

## Ordinance 2019-02

### Amending Town of Verona Ordinance Number 2014-03, entitled Chapter 1 General Government

The Town Board of the Town of Verona pursuant to its authority under Section 66.0103 Wis. Stats., does hereby amend Town of Verona, Chapter 1 General Government and does ordain as follows:

To repeal and Replace Section 1.05 of Chapter 1 with updated language to reflect the current committees and membership on the Town Board, Town Plan Commission, and Town committees as follows:

#### 1.05 BOARDS, COMMISSIONS and COMMITTEES.

(1) GENERAL RESPONSIBILITIES. Every board, commission and committee of the Town shall comply with open meeting laws and requirements as established by Chapter 19, Wis. Stats., for regular and special meetings, and keep minutes of its proceedings. The secretary of the board or commission, or the chairperson of the committee, shall file a copy of the minutes with the Town Administrator.

(2) BOARD OF REVIEW. (a) Membership. The Board of Review shall consist of all Town Supervisors. The assessor hired or contracted by the Town shall also be required to attend all meetings of the Board but shall not be a member of the Board. The Town Clerk-Treasurer shall serve as the clerk to the Board of Review, but shall not be a voting member.

(b) Powers and Duties. The Board of Review shall have the power and duties prescribed in §70.47, *Wis. Stats.*

(3) PLAN COMMISSION. (a) Membership. The Plan Commission shall consist of 5 members. The membership shall include 2 Town Supervisor members and 3 Town citizen members.

(b) Appointment. Members of the Plan Commission shall be appointed by the Town Board Chairperson, subject to confirmation by the Town Board. Vacancies on the Commission shall be filled for the remainder of the un-expired term in the same manner as the original appointment.

(c) Terms. Town citizen members shall serve two-year terms commencing on the first day in May in the year of appointment, with two members appointed in odd-numbered years and one in even-numbered years. Supervisor members shall serve for one-year terms, commencing on the first day in May of each year. The term of a Supervisor member shall automatically terminate as of the date on which he or she no longer holds the office of Supervisor. Plan Commission members may be removed by a majority vote of the Town Board.

(d) Chairperson. The Town Board Chairperson shall select the chairperson of the Plan Commission.

(e) Powers and Duties. 1. Expenditure Authority. The Plan Commission shall have the authority to retain the services of professional consultants and to incur such other expenses as may be necessary and proper, provided that no obligation or expenditure incurred by the Commission shall exceed the appropriation made for that purpose by the Town Board and any additional funds as may be received by the Commission from private sources.

2. Duties. The Commission shall:

- i. Make and adopt a comprehensive master plan showing the Plan Commission's recommendations for the physical development of the Town. The purpose of the plan shall be to guide and accomplish a coordinated and harmonious development of the Town which will,

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- in accordance with existing and future needs, best promote public health, safety, order, convenience, efficiency, prosperity or the general welfare.
- ii. Review periodically, and make recommendations to the Town Board, with regard to amendment of the Town's land division ordinance.
- iii. Review and make recommendations to the Town Board with regard to proposed amendments to the Dane County Zoning Code and maps and all applications for conditional use permits.
- iv. Exercise such other powers set forth in §§60.61 and 60.62, *Wis. Stats.*, as are applicable to towns subject to a county zoning ordinance.
- v. Make such recommendations and reports on matters referred to the Commission by the Town Board.

(4) ADMINISTRATIVE REVIEW APPEALS BOARD. (a) Membership. The Administrative Review Appeals Board shall consist of a panel of three impartial members not directly involved with the making of the original administrative determination or decision on review, and may include the Town Board Chairperson, Town Supervisors, and/or Town citizen members. Appointments to the Administrative Review Appeals Board will be made on an as-needed basis by the Town Board Chairperson or their designee, and will terminate upon resolution of the issue that triggered the appointment.

(b) Powers and Duties. The powers and duties of the Administrative Review Appeals Board are set forth in sec. 17.08 of this Code, under the authority of sec. 68.16, *Wis. Stats.*

(5) COMMITTEES. (a) Membership. Each committee shall consist of Town citizen members and may include Town Supervisor members. The number of members of each committee shall vary at the discretion of the Town Board.

(b) Appointment. Committee members shall be appointed by the Town Board Chairperson, subject to confirmation by the Town Board.

(c) Terms. Town citizen members shall serve terms of two years or less ending on April 30 of even- or odd-numbered years. Town Supervisor members shall serve terms of one year or less ending on April 30. The term of a Town Supervisor member shall automatically terminate as of the date on which he or she no longer holds the office of Supervisor. For each committee, terms specified at appointment shall strive to balance the number of terms ending in even-numbered and the number of terms ending in odd-numbered years. Committee members may be removed by a majority vote of the Town Board.

(d) Chairperson. The Town Board Chairperson shall select the chairperson of each committee.

(e) Committees. The following committees are established:

1. Financial Sustainability Committee. Duties of the Financial Sustainability Committee include advising the Town Board and Town staff on account balance goals and methods to increase revenue.
2. Natural and Recreational Areas Committee. Duties of the Natural and Recreational Areas Committee include advising the Plan Commission and the Town Board on open space preservation and improvement.
3. Ordinance Committee. Duties of the Ordinance Committee include advising the Town Board and Town staff on creating and revising ordinances, policies, and applications.

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4. Public Works Committee. Duties of the Public Works Committee include advising the Town Board on road capital improvements, road maintenance, and capital equipment purchases, and reviewing road access.

(6) MEMBERSHIP ON OTHER BODIES. Unless specified by agreement or by-laws, membership on other bodies, including boards, commissions, and committees not listed above, shall be as follows:

(a) Appointment. Members of other bodies shall be appointed by the Town Board Chairperson, subject to confirmation by the Town Board.

(b) Terms. Town citizen members of other bodies shall serve terms of two years or less ending on April 30 of even- or odd-numbered years. Town Supervisor members of other bodies shall serve terms of one year or less ending on April 30. The term of a Town Supervisor member shall automatically terminate as of the date on which he or she no longer holds the office of Town Supervisor. Members of other bodies may be removed by a majority vote of the Town Board.

Enacted at a regular meeting of the Town Board this 5<sup>th</sup> day of March 2019

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Mark Geller, Chairperson

Attest: \_\_\_\_\_  
John Wright, Clerk/Treasurer

Agenda Published: February 28, 2019