages	\$20,000.00	\$20,000.00	\$22,500.02	\$24,000.00
Deputy Wages	\$ 1,078.00	\$ 770.02	\$ 1,333.76	\$ 2,000.00
FICA	\$ 1,612.47	\$ 1,588.91	\$ 1,823.28	\$ 1,989.00
Inservice Per Diem	\$ 498.92	\$ 552.68	\$ 514.28	\$ 600.00
Maintenance	\$ 400.00	\$ 382.99	\$ 921.76	\$ 500.00
Mileage	\$ 500.00	\$ 532.39	\$ 550.00	\$ 550.00
Postage	\$ 1,896.62	\$ 1,878.65	\$ 1,974.66	\$ 1,975.00
Publications	\$ 2,573.50	\$ 2,667.14	\$ 1,855.94	\$ 2,650.00
Telephone	\$ 925.30	\$ 872.39	\$ 704.27	\$ 800.00
Office Supplies	\$ 1,980.37	\$ 2,203.89	\$ 2,330.94	\$ 2,250.00
Equipment	\$ 1,166.12	\$ 1,336.62	\$ 2,434.57	\$ 4,200.00

Town Web Site	\$ -	\$ 1,259.00	\$ 315.00	\$ 650.00
Bonding	\$ 800.00	\$ 0	\$ 695.00	\$ -
Election Wages	\$ 2,677.50	\$ 3,569.68	\$ 988.15	\$ 2,900.00
Inservice Per Diem	\$ 398.61	\$ 399.98	\$ 200.99	\$ 400.00
Election Supplies	\$ 1,014.84	\$ 1,234.40	\$ 667.75	\$ 1,000.00
Election Publications	\$ 232.65	\$ 331.05	\$ 172.20	\$ 300.00
Audit & Accounting	\$ 9,736.66	\$ 7,340.61	\$ 7,358.70	\$ 6,000.00
Dues-WTA	\$ 1,025.00	\$ 1,030.00	\$ 961.55	\$ 1,025.00
Assessor	\$14,900.00	\$15,200.00	\$15,500.00	\$15,800.00
Reassessment	\$ -	\$ -	\$ -	\$ 5,000.00
Assessor Postage	\$ 38.07	\$ 72.00	\$ -	\$ 60.00
<b>Capital Outlay Assessor Electronic Records</b>	\$ -	\$ -	\$ 2,300.00	\$ 2,300.00
Assessor Supplies	\$ 152.80	\$ 197.66	\$ 106.85	\$ 250.00
Capital Outlay Election Equipment	\$ -	\$ -	\$ -	\$ 3,000.00
Board of Review	\$ 500.00	\$ 500.00	\$ 600.00	\$ 700.00
Totals	\$64,107.43	\$63,920.06	\$66,809.67	\$80,899.00