
SECTION 2.1.02 VILLAGE OF LAKE HALLIE POWERS

(1) Adoption. The Village of Lake Hallie, as directed by the Village Board, may exercise all powers granted to Villages by Wis. Stats. Chapter 61.

(2) Legal status; General Powers.

(a) The Village of Lake Hallie is a body corporate and politic, with those powers granted by law. The Village shall be designated in all actions and proceedings by its name, as "Village of Lake Hallie."

(b) The Village of Lake Hallie may:

1. Sue and be sued.
2. Acquire and hold real and personal property for public use and convey and dispose any such property.
3. Enter into contracts necessary for the exercise of its corporate powers.

(3) Authority. The Village Board is vested with all lawful authority granted pursuant to Wis. Stat. Chapter 61. The authority of the Village Board may include additional statutory authority, powers and duties to manage and direct certain affairs of the Village of Lake Hallie, as provided by law. In addition, the Village Board is vested with all general and specific authority, powers and duties which are applicable to Villages under the Wisconsin State Constitution, Wisconsin Statutes, Administrative Regulations, and the common and municipal law of this State.

SECTION 2.1.04. FACSIMILE SIGNATURES

(1) Facsimile Signatures. In lieu of personal signatures of the Clerk/Treasurer and such other signatures as may be required, facsimile signatures of said persons may be affixed to all drafts, checks, or transfer orders for funds of the Village of Lake Hallie. The use of the facsimile signature does not relieve any official from any liability to which the office is likewise subject, including the unauthorized use of the facsimile signature.

(2) Restrictions. No Village of Lake Hallie personnel may use a facsimile signature, without first obtaining express approval from the person in whose

name the facsimile signature is affixed to any document.

(3) Procedures. The Clerk/Treasurer shall develop and administer a procedure for the safe keeping of the signature stamp.

(4) Sanctions. Any Village of Lake Hallie personnel who uses the signature stamp, without authorization, shall be subject to disciplinary measures, including, but not limited to, immediate termination.

(Formerly Hallie Ordinance No. 99.05 "Facsimile Signatures," also as Hallie Ordinance No. 4-89)

SECTION 2.1.05. BANK(S) OF DEPOSIT

(1) The Clerk/Treasurer shall make available the names of the Village Of Lake Hallie's designated bank(s) of deposit, upon reasonable request.

(2) The Village Board shall have the authority to change the Village of Lake Hallie's designated bank(s) of deposit, without limitation.

SECTION 2.1.06. OFFICIAL NEWSPAPER(S)

(1) The Clerk/Treasurer shall make available the names of the Village of Lake Hallie's designated official newspaper(s), upon reasonable request.

(2) The Village Board shall have the authority to change the Village of Lake Hallie's designated newspapers, without limitation.

SECTION 2.1.07. QUORUM

(1) Quorum. A majority of the full membership of all elected or appointed Village governmental bodies shall constitute a Quorum thereof.

(Formerly Hallie Ordinance No. 99.04, "Quorum")

SECTION 2.1.08. ORDER OF BUSINESS AND PREFILING REQUIREMENTS FOR THE AGENDA

(A) The order of business for Regular Meetings shall be a follows:

- (1)** Call Meeting to Order
- (2)** Roll Call
- (3)** Pledge of Allegiance
- (4)** Public Comments
- (5)** Public Hearings:
 - a. Zoning Petitions
 - b. Conditional Use Permits

- (6) Specified New Business
- (7) Specified Old Business/Unfinished Business
- (8) Approval of Minutes
- (9) Finance:
 - a. Treasurer's Reports
 - b. Claims & Disbursements
- (10) Licensing:
 - a. Operator
 - b. Social Permits/Class "B"/Class "A" Retailers/Specified
- (11) Committee/Department Reports
- (12) Adjournment

(B) *Exceptions to reading at length.* Every subject matter that shall come before the Board shall be read at length, except:

- (1) Claims.
- (2) Petitions may be read by title only if Board Members have numbered copies of such petition.
- (3) Ordinances, resolutions and all zoning ordinances, may be read by title only if Board members have numbered copies thereof.

(C) *Prefiling requirements.*

- (1) Filing date. All documents, including resolutions, ordinances and petitions, to be acted upon by the Village Board shall be filed in the office of the village clerk before 12:00 noon four days preceding the regularly scheduled Village Board and Committee Meetings. The President may grant leave to hear the matter, at which time the clerk shall post and notice an addendum, or an amended agenda provided the same has been timely filed so that the requirements of Wis. Stats. 19.84 have been met.

SECTION 2.1.09. REFUNDS OF OVER PAID PROPERTY TAXES

- (1) When collecting property taxes, tax payers are not always able to issue a check for the correct amount. Refund payment method will be based on the following criteria;
- (2) If a tax payer's refund for property tax payment is less than \$25, the refund will be given in currency. Refunds for amounts greater than \$25 will be given with checks issued on a regular basis.
- (3) The Village President and Clerk/Treasurer are authorized to sign checks without prior board approval. A check list will be presented to the board at the next village board meeting.
- (4) Bank issued check balances will be applied to the full property tax payment before issuing a refund.

SECTION 2.1.10. CAPITAL ASSETS

- (1)** Expenditures exceeding \$2500 for capital equipment or infrastructure improvements will be recorded accordingly.
- (2)** Normal maintenance of equipment or streets is not considered a capital asset expenditure.

SECTION 2.2.04 POLICE SUPPORT PERSONNEL

- (1)** Preamble. To provide the citizens of the Village of Lake Hallie with the continued police protection and proper law enforcement, this section is created to authorize a program of Police Support Personnel. The Support Personnel officers are to supplement the existing police department in the fulfillment of their law enforcement responsibilities. Police Support Personnel are categorized into different possible units. Each unit and their responsibilities are listed in accordance to this ordinance.
- (2)** Police Auxiliary Officers – This is an all voluntary Police Support Unit that does not have Wisconsin Law Enforcement Officer sworn arrest powers. This unit is completely a citizen support group that takes all instructions from directives established for the Police Department through the Police Chief.
- (3)** Police Reserve Officers – This is a salaried Police Support Unit that is allowed to have sworn Wisconsin Law Enforcement status. Officers in this unit must comply with guidelines as established by the Wisconsin Law Enforcement Standards Board. This unit is sworn support group that takes all instructions from directives established for the Police Department through the Police Chief.
- (4)** Police Part-time Officers – This Police Support Unit is paid at an hourly wage to perform a sworn law enforcement function. Officers in this unit must comply with all guidelines as established by the Wisconsin Law Enforcement Standards Board. This unit is sworn support group that takes all instructions from directives established for the Police Department through the Police Chief.
- (5)** All Police Support Personnel shall be considered appointed for a period of time not to exceed one calendar year. All appointments shall expire on December 31 of each year. A member of any Police Support Personnel unit may be reappointed for the following year by the Police Commission. There is no restriction on the number of years a person can be appointed as a Police Support Personnel. All Police Support Personnel's employment status shall be considered as Limited Term Employee (LTE) for the Village.

(6) The Village Board of Lake Hallie shall establish a salary and benefit schedule for any member(s) of the Police Reserve Officers Unit and Part-time Police Officers Support Unit.

(7) The Village Board of Lake Hallie may establish benefits for Police Auxiliary Support Units.

(8) The duties, lawful instructions, directions, and any orders that control the police department shall also apply to the Police Support Personnel. All Police Support Personnel shall adhere to the Police Department chain of command and other verbal or written directives.

(9) The number of Police Support Personnel permitted by the department shall be established by the Village Board.

(10) The Job Descriptions and manner of appointing Police Support Personnel shall be established by the Police Commission.

(Formerly Hallie Ordinance No. 1-88, created Section 127 "Hallie Police Reserve" 4/88)

SECTION 2.5.02. READING OF ORDINANCES

(1) Every ordinance or amendment to this Code shall receive two readings prior to its passage on consecutive meeting days unless by a suspension of rules as provided herein. Ordinances or amendments may be read by title only provided all Village Trustees receive copies of the proposed ordinance or amendment for review prior to passage.

(Formerly Hallie Ordinance No. 99.01 "Reading of Ordinances")

SECTION 2.5.02.01 READING OF ORDINANCES

(1) All general ordinances of the Village and all regulation imposing any penalty shall be published in the official paper of the Village once and shall be immediately recorded, with the affidavit of publication, by the Village Clerk-Treasurer in a book kept for that purpose.

(2) In lieu of publishing the entire ordinance a summary may be published which will consist of the following:

- a) The number and title of the ordinance or bylaw.
- b) Date of enactment.
- c) Summary of subject matter and main points of the ordinance or bylaw.
- d) Information as where the full text of the ordinance or bylaw may be viewed or obtained; phone number of the Clerk-Treasurer, street address of the Village Hall, and web location.

SECTION 2.5.06. SUSPENSION OF RULES

(1) No rules of Board procedure heretofore or hereafter adopted shall be suspended except upon an affirmative vote of the majority of all members elect.

(Formerly Hallie Ordinance No. 99.02 "Suspension of Rules")

SECTION 2.5.10. ROBERT'S RULES OF ORDER

(1) In case any point of order shall be raised for which no rule of order exists in this Code, the Village Board shall have reference to Robert's Rules of Order.

(Formerly Hallie Ordinance No. 99.03 "Robert's Rules of Order")

SECTION 2.6.02. CHARTER ORDINANCE: VILLAGE TRUSTEES AND PERSONNEL

(1) Pursuant to Sec. 61.20(4) Wis. Stats. the Village Board shall consist of five (5) trustees.

(2) Salary of Village Trustees. Pursuant to Sec. 61.32 Wis. Stats., the salary for the Village Trustees shall be determined by the Village Board.

(3) Salary of Village President. Pursuant to Sec. 61.32 Wis. Stats., the salary for the Village President shall be determined by the Village Board.

(4) Village Assessor. Pursuant to Sec. 61.197(c) Wis. Stats., the Village Assessor shall be appointed by the Village Board.

(5) Village Clerk/Treasurer. Pursuant to Sec. 61.197(c) Wis. Stats. the Village Clerk/Treasurer shall be appointed by the Village Board.

(Formerly Hallie Ordinance No. 2.6.02 "Ordinance Regarding Number of Trustees" adopted March 17, 2003)

SECTION 2.6.03. TERMS OF OFFICE FOR APPOINTED OFFICERS AND EMPLOYEES; REMOVAL FROM OFFICE OF CLERK, TREASURER, COMBINED CLERK-TREASURER, OR ASSESSOR FOR CAUSE

(1) TERMS OF OFFICE. The term of office for any of the following Village of Lake Hallie offices is two (2) years: Clerk; Treasurer; combined Clerk-Treasurer; and Assessor. The term of office for the office of Clerk, Treasurer, combined

Clerk-Treasurer, or Assessor shall commence on May 1st in odd-numbered years.

(2) SUBSEQUENT TERMS IN OFFICE. The Village Board at its first meeting after the first Tuesday in April in odd-numbered years shall by majority vote decide on the reappointment of the person holding the office of Clerk, Treasurer, combined Clerk-Treasurer, or Assessor. The term of office for a person holding the office of Clerk, Treasurer, combined Clerk-Treasurer or Assessor shall end on April 30th in any odd-numbered year if the Village Board does not by majority vote reappoint the officeholder. The term of office for all other appointed officeholders and employees shall commence and end at the pleasure of the Village Board which retains the authority to hire and fire at will in accordance with its power to act for the government and good order of the Village of Lake Hallie.

(3) REMOVAL FROM OFFICE OF CLERK, TREASURER, COMBINED CLERK-TREASURER OR ASSESSOR FOR CAUSE. The Village Board may remove a person holding the office of Clerk, Treasurer, combined Clerk-Treasurer, or Assessor for cause during the officeholder's term of office. "Cause" means inefficiency, neglect of duty, official misconduct, or malfeasance in office.

(4) PROCEDURE:

- (a)** The Village Board meeting in closed session under §19.85(1)(c), Stats., shall have the authority to review the performance of, or under §19.85(1)(b), Stats., consider the dismissal, demotion, licensing or discipline of a person holding the office of Clerk, Treasurer, combined Clerk-Treasurer, or Assessor at any time during the officeholder's term of office.
- (b)** At the request of the Village Board, the attorney for the Village of Lake Hallie shall prepare a summary of performance concerns and 90-day personal improvement plan for a person holding the office of Clerk, Treasurer, combined Clerk-Treasurer, or Assessor whose performance is deemed to be unsatisfactory. Additionally, the Village Board shall select one board member to act as a resource to assist the officeholder in meeting the performance standards that are identified in the 90-day personal improvement plan. The designated board member shall serve as a liaison between the officeholder and Village Board on all matters related to the officeholder's job duties while the 90-day personal improvement plan is in effect.
- (c)** At the end of the 90-day personal improvement plan, the Village Board shall reconvene in closed session under §19.85(1)(c), Stats., to evaluate the performance of the officeholder. The Village Board may proceed in any of the following ways:
 - (1)** Discontinue the personal improvement plan at the end of 90 days.

- (2) Extend the personal improvement plan for an additional 90 days.
- (3) Schedule a closed session meeting under §19.85(1)(b), Stats., to consider the dismissal, demotion, licensing or discipline of the officeholder.

(d) At the request of the Village Board, the attorney for the Village of Lake Hallie shall prepare a written report setting forth the inefficiency, neglect of duty, official misconduct, or malfeasance in office that has led the Village Board to consider the dismissal, demotion, licensing or discipline of the officeholder. The attorney for the Village of Lake Hallie shall provide a copy of the written report upon completion to the members of the Village Board and the officeholder.

(e) Upon written request made within 5 days of receipt of the written report, the officeholder may request a hearing on the merits of the information contained in the written report. The written request shall be provided to the Village Board member who was designated in the 90-day personal improvement plan to serve as a liaison between the officeholder and the Village Board.

(f) The hearing, if requested by the officeholder, shall be scheduled not later than 30 days after the written request for a hearing is received by the designated Village Board member. The hearing shall be in open session. The officeholder shall be allowed to appear with counsel, call witnesses and present evidence and testimony to the Village Board in response to the information contained in the written report. If no written request for a hearing is received by the designated Village Board member within 5 days of the officeholder's receipt of the written report, the Village Board may schedule a special meeting, or place on the agenda at its next regularly scheduled meeting, a decision in open session whether to remove the officeholder from office for cause.

(g) The removal from office of Clerk, Treasurer, combined Clerk-Treasurer, or Assessor for cause shall require a majority vote of board members voting for removal. If a majority of the Village Board votes to remove the officeholder from office, the officeholder's term shall end immediately upon the decision of the Village Board. The decision of the Village Board shall be final.

(h) Nothing in this section shall limit the authority of the Village Board to remove a person holding the office of Clerk, Treasurer, combined Clerk-Treasurer, or Assessor for cause during the officeholder's term of office.

(5) AT WILL EMPLOYMENT FOR ALL OTHER APPOINTED OFFICEHOLDERS AND EMPLOYEES. All other appointed officeholders and

employees of the Village of Lake Hallie are at will employees who work at the pleasure of the Village Board, and whose employment may be terminated without a hearing by majority vote of the Village Board in open session at a special meeting, or as an agenda item at any of its regularly scheduled meetings.

SECTION 2.6.04. INDEMNIFICATION OF VILLAGE OFFICIALS, EMPLOYEES AND AGENTS

(1) The Village of Lake Hallie shall indemnify, from any and all liability, loss or damage, any indemnitee who may suffer as a result of claim, demands, legal fees and other costs or judgments of any nature that the indemnitee shall or may at any time sustain or be put to by reason of acts of commission or omission which the indemnitee may undertake in the performance of his duties for the Village of Lake Hallie.

(2) The indemnification granted herein shall be effective during the term for which he/she is engaged by the Village of Lake Hallie, and any later claims as may result therefrom.

(3) Indemnitees shall include:

(a) All elected and appointed officials, employees, retained professional consultants and others acting for the Village of Lake Hallie in any capacity; and,

(b) The person/or persons representing th Village of Lake Hallie as a commission member and/or Officer of the Chippewa Fire Protection District, Inc.

(Formerly Hallie Ordinance No. 121 "Indemnification of Town Officials, Employees as Agents" 11/80)

SECTION 2.6.05 BONDS – PUBLIC OFFICES

(1) Bonds for public offices may be required as per Wisconsin statute or at the direction of Board of Trustees.

(2) All official bonds must be filed within ten days of having been notified of this requirement. Official bonds shall be filed with the Village Clerk-Treasurer.

(3) As Followed by Wisconsin statute 70.67(2), in the event the clerk/treasurer fails to pay taxes collected for other taxing authorities, the Village of Lake Hallie is obligated to make payment.

(4) Clerk/Treasurer – In lieu of a bond the village will provide crime insurance.

SECTION 2.7.04. VILLAGE OF LAKE HALLIE PLANNING COMMISSION

(1) Mission Statement. The mission statement of the Village of Lake Hallie Planning Commission is to further the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Village and affected neighboring jurisdictions, through the adoption and implementation of comprehensive planning with significant citizen involvement.

(2) Establishment. The Village Board in the exercise of its authority under Wis. Stats. Chapter 61, establishes a seven (7) member Planning Commission under Sec. 61.35 Wis. Stats. The Planning Commission shall be considered the “Village Planning Agency” under Secs. 236.02(13) and 236.45 Wis. Stats., which authorizes, but does not require, Village adoption of a subdivision or other land division ordinance.

(3) Membership. The Planning Commission shall consist of one (1) member of the Village Board, who may be the Village President, and at least three (3) citizen members, who shall be appointed by the Village President, and confirmed by the Village Board. Qualified citizen candidate members to the Planning Commission must be electors of the Village of Lake Hallie with a demonstrated interest in orderly growth and development in the Village of Lake Hallie.

(4) Appointments and Removal.

(a) The Village President shall appoint the members of the Planning Commission and designate a Planning Commission Chairperson during the month of April to fill any expiring term. The Village President may appoint himself or herself or another Village Trustee to the Planning Commission and may designate himself or herself, the other Village Trustee, or a citizen member as Chairperson of the Planning Commission. A Pre-requisite for a citizen member to become Chairperson of the Planning Commission is to serve at least one (1) year as a Planning Commission member. All appointments are subject to the advisory approval of the Village Board. In a year in which any Village Trustee is elected at the spring election, any appointment or designation by the Village President shall be made after the election and qualification of the Village Trustee(s) elected. Any citizen appointed to the Planning Commission shall take and file the oath of office within five (5) days of notice of appointment, as provided under Secs. 19.01 and 60.31 Wis. Stats.

(b) The Village Board may remove any appointed Commission member, at any time, by majority vote of the Village Board. Removal will be made after discussion at the second scheduled Village of Lake Hallie Board meeting of that month.

(5) Terms of Office. The term of office for the Planning Commission Chairperson and each Commission member shall be for a period of 3 years, ending on April 30, or until a successor is appointed and qualified, except:

(a) The Village President, or a Village Trustee, who serves on the Planning Commission shall serve for a period of two (2) years, as allowed under Sec 66.50 1(2), Wis. Stats., concurrent with his or her term on the Village Board. An initial appointment of the Village President, or a Village Trustee, made after April 30 shall be for a term that expires two (2) years from the previous April 30.

(6) Commission Members. All members of the Planning Commission shall faithfully discharge their official duties to the best of their abilities, as provided in the oath of office, sec. 19.01, Wis. Stats., in accordance with, but not limited to, the provisions of the Wisconsin Statutes on: Public Records, Code of Ethics for Local Government Officials, Open Meetings, Misconduct in Office, and Private Interests in Public Contracts. Commission members shall further perform their duties in a fair and rational manner and avoid arbitrary actions.

(7) Vacancies. A person who is appointed to fill a vacancy on the Planning Commission shall serve for the remainder of the term.

(8) Advisory. Serving as advisory to the Planning Commission are the following:

(a) Police Chief or designee

(b) Fire Chief or designee

(c) Attorney

(d) Assessor

(e) Surveyor

(f) Road Superintendent or designee

(g) Sanitary District Manager or designee

(9) Recommendations. The Planning Commission may recommend to the Village Board the employment of experts to assist with their duties under this ordinance.

(10) Records. The Planning Commission may adopt rules for the transaction of its business, subject to compliance with Village ordinances, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record and available for public inspection, as provided under Secs. 19.21

to 19.39 Wis. Stats.

(11) Duties and Responsibilities.

(a) Board Referral. The Planning Commission shall accept and consider matters referred by the Village Board for planning and development.

(b) Initiative. On its own initiative, the Planning Commission may consider all matters relevant to the orderly growth and development of the Village of Lake Hallie.

(c) Recommendation. After review and study, the Planning Commission shall make recommendations to the Village Board.

(12) Chairperson & Officers.

(a) Chairperson. The Planning Commission Chairperson shall be appointed and serve a term as provided in Sections 6 and 7 herein. The Chairperson shall:

1. Provide leadership to the Planning Commission.
2. Set Planning Commission meeting and hearing dates.
3. Provide notice of Planning Commission meetings and hearings and set their agendas, personally or by his or her designee.
4. Preside at Planning Commission meetings and hearings; and
5. Take reasonable steps to ensure that all laws are followed.

(b) Vice Chairperson. The Planning Commission may elect, by open vote or secret ballot under sec. 19.88(1), Wis. Stats., a Vice Chairperson to act in the place of the Chairperson when the Chairperson is absent or incapacitated for any cause.

(c) Secretary. The Planning Commission shall elect, by open vote or secret ballot, one of its members to serve as Secretary.

(13) General and Miscellaneous Powers. The Planning Commission shall have the power:

(a) Necessary to enable it to perform its functions and promote Village planning.

(b) To make reports and recommendations to the Village Board, and other public bodies, citizens, public utilities and organizations relating to the planning and development of the Village of Lake Hallie, that do not exceed the Planning Commission's budget allocation.

(c) To recommend to the Village Board programs for public improvements and the financing of such improvements.

(d) To receive from public officials, within a reasonable time, requested available information required for the Planning Commission to do its work.

(e) For itself, its members and employees, in the performance of their duties, to enter upon land, make examinations and surveys, and place and maintain necessary monuments and marks thereon. The Planning Commission must give at least 24 hour notice of its intent to designate one or more persons to enter upon land in the performance of the Commission's duties. However, entry shall not be made upon private land, except to the extent that the private land is held open to the general public, without the permission of the landowner or tenant. If such permission has been refused, entry shall be made under the authority of an inspection warrant issued for cause under sec. 66.0119, Wis. Stats., or other court-issued warrant.

(14) Village Comprehensive Planning: General Authority & Requirements.

(a) The Planning Commission shall make and adopt a comprehensive plan under Secs. 62.23 and 66.1001, Wis. Stats., which contains the elements specified in sec. 66.1001(2), Wis. Stats., and follows the procedures in sec. 66.1001(4), Wis. Stats.

(b) The Planning Commission shall make and adopt the comprehensive plan with the time period directed by the Village Board, but not later than a time sufficient to allow the Village Board to review the plan and pass an ordinance adopting it to take effect on or before January 1, 2010, so that the Village comprehensive plan is in effect by the date on which any Village program or action affecting land use must be consistent with the Village comprehensive plan under sec. 66.1001(3), Wis. Stats.

(c) In this section the requirement to "make" the plan means that the Planning Commission shall ensure that the plan is prepared, and oversee and coordinate the preparation of the plan, whether the work is performed for the Village of Lake Hallie by the Planning Commission, Village personnel, another unit of government, the regional planning commission, a consultant, citizens, an advisory committee, or any other person, group or organization.

(15) Procedure for Planning Commission Adoption & Recommendation of a Village Comprehensive Plan or Amendment. The Planning Commission, in order to ensure that the requirements of sec 66.1001(4), Wis. Stats, are met, shall proceed as follows.

(a) Public participation verification. Prior to beginning work on a comprehensive plan, the Planning Commission shall verify that the Village Board has adopted written procedures designed to foster public participation in every stage of preparation of the comprehensive plan. These written procedures shall include open discussion, communication programs, and information services and noticed public meetings. These written procedures shall further provide for wide distribution of proposed, alternative or amended elements of a comprehensive plan and shall provide an opportunity for written comments to be submitted by members of the public to the Village Board and for the Village Board to respond to such written comments.

(b) Resolution. The Planning Commission, under sec. 66.1001(4) (b), Wis. Stats., shall recommend its proposed comprehensive plan or amendment to the Village Board by adopting a resolution by a majority vote of the entire Planning Commission. The vote shall be recorded in the minutes of the Planning Commission. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the comprehensive plan. The resolution adopting a comprehensive plan shall further recite that the requirements of the comprehensive planning law have been met, under sec. 66.1001, Wis. Stats., namely that:

1. The Village Board adopted written procedures to foster public participation and that such procedures allowed public participation at each stage of preparing the comprehensive plan;
2. The plan contains the nine (9) specified elements and meets the requirements of those elements;
3. The (specified) maps and (specified) other descriptive materials relate to the plan;
4. The plan has been adopted by a majority vote of the entire Planning Commission, which the clerk or secretary is directed to record in the minutes; and
5. The Planning Commission clerk or secretary is directed to send a copy of the comprehensive plan adopted by the Commission to the governmental units specified in sec. 66.1001(4), Wis. Stats., and sub. (3) of this section.

(c) Transmittal. One copy of the comprehensive plan or amendment

adopted by the Planning Commission for recommendation to the Village Board shall be sent to:

1. Every governmental body that is located in whole or in part within the boundaries of the Village of Lake Hallie, including any school district, sanitary district, public inland lake protection and rehabilitation district or other special district.
2. The clerk of every city, village, town, county and regional planning commission that is adjacent to the Village of Lake Hallie.
3. The Wisconsin Land Council.
4. After September 1, 2003, the Department of Administration.
5. The regional planning commission in which the Village of Lake Hallie is located.
6. The public library that serves the area in which the Village of Lake Hallie is located.

(16) Plan Implementation & Administration.

(a) Ordinance development. If directed by resolution or motion of the Village Board, the Planning Commission shall prepare the following:

1. Zoning. A proposed Village zoning ordinance under village powers, Secs. 61.35 and 62.23(7), Wis. Stats., a Village construction site erosion control and stormwater management zoning ordinance under Sec. 61.354, Wis. Stats., a Village exclusive agricultural zoning ordinance under subch. V of ch. 91, Wis. Stats., and any other zoning ordinance within the Village's authority.
2. Official map. A proposed official map ordinance under sec. 62.23(6), Wis. Stats.
3. Subdivisions. A proposed Village subdivision or other land division ordinance under sec. 236.45, Wis. Stats.
4. Other. Any other ordinance specified by the Village Board.

(b) Amendment. The Planning Commission, on its own motion, or at the direction of the Village Board by its resolution or motion, may prepare proposed amendments relating to comprehensive planning and land use.

(c) Non-regulatory programs. The Planning Commission, on its own motion, or at the direction of the Village Board by resolution or motion, may propose non-regulatory programs to implement the comprehensive plan, including programs relating to topics such as education, economic development and tourism promotion, preservation of natural resources through the acquisition of land or conservation easements, and capital improvement planning.

(d) Program administration. The Planning Commission shall, pursuant to Village ordinances, have the following powers:

1. Zoning conditional use permits. The zoning administrator shall refer applications for conditional use and/or special exception permits under Village zoning to the Planning Commission for review and recommendation to the Village Board.

2. Subdivision review. Proposed plats under ch. 236, Wis. Stats, (and proposed subdivisions or other land divisions under the Village subdivision ordinance under sec. 236.45, Wis. Stats.) shall be referred for review and recommendation to the Village Board.

(e) Consistency. Any ordinance, amendment, or program proposed by the Planning Commission, and any Planning Commission approval, recommendation for approval or other action under Village ordinances or programs that implement the Village's comprehensive plan under Secs. 62.23 and 66.1001, Wis. Stats, shall be consistent with that plan as of the date of the plan's adoption. If any such Planning Commission action would not be consistent with the comprehensive plan, the Planning Commission shall use this as information to consider in updating the comprehensive plan.

(17) Referrals to the Planning Commission.

(a) Required referrals under sec. 62.23(5). Wis. Stats. The following shall be referred to the Planning Commission for report:

1. The location and architectural design of any public building.
2. The location of any statue or other memorial.
3. The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any:

A. Street, alley or other public way;

B. Park or playground;

- C. Airport;
 - D. Area for parking vehicles; or
 - E. Other memorial or public grounds.
4. The location, extension, abandonment or authorization for any publicly or privately owned public utility.
5. All plats under the Village's jurisdiction under Sec. 236, Wis. Stats., including divisions under a Village subdivision or other land division ordinance adopted under Sec. 236.45, Wis. Stats.
6. The location, character and extent or acquisition, leasing or sale of lands for:
- A. Public or semi-public housing;
 - B. Clearance or redevelopment;
 - C. Relief of congestion; or
 - D. Vacation camps for children.
7. The amendment or repeat of any ordinance adopted under Sec. 62.23, Wis. Stats., including ordinances relating to: the Village Planning Commission; the Village master plan or the Village comprehensive plan under Sec. 66.1001, Wis. Stats.; a Village official map; and Village zoning under village powers.
- (b)** Required referrals under sections of the Wisconsin statutes other than Sec. 62.23(5). Wis. Stats. The following shall be referred to the Planning Commission for report:
- 1. An application for initial licensure of a child welfare agency or group home under Sec. 48.68(3), Wis. Stats.
 - 2. An application for initial licensure of a community-based residential facility under sec. 50.03(4), Wis. Stats.
 - 3. Proposed designation of a street, road or public way, or any part thereof, wholly within the jurisdiction of the Village, as a pedestrian mall under sec. 66.0905, Wis. Stats.
 - 4. Matters relating to the establishment or termination of an

architectural conservancy district under sec 66.1107, Wis. Stats.

5. Matters relating to the establishment of a reinvestment neighborhood required to be referred under sec. 66.1107, Wis. Stats.

6. Matters relating to the establishment or termination of a business improvement district required to be referred under sec, 66.1109, Wis. Stats.

7. A proposed housing project under sec. 66.1211(3), Wis. Stats.

8. Matters relating to urban redevelopment and renewal in the Village required to be referred under subch. XIII of Sec. 66, Wis. Stats.

9. The adoption or amendment of a Village subdivision or other land division ordinance under sec. 236.45(4), Wis. Stats.

10. Any other matter required by the Wisconsin Statutes to be referred to the Planning Commission.

(c) Required referrals. In addition to referrals required by the Wisconsin Statutes, the following matters shall be referred to the Planning Commission for report:

1. Any proposal, under Sec. 59.69, Wis. Stats., for the Village to approve general county zoning so that it takes effect in the Village, or to remain under general county zoning.

2. Proposed regulations or amendments relating to historic preservation.

3. A proposed driveway access ordinance or amendment.

4. A proposed Village official map ordinance under Sec. 62.23(6), Wis. Stats., or any other proposed Village ordinance under sec. 62.23, Wis. Stats., not specifically required by the Wisconsin Statutes to be referred to the commission.

5. A proposed Village zoning ordinance or amendment adopted under authority separate from or supplemental to Sec. 62.23, Wis. Stats., including a Village construction site erosion control and stormwater management zoning ordinance under sec. 61.354, Wis. Stats., and a Village exclusive agricultural zoning ordinance under

subch. V of Sec. 91, Wis. Stats.

- 6.** An application for a conditional or special permit under the Village zoning ordinance.
- 7.** A proposed site plan.
- 8.** A proposed extraterritorial zoning ordinance or a proposed amendment to an existing ordinance under Sec. 62.23(7a), Wis. Stats.
- 9.** A proposed boundary change pursuant to an approved cooperative plan agreement under Sec. 66.0307, Wis. Stats., or a proposed boundary agreement under Sec. 66.0225, Wis. Stats., or other authority.
- 10.** A proposed zoning ordinance or amendment pursuant to an agreement in an approved cooperative plan under Sec. 66.0307(7m), Wis. Stats.
- 11.** Any proposed plan, element of a plan or amendment to such plan or element developed by the regional planning commission and sent to the Village for review or adoption.
- 12.** Any proposed contract, for the provision of information, or the preparation of a comprehensive plan, an element of a plan or an implementation measure, between the Village and the regional planning commission, under Sec. 66.0309, Wis. Stats., another unit of government, a consultant or any other person or organization.
- 13.** A proposed ordinance, regulation or plan, or amendment to the foregoing, relating to a mobile home park under Sec. 66.0435, Wis. Stats.
- 14.** A proposed agreement, or proposed modification to such agreement, to establish an airport affected area, under sec. 66.1009, Wis. Stats.
- 15.** A proposed Village airport zoning ordinance under sec. 114.136(2), Wis. Stats.
- 16.** A proposal to create environmental remediation tax incremental financing in the Village under sec. 66.1106, Wis. Stats.
- 17.** A proposed county agricultural preservation plan or amendment, under subch. IV of Sec. 91, Wis. Stats., referred by

the county to the Village, or proposed Village agricultural preservation plan or amendment.

18. Any other matter required by any Village ordinance or Village Board resolution or motion to be referred to the Planning Commission.

(d) Discretionary referrals. The Village Board, or other Village officer or body with final approval authority or referral authorization under the Village ordinances, may refer any of the following to the Planning Commission for report:

1. A proposed county development plan or comprehensive plan, proposed element of such a plan, or proposed amendment to such plan.

2. A proposed county zoning ordinance or amendment.

3. A proposed county subdivision or other land division ordinance under Sec. 236.45 Wis. Stats., or amendment.

4. An appeal or permit application under the county zoning ordinance to the county zoning board of adjustment, county planning body or other county body.

5. A proposed intergovernmental cooperation agreement, under Sec. 66.0301, Wis. Stats., or other statute, affecting land use, or a municipal revenue sharing agreement under Sec. 66.0305, Wis. Stats.

6. A proposed plat or other land division under the county subdivision or other land division ordinance under Sec. 236.45, Wis. Stats.

7. A proposed county plan, under Sec. 236.46, Wis. Stats., or the proposed amendment or repeal of the ordinance adopting such plan, for a system of Village arterial thoroughfares and minor streets, and the platting of lots surrounded by them.

8. Any other matter deemed advisable for referral to the Planning Commission for report.

(e) Referral period. No final action may be taken by the Village Board or any other officer or body with final authority on a matter referred to the Planning Commission until the Commission has made its report, or thirty (30) days, or such longer period as stipulated by the Village Board, has

passed since referral. The thirty (30) day period for referrals required by the Wisconsin Statutes may be shortened only if so authorized by statute. The thirty (30) day referral period, for matters subject to required or discretionary referral under the Village Code or ordinances, but not required to be referred under the Wisconsin Statutes, may be made subject by the Village Board to a referral period shorter or longer than the thirty (30) day referral period if deemed advisable.

(Formerly Hallie Ordinance No. 131 of 1/02 "Planning Commission" and of 9/91, as amended on 11/93 as to composition and members and by 1-92 amending Sec. 131(6) "Timing of Meeting")

SECTION 2.7.06. POLICE AND FIRE COMMISSION

(1) Creation. Pursuant to Sec. 61 and 62.13 Wis. Stat. there is hereby created a Police Commission to be known as the "Village of Lake Hallie Police Commission," authorized to transact business and exercise any and all powers granted to that Commission by the above referenced statutes as may be amended.

(2) Composition and Procedures:

(a) Composition. The Commission shall consist of five resident members having sufficient ability and experience in the field of police protection. These persons shall be known as Commissioners.

(b) Appointment. The Commissioners shall be appointed by the Village Board. Thereafter, the terms of the Commissioners shall be for five years until their successors are appointed and qualified. Vacancies shall be filled for unexpired terms as provided for in this subsection.

(c) Chairperson. The Commission shall annually elect a chairperson and a vice chairperson from among the Commissioners.

(d) Compensation. The Commissioners shall receive compensation for their services as may be determined by the Village Board, and/but shall be entitled to reimbursement for their actual necessary expenses, including local travel expense included in the discharge of their duties.

(e) Meetings, Quorum and Bylaws. All meetings of the Commission shall be held in compliance with the provisions of the Open Meeting Laws of the State of Wisconsin. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other legal purposes. Action may be taken by the Commission upon the affirmative vote of a majority of the Commissioners present at any meeting. The Commission may adopt and from time to time amend or repeal such bylaws and

other rules or regulations not inconsistent with the applicable laws of this State and of this ordinance, as it deems necessary in the performance and function of its duties.

(3) Joint Fire Commission Composition and Procedures:

- (a) **Composition.** The Commission shall consist of five resident members of the joint fire district having sufficient ability and experience in the field of fire protection. These persons shall be known as Commissioners.
- (b) **Appointment.** The Commissioner shall be appointed by the Village Board. The first appointment of one member shall be for the following four year term.
- (c) **Chairperson.** The Commission shall annually elect a chairperson and a vice chairperson from among the Commissioners.
- (d) **Compensation.** The Commissioners shall receive compensation for their services as may be determined by the Village Board, and/but shall be entitled to reimbursement for their actual necessary expenses, including local travel expense included in the discharge of their duties.
- (e) **Meetings, Quorum and Bylaws.** All meetings of the Commission shall be held in compliance with the provisions of the Open Meeting Laws of the State of Wisconsin. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other legal purposes. Action may be taken by the Commission upon the affirmative vote of a majority of the Commissioners present at any meeting. The Commission may adopt and from time to time amend or repeal such bylaws and other rules or regulations not inconsistent with the applicable laws of this State and of this ordinance, as it deems necessary in the performance and function of its duties.

SECTION 2.8.02. PARKS AND RECREATION BOARD

- (1) Membership.** The Parks Board shall consist of 7 members, electors of the Village who shall be appointed by the President subject to confirmation by the Village Trustees.
 - (a) Terms.** The first 2 elector members shall be appointed through April of 2009. 3 elector members shall be appointed with a term expiring April of 2010 and 2 elector members with a term expiring April 2011. Upon the expiration of the initial appointments, the 7 member board shall be appointed to a 3 year term of office.
 - (b) Meetings and Elections.** The Parks Board shall meet at least monthly. At its first meeting in April of each year, the Parks Board will elect a President, Vice-President and Secretary of the Board.

- (2)** Powers and Duties. The Parks Board shall complete charge, supervision and management of all public parks, recreation programs, tot lots and bike trails, recreation buildings and grounds upon which they are situated or adjacent thereto (including the power to contract for services or goods in furtherance thereof and within the approved budget of the Parks Board), public playgrounds and other similar public property an functions as shall be assigned to this Board by the Village Board for the development, maintenance and operation of all public recreational facilities and activities as it shall from time to time determine are in the best interest of the Village and its citizens. The Parks Board shall be responsible for the supervision and management of all recreational property in the Village of Lake Hallie.
- (3)** Treasurer. The Village Clerk/Treasurer shall serve as treasurer of the Parks Board.
- (4)** Employees

 - (a)** The Parks Board may utilize any Village Staff to assist the Parks Board as determined necessary for the efficient administration, maintenance and development of facilities and activities for parks and recreation within the limitation of its budget.
 - (b)** Whenever possible, the Parks Board shall utilize existing Village employees, equipment and facilities. The Parks Board shall be advised on all personnel matters and actions. Personnel wage, salary, classification, hiring, dismissal and promotion policies shall all be in accordance with the policies and procedures established by the Village of Lake Hallie Ordinances.
- (5)** Budget. By September 1st of each year the Parks Board shall present an estimate of expenditures for the ensuing year. The amounts, as approved by the Parks Board, shall be submitted to the Village Board. Such amount as shall be approved by the Village Board shall be included in the Village budget. The Parks Board shall not have authority to transfer funds from any line of its budget to any other purpose without prior approval of the Village Board. The Parks Board shall have authority to use funds donated to it for such purposed as it deems necessary or as specified by donor.
- (6)** Advisory Park Board. The Village Board shall also appoint 2 Village Board Members to act as liason/advisory Parks Board Members.