

TOWN OF CLEVELAND

JACKSON COUNTY, WISCONSIN

ORDINANCE NO. 2026-12

ORDINANCE ESTABLISHING THE OFFICE OF DEPUTY TOWN CLERK

The Town Board of the Town of Cleveland, Jackson County, Wisconsin, does hereby ordain as follows:

SECTION 1: AUTHORITY AND PURPOSE

This Ordinance is adopted pursuant to the authority granted under Wisconsin law to establish the office of Deputy Town Clerk for the purpose of promoting the efficient administration of Town business and ensuring continuity of municipal operations during the absence, incapacity, vacancy, or unavailability of the Town Clerk.

SECTION 2: ESTABLISHMENT OF OFFICE

The office of Deputy Town Clerk is hereby established as a continuing office of the Town of Cleveland. The Deputy Town Clerk shall serve in accordance with Wisconsin Statutes, this Ordinance, and applicable Town policies.

SECTION 3: APPOINTMENT

The Town Clerk may appoint one or more qualified Deputy Town Clerks as authorized by Wisconsin Statutes. The appointment shall become effective upon acceptance by the appointed individual and completion of all requirements prescribed by law.

SECTION 4: DUTIES AND AUTHORITY

The Deputy Town Clerk shall perform duties assigned by the Town Clerk and may perform any duties authorized by Wisconsin law.

During the absence, incapacity, temporary unavailability, or vacancy of the Town Clerk's office, the Deputy Town Clerk may perform the duties and exercise the authority of the Town Clerk as authorized by Wisconsin Statutes.

Typical duties may include, but are not limited to:

- Assisting with election administration.
- Preparing agendas, minutes, and public notices.
- Processing licenses, permits, and applications.
- Maintaining official Town records.
- Assisting with records retention and public records requests.

- Assisting with meeting preparation and administration.
- Performing other duties delegated by the Town Clerk.

Nothing in this Ordinance shall diminish the statutory authority or responsibilities of the Town Clerk.

SECTION 5: OATH AND BOND

Before entering upon the duties of office, the Deputy Town Clerk shall take and file the official oath required by Wisconsin law.

If a bond is required by law or by action of the Town Board, the Deputy Town Clerk shall execute and file such bond before performing official duties.

SECTION 6: COMPENSATION

The Deputy Town Clerk may receive compensation for services performed on behalf of the Town. The amount, method, and conditions of compensation shall be established and may be amended from time to time by the Town Board through resolution, motion, annual budget adoption, wage schedule, or other lawful Board action.

Compensation shall be paid through the Town's regular payroll process and shall be subject to all applicable payroll deductions and reporting requirements.

Nothing in this Ordinance guarantees any specific rate of pay, number of hours, employee benefits, or continued employment.

SECTION 7: EMPLOYMENT STATUS

The Deputy Town Clerk shall serve under the direction of the Town Clerk and shall comply with all applicable federal law, Wisconsin Statutes, Town ordinances, personnel policies, ethics requirements, public records laws, election laws, and Open Meetings Law.

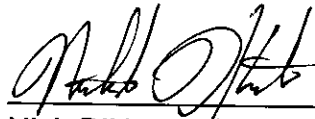
SECTION 8: SEVERABILITY

If any provision of this Ordinance is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

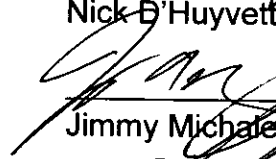
SECTION 9: EFFECTIVE DATE

This Ordinance shall take effect upon adoption by the Town Board and publication or posting as required by law.

Adopted this 23rd Day of July, 2026, by the Town Board of the Town of Cleveland, Jackson County, Wisconsin.



Nick D'Huyvetter, Town Chair

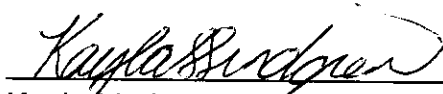


Jimmy Michalec, Town Supervisor



Adam Norgaard, Town Supervisor

ATTEST:



Kayla Lindgren, Town Clerk

I hereby certify that the foregoing ordinance was duly adopted by the Town Board of the Town of Cleveland, Jackson County, Wisconsin, on July 23, 2026.