

CHAPTER 5
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COMMITTEES, BOARDS, AND COMMISSIONS

Sec. 5.01 General Provisions Regarding Meetings And Public Notice

- 1) MEETINGS; PUBLIC NOTICE. Every committee, board, and commission created by or existing under the ordinances of the Village shall:
 - a) Fix a date, time and place for its meetings;
 - b) Publish notice in the official Village newspaper in advance of each scheduled meeting of the date, time, and place thereof; and
 - c) Post, at the Village Hall, an agenda of the matters to be taken up at such meeting.
- 2) SPECIAL MEETINGS. Nothing in this section shall preclude the calling of a special meeting or with dispensing with the publication of notice or such posting of the agenda, for good cause, but such special meetings shall nonetheless comply in all respects with the provisions of law.
- 3) MINUTES. The secretary of each committee, board, and commission shall file a copy of the meeting minutes of such committee, board, and commission with the Village Clerk-Treasurer.

Sec. 5.02 Standing Committees

- 1) COMMITTEE APPOINTMENTS. At the organizational meeting of the Village Board, the Village President shall appoint Trustees to each of the following standing committees:
 - a) Committee on Finance. Three members. All matters pertaining to the financial structure of the Village, as pertains to the annual budget, financial responsibility of all parties and the Village, bond issues and purchases, loans, authorizing payment of Village indebtedness. The Clerk-Treasurer shall be an ex officio member.
 - b) Committee on Public Safety. Three members. All matters pertaining to and maintenance of firefighting equipment, police protection, traffic control and traffic safety signs and devices, animal control, and general protection of persons and property.
 - c) Committee on Public Works and Parks. Three members and two citizen members. All matters pertaining to maintenance or construction of all streets, alleys, sidewalks, cubs, parkways, culvers, drainage, weed control, street signs. Maintenance, equipping, and usage of Village parks. All matters pertaining to the compost site operations.
 - d) Committee on Personnel. Three members. All matters pertaining to personnel and employment relations.
 - e) Committee on Municipal Buildings. Two members and the Fire Chief. All matters pertaining to the maintenance and operation of the Village Hall.
 - f) Committee on Ordinances. Three members. Review and recommend Board action regarding proposed legislation and ordinances impacting upon the Village and its residents.
- 2) PRESIDENT TO DESIGNATE CHAIR. The President shall designate the chair of each standing committee. He shall appoint all special committees and designate the chair of each. All committee appointments except designation of chair shall be subject to confirmation by a majority vote of the Village Board. The Village President shall be an ex officio member of each committee.
- 3) COMMITTEE REPORTS. Each committee shall at the next regular Board meeting submit a report on all matters referred to it. Such report shall recommend a definite action on each item and shall be approved by a majority of the committee. Minority reports may be submitted. Any committee may require any Village officer or employee to confer with it and supply information in connection with any matter pending before it.

Sec. 5.03 Board Of Review

- 1) COMPOSITION. The Board of Review shall consist of the Village President, Clerk-Treasurer, and all members of the Village Board.
- 2) That the Village President shall appoint two alternate members who shall serve in the event a Village of Whiting Board of Review member is removed or unable to serve for any reason.

Sec. 5.04 Utilities Committee

- 1) WHITING UTILITIES. The systems for maintaining the public water supply and the treatment of sewage from homes and commercial establishments other than industries maintaining private approved wastewater systems shall be under the direction and control of the Whiting Village Board under the name and style of Whiting Utilities. This designation shall be used in references to the utilities, and shall be used on stationery, billings and as identification on equipment.

- 2) **COMPOSITION OF UTILITIES COMMITTEE.** A committee on water and sewerage disposal, hereafter called the Utilities Committee, shall advise the Board on the operations of the Utilities. The Committee shall consist of five members as follows: two trustees and three citizens. Citizen members shall be persons of recognized experience and qualifications.
- 3) **APPOINTMENT AND TERM OF OFFICE.**
 - a) **Trustee Members.** The Trustee members of the Utilities Committee shall be appointed in the same manner as Board Committee assignments made in this Municipal Code. If a Trustee member leaves the Board for any reason, he shall be replaced on the Committee by the above procedure.
 - b) **Citizen Members.** Three citizen members shall be appointed by the Village President, with confirmation of the Village Board, upon creation of the Committee, to hold office for a period ending one, two, and three years respectively from the succeeding 15th day of May, and thereafter annually during April, one such member shall be appointed for a term of three years.
- 4) **COMMITTEE MEETINGS.** Meetings shall be held on a set monthly meeting day and time further other meetings shall be held as necessary after legal notifications are given as to time, date, and place of meeting.
- 5) **ORGANIZATION OF COMMITTEE.** The Village President shall designate a committee chairperson, who shall be a trustee member. The Utilities Committee will choose from among its members a secretary. Minutes of the meetings will be kept and transmitted to the Village Board.
- 6) **DUTIES AND RESPONSIBILITIES OF THE COMMITTEE.**
 - a) The Utilities Committee shall generally oversee the management and operation of the Village of Whiting sewer and water utilities. The Committee shall have the authority to make rules and regulations for the management of the Utilities as it shall from time to time find necessary for the safe, economical, and efficient operation of the departments.
 - b) Handle all customer complaints and problems that cannot be satisfactorily resolved by the Utility staff and make recommendations to the Village Board for resolution of such problems.
 - c) Review and recommend to the Village Board the payment of all monthly bills and expenditures necessary to operate the sewer and water utilities.
 - d) Conduct annual performance evaluations of the Utility personnel and forward a report to the Personnel Committee and Village Board regarding any recommendations the Committee may have on performance, fringe benefits, or personnel policies applicable to the Utilities staff.
 - e) Review and make recommendations to the Village board for changes and amendments to the Village's Codified Code regarding Water and Sewer Utility Regulations and Rates, Sewer Use, and Miscellaneous Utilities regulations and policies.
 - f) Review and adopt an annual budget prepared by the Director for the operation of the sewer and water utilities.
 - g) Have administrative control over the dam.
- 7) **ACCOUNTING.** The Village Clerk-Treasurer will have complete charge and control of all books of account, which shall be on forms and in the manner prescribed by the Public Service Commission. Said Clerk-Treasurer will supervise collections for service, payroll, banking procedures, and preparation and submission of such reports as may be required by the Public Service Commission, the Department of Revenue, and the Village Board.
- 8) **LIMITATIONS.** The Utilities Committee may authorize expenditures for supplies and materials up to Five Hundred (\$500.00) Dollars. All matters relating to extensions of service, providing service beyond the Village limits and applications of rates shall be under the control of the Village Board.

Sec. 5.05 Zoning Board Of Appeals

- 1) **ESTABLISHMENTS.** A Zoning Board of Appeals shall be appointed as specified in the Wisconsin Statutes. The Zoning Board of Appeals shall consist of five members, and one alternate member appointed by the Village President subject to confirmation by the Village Board. The Village President shall designate one of the members chairman.
- 2) **POWERS.** The Zoning Board of Appeals shall have the following powers:
 - a) To hear and decide appeals where it is alleged there is error in any order, requirement decision, or determination made by an administrative official in the enforcement of the Zoning Code or Floodplain Zoning Code.
 - b) To hear and decide special exceptions to the terms of the Village zoning and floodplain zoning regulations upon which the Board of Appeals is required to pass.

- c) To authorize, upon appeal in specific cases, such variance from the terms of the Village zoning regulations as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the zoning code shall be observed, public safety and welfare secured and substantial justice done; provide, however, that no such action shall have the effect of establishing in any district a use or uses not permitted in such district.
 - d) To permit the erection and use of a building or premises in any location subject to appropriate conditions and safeguards in harmony with the general purposes of the zoning code, for such purposes which are reasonably necessary for public convenience and welfare.
 - e) The Zoning Board of Appeals may reverse or affirm wholly or in part or may modify any order, requirement, decision or determination as in its opinion ought to be made in the premises. The concurring vote of four members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement, decision, or determination appealed from or to decide in favor of the applicant on any matter on which it is required to pass, or to effect any variation in the requirement of the Zoning Code. The grounds of every such determination shall be stated and recorded. No order of the Zoning Board of Appeals granting a variance shall be valid for a period longer than six months from the date of such order unless the land use permit is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period.
- 3) MEETING AND RULES. All meetings of the Board shall be held at the call of the chairman and at such other times as the Board may determine. All hearings conducted by the said Board shall be open to the public. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examination and other official actions, all of which shall be immediately filed in the office of the Clerk-Treasurer and shall be public record. The Board shall adopt its own rules of procedure not in conflict with this Section or with the applicable Wisconsin Statutes.
 - 4) OFFICES. The Village Board shall provide suitable offices for holding hearings and the presentation of records, documents, and accounts.
 - 5) APPROPRIATIONS. The Village Board shall appropriate funds to carry out the duties of the Board and the Board shall have the authority to expend, under regular procedure, all sums appropriated to it for the purpose and activities authorized herein.
 - 6) FEES. The applicant shall pay a fee of fifty dollars, plus the cost of the legal notice publication, at the time of filing the application.

Sec. 5.06 Plan Commission

- 1) COMPOSITION. The Village Plan Commission shall consist of the Village President, one Trustee, and five citizens.
- 2) APPOINTMENT.
 - a) Trustee Member. The Trustee member shall be annually elected by a two-thirds vote at the organizational meeting of the Village Board during the month of April of each year.
 - b) Citizen Members. The five citizen members of the Commission shall be appointed by the Village President, subject to confirmation by the Village Board. The original citizen members shall be appointed upon creation of the Commission and shall hold office for a period of three years, respectively, for the succeeding first day of May and thereafter annually during the month of April such members shall be appointed for a term of three years on a staggered term basis.
- 3) RECORD. The Plan Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the Village Clerk-Treasurer. Four members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all the members of the Commission. In order to have a hearing of the Plan Commission, application should be made to the Village Clerk. Fee for the meeting shall be fifty dollars, plus applicable legal notice publication fees, payable when application is made.
- 4) DUTIES.
 - a) The Master Plan.
 1. The Plan Commission shall make, adopt and, as necessary, amend, extend or add to the master plan, subject to Village Board confirmation, for the physical development of the Village including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the Village. The master plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the Commission's recommendations for such physical development, and may

- include, among other things without limitation because of enumeration, the general location, character and extent of streets, highways, freeways, street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, and the general location and extent of sewers, water conduits and other public utilities whether privately or publicly owned, the acceptance, widening, narrowing, extension, relocation, removal,, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, and a comprehensive zoning plan.
2. The Commission may adopt the master plan as a whole by a single resolution or, as the work or making the whole master plan progresses, may from time to time by resolution adopt a part or parts thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission, subject to confirmation by the Village Board. The resolution shall refer expressly to the maps, descriptive matter, and other matters intended by the Commission to form the whole or any part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the secretary of the Commission, and a copy of the plan or part thereof shall be certified to the Village Board. The purpose and effect of the adoption and certifying of the master plan or part thereof shall be solely to aid the Plan Commission and the Village Board in the performance of their duties.
 3. Matters referred to Plan Commission. The Village Board or officer of the Village having final authority thereon, shall refer to the Plan Commission, for its consideration and report before final action is taken by the Board, public body or officer, the following matters: the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public ways, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the Village or within the territory over which the Village is given platting jurisdiction by the Wisconsin statutes; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance. Unless such report from the Commission is made within 30 days, or such longer period as may be stipulated by the Village Board, the board or other public body or officer, may take final action without it.
- b) Miscellaneous Powers. The Commission may make reports and recommendations relating to the plan and development of the Village to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Village Board, programs for public improvements and the financing thereof. All public officials shall, upon request, furnish to the Commission, within a reasonable time, such available information as it may require for its work. The Commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the Village Board.
 - c) Building Permits. The Plan Commission shall review building permit requests for the Multiple-Family Districts, Commercial District and for the Industrial District.