

CHAPTER 5 BOARDS, COMMISSIONS AND COMMITTEES

- 5.01 General Provisions**
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SECTION 5.01 General Provisions. General provisions applicable to all boards, commissions or committees unless specifically provided otherwise:

(a) **Appointments.** All appointments to a board, commission or committee shall be made by the Village President subject to confirmation by the Village Board. Village Board members shall be appointed on an annual basis at the meeting of the Village Board held in April each year. Citizen members shall be appointed for three-year terms commencing as of May 1st of the year of appointment, except where a different term is established by Wisconsin Statutes or this Code. Nominations shall be limited to resident electors of the Village of Cross Plains, except where otherwise specified in this Code. The appointment of all outgoing citizen members shall continue until the incoming member has been appointed and qualified to serve for a maximum of three months following expiration of the term.

(b) **Chairperson.** The Village President shall appoint the Chairperson of each board, commission or committee.

(c) **Open Meetings.** The meetings of all official Village boards, commissions and committees shall conform to the requirements set forth in Chapter 2, Meetings, of this Code, requiring open meetings of the Village Board, and shall also comply with all aspects of Chapter 19 of the Wisconsin Statutes.

(d) **Minutes.** Written minutes of each meeting of a board, commission or committee shall be submitted to the Village Administrator/Clerk-Treasurer within one week of the meeting.

(e) **Authority.** The boards, commissions or committees shall have such separate authority as might be from time to time conveyed to them by the Village Board, subject to the restrictions and limitations pertaining to the delegation of authority as provided by law. The boards, commissions and committees shall perform under the direction of the Village Board and within the limits so authorized.

(f) **Temporary Substitutes.** In the event that membership requirements for any board, commission or committee indicate that a member shall be an officer or agent of or have another designated relationship with a specific organization and that individual is unwilling or unable to act as a member of the board, commission or committee or if in the view of the Village Board such membership would create a conflict of interest, the Village President shall have the right to select or designate a temporary substitute.

(g) **Removal of Members.** In the event a member of any board, commission or committee is absent from three or more meetings without an acceptable excuse, fails

to take part in meetings or fails to report a conflict of interest, the Village Board shall have the right to remove that member upon giving the member not less than 10 days' written notice and providing to the member a hearing on the removal within 10 days following receipt of written notice of removal.

(h) Compensation. Except for the Library Board, compensation, if any, shall be determined by the Village Board.

SECTION 5.02 Commissions and Committees: The following commissions and committees shall exist in the Village of Cross Plains:

(a) Assessment Board of Review. The Assessment Board of Review of the Village of Cross Plains shall be composed of eight (8) members, including the Village President, the Village Clerk, and all members of the Village Board of Trustees. The Board of Review shall have the duties and powers prescribed by Section 70.47 of the Wisconsin Statutes (as may be amended from time-to-time).

(b) Board of Zoning Appeals. The Board of Zoning Appeals shall consist of five (5) members and two (2) alternate members appointed as set forth in Chapter 84 of this Code. The Zoning Board of Appeals shall have the powers and duties prescribed by Section 62.23(7)(e) of the Wisconsin Statutes (as may be amended from time-to-time).

(c) EMS District Commission. The EMS District Commission shall provide for the Emergency Medical Services needs of the district as set forth in the Agreement establishing the district. The Village component of the EMS District Commission shall consist of one (1) member of the Village of Cross Plains. The member from the Village of Cross Plains shall be a member of the Village Board.

(d) Fire District Commission. The Fire District Commission is to provide for fire protection needs of the district as set forth in the agreement establishing the District and the Fire Prevention Chapter of this Code of Ordinances. The Village component of the Fire District Commission shall consist of three (3) members from the Village of Cross Plains. The members for the Village of Cross Plains shall be the Village President, and two (2) members of the Village Board.

(e) Library Board.

1. **Creation.** The Village of Cross Plains maintains a public library created pursuant to section 43.52 of the Wisconsin Statutes. The Village may enact and enforce police regulations to govern the use, management and preservation of its library.
2. **Members.** The Library Board shall consist of seven members, and at least five members shall be residents of the Village of Cross Plains. No more than one member shall be a member of the Village Board, and the Trustee member shall be appointed annually in April of each year. The Board shall at all times have one member which is a Middleton/Cross Plains school district administrator, or a representative of the administrator.
3. **Appointment.** Members shall be appointed by the Village President, subject to confirmation by the Village Board. Terms of such members shall be from May 1st in the year of their appointment. In 2013, the Village president shall make one appointment for a two year term, and two appointments for three year terms. Thereafter each regular appointment shall be for a term of three (3) years.
4. **Organization.** As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter, within thirty (30) days after the time designated in this Section for the beginning of terms, the members of the Library Board shall organize by election from among their number a President and such other offices that they deem necessary to prescribe and adopt rules and regulations for the operation of the library. A copy of any adopted rules and regulations shall be filed with the Village Clerk.
5. **Duties and Powers.** The Library Board shall supervise the administration of the library and shall appoint a librarian, who shall appoint other assistants and employees as the Library Board deems necessary, and prescribe their duties and compensation. The Library Board shall have other duties and powers as prescribed by Chapter 43, and more particularly set forth in Sec. 43.58 of the Wis. Stats.

(f) Parks/Recreation Committee. The Parks/Recreation Committee of the Village of Cross Plains shall be composed of five (5) members, including one (1) member from the Village Board. The Chairperson shall be the appointed member from the Village Board and the Secretary shall be the Director of Parks/Recreation. The Parks/Recreation Committee shall be responsible for making recommendations to the Village Board regarding the use and/or development of the Village Park System and Recreational Programming. In 2016, the Village President shall make one appointment for a one (1) year term, one appointment for a two (2) year term, and two appointments for a three (3) year term. Thereafter, each regular appointment shall be for three (3) years.

(g) Planning Commission. The Village Planning Commission shall consist of seven (7) voting members as follows: The Village President, who shall be its presiding officer, two Trustees, and four citizen members. In addition, the Village Planning and Zoning Consultant shall be an ex-officio non-voting member of the Planning Commission. The Planning Commission shall perform the functions assigned to it in the Village of Cross Plains Code of Ordinances, and those functions assigned to the Planning Commission as set forth in Section 62.23 of the Wisconsin Statutes (as may be amended from time-to-time).

(h) Police Commission. A Board of Police Commissioners is created, which shall be constituted and organized and shall act in the same manner and with the same authority as boards created and existing under s. 62.13(1), Wisconsin Statutes, pursuant to s.61.65(3g)(d)1.a. and s. 61.65(3g)(d)2., Wisconsin Statutes, or their successor provisions. Pursuant to s. 61.65(3g)(d)3., Wisconsin Statutes, appointments to the Board so created shall be made by the Village President and are subject to confirmation by the Village Board of Trustees. The initial appointments following adoption of this ordinance shall be for staggered terms.

(i) Public Safety Committee. The Public Safety Committee of the Village of Cross Plains shall be composed of five (5) members, including one (1) member from the Village Board. The Chairperson shall be the appointed member from the Village Board and the Secretary shall be the Chief of Police. The Public Safety Committee shall be responsible for making recommendations to the Village Board regarding matters related to the Police Department, Emergency Management, and all other matters referred for consideration by the Village Board. In 2016, the Village President shall make one appointment for a one (1) year term, one appointment for a two (2) year term, and two appointments for a three (3) year term. Thereafter, each regular appointment shall be for three (3) years.

(j) Special Commissions and Committees. The Village President, may, from time-to-time, and, subject to the approval of the Village Board, appoint such Special Commissions or Committees as is deemed advisable to further the legitimate business of the Village. The appointment of a Special Commission or Committee shall state the number of members and the object or duties to be performed by the Special Commission or Committee. All Special Commissions or Committees shall cease to exist upon completion of this designated task or deadline established by the Village Board.

(k) Joint Review Board.

1. Purpose. 2015 Wisconsin Act 257, effective October 1, 2016, requires each municipality that has an active Tax Incremental District (TID) to create and maintain a standing Joint Review Board to remain in existence for the entire time that any TID exists in the municipality.

The Joint Review Board is required to meet annually to review the municipality's annual report that describes that status of each existing TID in the municipality and is also required to undertake any other duties of a Joint Review Board applicable to an open TID.

2. How Constituted.

a. The Joint Review Board shall consist of 5 persons appointed as follows:

- (1) One representative appointed by the school district that has power to levy taxes on the property within the TID.
- (2) One representative appointed by the technical college district that has power to levy taxes on the property within the TID.
- (3) One representative appointed by the county that has power to levy taxes on the property within the TID.
- (4) One representative appointed by the Village. This representative shall be appointed by the President subject to confirmation by the Village Board.
- (5) One member of the general public. This member shall be appointed by majority vote of the other four members at the first meeting of the Joint Review Board, and shall be selected before the public hearing held at the Joint Review Board's annual meeting.

b. If more than one school district, more than one union high school district, more than one elementary school district, more than one technical college district, or more than one county has the power to levy taxes on the property within the TID, the unit in which is located property of the tax incremental district that has the greatest value shall appoint that representative to the Board.

c. Each entity identified in paragraphs 1-3 above shall be allowed to appoint a primary representative and one or more alternate to attend meetings of the Joint Review Board. Any alternate member shall have the same voting authority as the primary member.

3. Terms. The Joint Review Board shall remain in existence for the entire time that any TID exists in the Village. Each entity required to appoint a member to the Joint Review Board shall be responsible for creating its own procedure to appoint a representative to the Joint Review Board. On or before June 1 of each year, each entity shall notify the Village Clerk in writing in order to identify the person that will be representing the entity at the upcoming annual meeting of the Joint Review Board. That person shall be the person designated to receive notice of future

Joint Review Board meetings until the Village Clerk is notified in writing that an entity has appointed a different person.

4. Duties.

a. The Joint Review Board shall meet annually on July 1, or as soon thereafter as the annual report for any TID become available, in order to review the annual report(s) and to review the performance and status of each TID governed by the Joint Review Board.

b. The Joint Review Board shall meet at any time the Village desires to create a new TID, amend an existing project plan, have an existing TID incremental base re-determined or incur project costs as described in Section 66.1105(2)(f)1.n for an area that is outside of the TID's boundaries.

c. In addition to the procedures set forth in paragraphs (a) and (b) above, a meeting of the Joint Review Board may be called upon the call of any member.