

Chapter 15

BOARDS, COMMITTEES AND COMMISSIONS

§ 15-1. Board of Review.
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and Rescue Commission**

[HISTORY: Adopted by the Village Board of the Village of Genoa City as Title 2, Ch. 4 of the 1984 Code. Amendments noted where applicable.]

GENERAL REFERENCES

Ethics -- See Ch. 35
Officers and employees -- See Ch. 62.

Records -- See Ch. 70.
Village Board -- See Ch. 82.

§ 15-1. Board of Review.

The Board of Review of the Village of Genoa City shall be composed of six members who are residents of the Village of Genoa City and who shall be appointed to serve for a term of one year by the Village President of the Village of Genoa City. The Board of Review shall have the duties and powers prescribed by § 70.47, Wis. Stats.

§ 15-2. Plan Commission. [Amended 5-11-2017]

A. Composition. The Village Plan Commission shall consist of the Village President, one Trustee, four citizens, and the President of the Board of Park Commissioners. An additional citizen member shall be appointed in the absence of a Park Commission.

B. Appointment.

(1) Trustee member. The original Trustee member shall be elected by a two-thirds vote of the Village Board upon creation of the Commission, and therefore he shall be elected by the Village Board during the month of April of each year.

(2) Citizen members.
The five regular 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 one, two and three years, respectively from the succeeding first day of May, and thereafter annually during the month of April such member shall be appointed for a

term of three years. Only one member shall be appointed each year, except for the year in which two terms expire.

C. 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 of the members of the Commission.

D. Duties.

(1) The Comprehensive Plan.

(a) The Plan Commission shall make, adopt and, as necessary, amend, extend or add to the Comprehensive 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 Comprehensive 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, and sites for public buildings and structures; 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.

(b) The Commission may adopt the comprehensive Plan as a whole by a single resolution or, as the work of making the whole Comprehensive Plan progresses, may from time to time by resolution adopt a part of 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. 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 Comprehensive

Plan or part thereof shall be solely to aid the Plan Commission and the Village Board in the performance of their duties.

- (2) **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 way, 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 Ch. 236, Wis. Stats.; the location, character and extent or acquisition, leasing or sale of lands for public or semipublic 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.
- (3) **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.

§ 15-3. Cemetery Board.

- A. **Members.** The Hillside Cemetery in the Village of Genoa City shall be administered by a board of three members which shall be known as the "Cemetery Board" and which members shall be appointed by the Village President, subject to Village Board confirmation. Members shall be appointed for three-year terms, with one member being appointed annually. Vacancies shall be filled by the Village President, and the new members shall serve for the duration of the unexpired term.
- B. **Officers; meetings.** The Cemetery Board shall elect one of its members as President, one as Secretary, and one as Treasurer. Such Board shall fix its own time and place for

meetings and may hold special meetings any time upon the request of two of its members.

- C. Duties.** The Cemetery Board shall, subject to the control of the Village Board, be in charge of the management of the cemetery and of the sale of cemetery lots and of all funds derived therefrom or appropriated for the benefit of the cemetery by the Village Board and of all moneys or other property in any manner given for keeping in repair or maintaining the cemetery, any cemetery lot or any building on the cemetery property.
- D. Use of funds.** The Cemetery Board shall use and expend all funds derived from the cemetery, from the sale of lots or from other sources and all funds appropriated by the Village Board for the general benefit of the cemetery according to its best discretion in caring for and improving such cemetery and the fences, buildings, and public monuments thereon but shall have no power to create any debt against the Village to be paid from any other fund.
- E. Trust property.** The Cemetery Board may invest or otherwise dispose of, according to the directions of the donor and the conditions of the trust, the moneys or property received by it in trust for any of the purposes aforesaid, and the income thereof, and in all things faithfully discharge such trust according to law.
- F. Accounts.** The Cemetery Board shall keep an accurate account of all moneys received and expended and of all moneys or other property in any manner given, conveyed and devised to the Village in trust for any purpose whatsoever, with a full statement of the conditions of such trust and of the manner of investment of any and all trust funds.
- G. Treasurer's bond.** The member of the Cemetery Board who shall be selected as Treasurer of the Board shall furnish a surety bond to the Village and file the same in the office of the Village Clerk-Treasurer, in a penal sum to be fixed by the Village Board, conditioned that he will faithfully discharge his duties as such Treasurer of the Cemetery Board and justly and truly account for and pay over according to law all moneys and securities which may come into his hands as such Treasurer.
- H. Accounting.** The Cemetery Board shall semiannually render or cause to be rendered to the Village Board a full and correct account of all moneys received by it and of the investment and disbursement of all funds or property which shall have come into its hands during the preceding month.
- I. Record.** The Board 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.

§ 15-4. Board of Health.

- A. Composition.** The Public Welfare and Health Committee of the Genoa City Village Board and the Health Officer shall constitute the Board of Health. The Board of Health shall perform those duties specified in § 251.04, Wis. Stats.
- B. Duties.** It shall be the duty of the Board of Health of the Village of Genoa City to assume the general administration of health and sanitation laws and regulations in the Village, to supervise the work of the Health Officer and to attend to the administration and enforcement of the health laws of the state and the rules and regulations prescribed by the State Board of Health and the ordinances of the Village.
- C. Powers.** The Board shall take such measures and make such rules and regulations as shall be necessary and effectual for the preservation and promotion of the public health in the Village of Genoa City. All orders and regulations of the Board shall be published in the official newspaper and, after publication, shall have the force and effect of ordinances, including penalty for violation.
- D. Record.** The Board shall keep a written record of its proceedings, to include all action taken, a copy of which shall be filed with the Village Clerk-Treasurer.

§ 15-5. Police Disciplinary Commission. [Added 4-12-2001]

- A. Composition.** The Police Disciplinary Commission is hereby created pursuant to §§ 61.65 and 62.13(5), Wis. Stats., as may be amended or renumbered from time to time. The Commission shall consist of three members, none of whom may be an elected or appointed official of the Village or be otherwise employed by the Village. The Commission shall act under § 62.13(5), Wis. Stats., in place of a board of police and fire commissioners.
- B. Payment.** The Village Board may provide for some payment to each member for the member's cost of serving on the Commission at the rates established by the Village Board.
- C. Duties.** In applying § 62.13(5), Wis. Stats., the Village President has the powers and duties specified for a city mayor; the Village Clerk-Treasurer has the powers and duties specified for a comptroller; the Village Board has the powers and duties specified for a common council; and the Village has the powers and duties specified for a city.
- D. Term of members.** Appointments to the Commission shall be made by the Village President and shall be subject to the approval of a majority of the members of the Village Board. The appointments shall be for a period of three years, except that initially one member shall be appointed for a one-year term, one member shall be appointed for a two-year term and one member shall be appointed to a three-year term, and as those terms

expire one member shall be appointed by the Village President annually to replace that member's expired term. The terms of the members shall commence immediately upon appointment, but for purposes of computing the member's initial term, the members shall serve as though their terms commenced on May 1, 2002. Future appointments shall all be for terms commencing on the first day of May. One member of the Commission shall be designated as the President and one member shall be designated as the Secretary of the Commission.

- E. Purpose.** The purpose of the Police Disciplinary Commission shall be to hear and dispose of charges against the Chief of Police or any officer of the Police Department and to hear appeals requested by any police officer suspended by the Police Chief. If the Police Disciplinary Commission determines after a hearing that the charges are sustained, the accused, by order of the Commission, may be suspended and reduced in rank or removed, as the good of the service may require. All procedures, proceedings and actions taken by the Police Disciplinary Commission shall be in accordance with §§ 61.65 and 62.13(5), Wis. Stats.

§ 15-6. Bloomfield Genoa City Fire and Rescue Commission. [Added 1-9-2003]

- A. Joint Fire Commission.** The municipalities hereby create and establish a Joint Fire Commission (the "Commission") as provided by §§ 61.65(2)(b)2 and 60.55(1)(a)2, Wis. Stats.
- B. Commission members and terms of office.** The Commission shall be composed as follows:
- (1) The Commission shall consist of five members who shall be appointed as follows: the Village Board and Town Board shall each appoint two members. The remaining one member shall be appointed by the Board of Directors.
 - (2) No three members may be of the same political party, nor shall they be members of either municipality's elected Board.
 - (3) The five member Commission shall be initially divided into five classes. Initially, one member shall serve for five years, one member shall serve for four years, one member shall serve for three years, one member for two years, and one member shall serve for one year. The Town Board shall appoint a member to a five-year and a two-year term. The Village Board shall appoint a member to a four-year and a three-year term. The Board of Directors shall appoint a member to a one year term. Thereafter, all terms will be for a five-year period.
 - (4) Any vacancies on the Commission shall be filled by appointment for an unexpired term by the appointing authority in the same manner as the original appointments are made.

- C.** A majority of the members of the Commission shall constitute a quorum for the transaction of any business at a meeting of the Commission.
- D.** The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Commission.
- E.** Meetings of the Commission shall be held as required but at least once during each and every calendar year. Meetings of the Commission shall be held upon the call of the Chair or upon the written request of at least two members of the Commission, including an emergency meeting. Notice shall be given to the members in writing not less than 24 hours prior to the time of the meeting.