TOWN OF LAFAYETTE

5765 197TH Street

Chippewa Falls, WI 54729

**TOWN CHAIR & TOWN SUPERVISORS**

The Town Chair will oversee all Town activities, work with inter-governmental relations, and oversee office activities.

**Town Supervisors** are elected at the Annual Spring Election in odd-numbered years with two (2) elected in odd years and two (2) elected in even years. Every Town Officer shall hold office for two (2) years. The regular term of elected Town Officers commences on the 3rd Tuesday of April in the year of their election. Town Board Supervisors shall be part-time officers, unless designated as full-time by the Town meeting. Only a Town elector may hold an office as Town Supervisor. The Town Board Supervisors are paid an annual salary determined by Town residents at the Budget Meeting. One (1) Town Supervisor shall be a member of the Parks, Recreation, Tourism and Land Use Commission. The Town of Lafayette consists of four (4) Town Supervisors and one (1) Chair. Designated Supervisors deal with employee issues and concerns.

The Town Supervisors are required to attend Town Board Meetings and may appear by telephone. They are each assigned a department for which they report activities at the Board meeting. These departments are as follows: Roads, Recycling, Fire Board, Recreation, Zoning, Personnel, Animal Control, and other duties as assigned.

The Town Board Chair duties include the following: assist/oversee road crew, assign weekly projects, ensure completion of projects, order road materials as needed, order new equipment as needed (snowplows, etc.), and approve driveway permits as designated.

The Town Board Recycling Supervisor duties include the following: ensure adequate manpower to run the Recycling Center during posted hours; arrange for pickup or delivery of recyclables as needed; and attend Town Meetings.

The Town Board Personnel Supervisor duties include the following: handle complaints from and against employees; suggest reprimand actions to the Board; and communicate records, salary, benefits, and policy changes to new and existing employees.

The Town Board Animal Control Supervisor duties include the following: coordinate with the Town-appointed Animal Control Officer to handle stray and problem animals in the Town; and make recommendations on animal issues in the Town.

The Town Fire Board Supervisor duties include the following: maintain contact and records pertaining to the Fire Department; attend Fire Board Meetings; and keep the Town Board members up to date.

The Town Board Recreation Supervisor duties include the following: maintain contact and records pertaining to the Recreation Department; inform the Board of all activities with which the Recreation Department is involved; and oversee Recreation Department employees and personnel issues.

The Town Board Zoning Supervisor duties include the following: maintain contact and records pertaining to zoning within the Town.

07/02/2020