

VILLAGE OF RIB MOUNTAIN

ORDINANCE NO. 2023-05

An Ordinance for the Village of Rib Mountain
Repealing and Recreating
Chapter 1 General Government
Section 1.20 Park Commission
And
Section 1.21 Board of Review
And
Section 1.22 Planning Commission
And
Creating
Chapter 1 General Government
Section 1.23 Finance and Economic Development Committee
And
Section 1.24 Utility Commission
And
Section 1.25 Human Resource Committee

The Village Board of the Village of Rib Mountain, Marathon County, Wisconsin, do hereby ordain as follows:

Section 1: CHAPTER 1 GENERAL GOVERNMENT, SECTION 1.20 ENTITLED “PARK COMMISSION” of the Code of the Village of Rib Mountain is hereby repealed and recreated to provide as follows:

1.20 – PARK COMMISSION

- (1) The Village of Rib Mountain Park Commission shall consist of seven (7) Commissioners. One (1) Village Trustee shall be appointed as a Commissioner. Six (6) Commissioners shall be residents of the Village. The Commission shall organize in accordance with § 27.08, Wis. Stat. and shall elect a Chair, Vice Chair, and Secretary.
- (2) The term of office of an appointee who is a Village Trustee or the Village President shall run with their term of office. The term of office of appointees who are not a Village Trustee or the Village President shall be seven years. Each Commissioner shall take and file the official oath.
- (3) All Commissioners must be at least 18 years of age, and shall serve at the pleasure of the Village Board.
- (4) Appointments. As vacancies arise, the following process may be used to fill those vacancies:
 - a. Notice of Vacancy. Upon learning of any vacancy of any Commission appointee, the Village Administrator or their designee may provide a notice of a vacancy in the position. The notice shall encourage all eligible Village residents to apply.
 - b. Interest Forms. Individuals may identify their interest in serving by completing a form provided by the Village. The Village Administrator or their designee shall distribute all such completed interest forms to the Village President.

- (5) All resident Commissioners shall be appointed as described in Section 1.20(4). Initial appointments will be made by September 30, 2023. Thereafter, appointments shall occur by May 1 of each year starting in 2024.
- (6) The Commission is staffed by the Superintendent of Streets & Parks.
- (7) If the Chair is absent, the Vice Chair of the Commission shall call the meeting to order.
- (8) A majority of the members of the Parks Commission shall constitute a quorum. If there is not a quorum present, the fact shall be entered in the minutes, and the meeting shall be adjourned.
- (9) The Parks Commission is a recommending body to the Village Board.
- (10) The Parks Commission shall have the powers and duties as prescribed in the Village Code and such other powers as may be delegated from time to time by the Village Board. No expenditure may be made by the Commission unless the expenditure has been budgeted and specifically approved by the Village Board or Village Administrator.

Section 2. CHAPTER 1 GENERAL GOVERNMENT, SECTION 1.21 ENTITLED “BOARD OF REVIEW” of the Code of the Village of Rib Mountain is hereby repealed and recreated to provide as follows:

1.21 – BOARD OF REVIEW

- (1) The annual Board of Review shall be composed and governed by §§ 70.46 and 70.47, Wis. Stats., and shall consist of the Village Board members.
- (2) No Board of Review may be constituted unless it includes one voting member who, within one year of the Board's first meeting, has attended a training session under § 73.03(55), Wis. Stats., and unless that member is the Village Administrator or their designee. The Village Clerk shall provide an affidavit to the Department of Revenue, stating whether the requirement under this subsection has been fulfilled. This affidavit shall be sent before the Board of Review convenes. If the document is not filed with the Department of Revenue, Bureau of Assessment Practices - BOR, PO Box 8933, Madison WI, 53708-8933, the Board of Review may be invalid.
- (3) In those years wherein the Village is not being reassessed to 100% of market value, the Board shall be in session at least one day for two hours, or as required by law.
- (4) Information to be confidential.
 - a. If a property owner objects to the amount of a valuation pursuant to § 70.47, Wis. Stats., and discloses income and expenses to the Assessor, such information shall be confidential, except under the following circumstances:
 - i. A person will use the information in the discharge of duties imposed by law;
 - ii. An officer will use the information in the discharge of duties imposed by his/her office; or
 - iii. A court order authorizes the disclosure of the information.
 - b. Information disclosed to the Assessor as described in Subsection 4(a) is not subject to the right of inspection and copying under § 19.35(1), Wis. Stats., unless a court determines the information is inaccurate.

Section 3. CHAPTER 1 GENERAL GOVERNMENT, SECTION 1.22 ENTITLED “TOWN PLANNING COMMISSION” of the Code of the Village of Rib Mountain is hereby repealed and recreated to provide as follows:

1.22 – VILLAGE PLANNING COMMISSION

- (1) The Village Planning Commission shall consist of one Village Trustee and up to seven (7) other residents of the Village, who do not hold an elected office in the Village, from the community at large, with recognized experience and qualifications, appointed by the Village President and confirmed by the Village Board. The term of office of an appointee who is a Village Trustee or the Village President shall run with their term of office. The term of office of appointees who are not a Village Trustee or the Village President shall be three (3) years. The Community Development Director shall serve as the staff liaison to the Commission. Each Commissioner shall take and file the official oath. The Commission shall elect a Chair, Vice Chair, and Secretary.
- (2) If the Chair is absent, the Vice Chair shall call the meeting to order.
- (3) All citizen members shall be appointed as described in Section 1.20(4). Initial appointments will be made by September 30, 2023. Thereafter, appointments shall occur by May 1 of each year starting in 2024.
- (4) A majority of the members of the Plan Commission shall constitute a quorum. If there is not a quorum present, the fact shall be entered in the minutes, and the meeting shall be adjourned.
- (5) The Village Planning Commission shall have all of the rights, duties and obligations established for it pursuant to § 62.23, Wis. Stats., as recently amended by the Legislature and signed into law by the Governor and shall operate within the rules of that statute and the interpretations thereof.
- (6) The Village Planning Commission shall also discharge the following duties under Chapters 17 and 18 of this General Code:
 - a. Hear all applications for conditional uses and amendments to Chapter 17 and report such findings and recommendations to the Village Board in the manner prescribed in Chapter 17.
 - b. Receive from Village staff their recommendations as related to the effectiveness of the Zoning Code and report its conclusions and recommendations to the Village Board not less frequently than once a year.
 - c. Hear and decide all matters upon which it is required to pass under Chapter 17 of this General Code and under the Wisconsin Statutes.

Section 4. CHAPTER 1 GENERAL GOVERNMENT, SECTION 1.23 ENTITLED “FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE” of the Code of the Village of Rib Mountain is hereby created to provide as follows:

1.23 – FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

- (1) The Village Finance and Economic Development Committee shall consist of three Village Board members appointed by the Village President and confirmed by the Village Board. The Village President shall be an ad hoc non-voting member whose presence does not count towards establishing a quorum. The Committee shall elect a Chair and a Vice Chair.
- (2) The term of office for the Committee shall run with the Village Board member's term of office. The Village Administrator and Community Development Director shall serve as the staff liaisons to the Committee.
- (3) If the Chair is absent, the Vice Chair shall call the meeting to order.

(4) A majority of the members of the Finance and Economic Development Committee shall constitute a quorum. If there is not a quorum present, the fact shall be entered in the minutes, and the meeting shall be adjourned.

(5) Powers and Duties.

- a. The Finance and Economic Development Committee may adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations which record shall be a public record.
- b. In promoting economic development in the Village, the Finance and Economic Development Committee shall, among other things, encourage the creation and retention of jobs and act as liaison in the promotion of public and private capital investment in the community.
- c. The Finance and Economic Development Committee may consider and investigate any matters affecting economic development in the Village; solicit and receive citizen or professional input as it deems necessary; issue such reports and studies as it deems appropriate; and make recommendations which shall be forwarded to and placed on the agenda of the next regular meeting of the Village Board, the Village Plan Commission, or any other Village committee or commission, as the case may be.
- d. The Finance and Economic Development Committee shall review and make recommendations on Tax Incremental District funding requests.
- e. The Finance and Economic Development Committee shall annually submit the Village budget for public hearing and Village Board approval in the manner set forth in Wis. Stat. § 65.90.
- f. The Finance and Economic Development Committee shall give preliminary approval and make recommendations to the Village Board in matters concerning transfers of funds, investments, continuing appropriations, reserve accounts and any other financial matters.
- g. The Finance and Economic Development Committee shall audit all claims against the Village and to make recommendations to the Village Board.
- h. The Finance and Economic Development Committee shall oversee and make recommendations to the Village Board regarding liability risk management programs and property and liability insurance coverage.
- i. The Finance and Economic Development Committee shall recommend to the Village Board the purchase of land or buildings, or the improvement of land or buildings, as may be required for the effective operation of Village departments, utilities, or other enterprises.
- j. The Finance and Economic Development Committee shall recommend to the Village Board the sale or other disposition of surplus or otherwise unneeded land or buildings previously used in the operation of Village departments, utilities, or other enterprises.
- k. The Finance and Economic Development Committee shall adopt policies and procedures for the expenditure of public funds.

Section 5. CHAPTER 1 GENERAL GOVERNMENT, SECTION 1.24 ENTITLED “UTILITY COMMISSION” of the Code of the Village of Rib Mountain is hereby created to provide as follows:

1.24 – UTILITY COMMISSION

- (1) The Village Utility Commission shall consist of three members appointed by the Village President and confirmed by the Village Board. One of the members shall be a member of the Village Board. The remaining two (2) members shall be residents of the Village's utility service area, who do not hold an elected office in the Village and shall be persons of recognized experience and qualifications in the area of utilities. The Commission shall elect a Chair, Vice Chair, and Secretary.
- (2) The term of office of an appointee who is a Village Trustee or the Village President shall run with their term of office. The term of office of appointees who are not a Village Trustee or the Village President shall be three years. Each Commissioner shall take and file the official oath.
- (3) All citizen members shall be appointed as described in Section 1.20(4). Initial appointments will be made by September 30, 2023. Initial appointments of the incumbent citizen members shall maintain their previously existing term of office but shall subtract three years in order to maintain a staggered set up and to stay within the three-year term of office. Thereafter, appointments shall occur by May 1 of each year starting in 2024.
- (4) The Commission is staffed by the Village Administrator and Utility Director.
- (5) If the Chair is absent, the Vice Chair or their designee shall call the meeting to order.
- (6) A majority of the members of the Utility Commission shall constitute a quorum. If there is not a quorum present, the fact shall be entered in the minutes, and the meeting shall be adjourned.
- (7) The Village Board shall establish compensation to be paid to members to defray expenses related to service on the Commission.
- (8) Powers and Duties. The following is a non-exhaustive list of the powers and duties of the Utility Commission:
 - a. Provide recommendations to the Village Board for the expansion, repair, and maintenance of the stormwater sewer system, sanitary sewer system, and water system under Village of Rib Mountain jurisdiction as approved in the Village budget and capital projects plan and coordinated with the Village Administrator.
 - b. Ensure all projects under its jurisdiction have an identified funding source in compliance with the adopted budget and capital improvement plan. Monitor the budget and capital improvement plan during the fiscal year and recommend the budget and capital improvement plan for the upcoming fiscal year. The Commission shall have the authority to authorize projects to give immediate relief and special projects not anticipated with funding using the Utility contingency/reserve fund. Any expenditure shall be immediately reported to the Village Administrator.
 - c. Oversee the management of the Village stormwater sewer, sanitary sewer and water facilities under Village control coordinated with the Village Administrator.
 - d. Coordinate with the Village Administrator on compensation for Utility employees under the Village compensation plan.
 - e. Encourage and oversee quality standards for the stormwater sewer system, sanitary sewer system, and water system of Village and develop procedures to ensure those standards.
 - f. Foster and promote the development and utilization of improved methods affecting the stormwater sewer system, sanitary system, and water system.
 - g. Respond, when requested, to citizen interests or inquiries associated with the stormwater sewer system, sanitary sewer system, and water system of the Village. This shall include the right and responsibility to hear and investigate any

complaints formally received pertaining to the quality of service under the jurisdiction of the Commission.

- h. Review and propose appropriate action on all aspects of a community interest pertaining to the operation of the stormwater sewer system, sanitary sewer system and water system to the Village Board as may be required.
- i. Promote area-wide coordination and liaison with the adjacent counties, cities, villages, townships, state, and federal government on matters of mutual concern under the jurisdiction of the Commission.
- j. Understand the interface and working relationship between the Village stormwater sewer system, sanitary sewer system, and water system with other agencies as appropriate for the purposes of utilizing resources in an optimum manner.
- k. Review annually the rate/fee structure and recommend an appropriate rate/fee(s) to the Village Board to maintain the fiscal integrity of the systems.
- l. Make rules for its proceedings and Utility operation so long as they do not conflict with other Village policies and procedures. Rules and regulations may be required under which the customers of the systems shall be served are subject to the approval of the Village Board.
- m. Propose rules, regulations, resolutions, or ordinances for the operation of the stormwater sewer system, sanitary sewer system, and water systems to the Village Board as may be appropriate or provided by law.
- n. Utilize Utility staff in the handling of all stormwater sewer, sanitary sewer, and water operations in the Village. In the event work involved causes conflicts with other Village priorities, it shall be the responsibility of the Village Administrator to determine the priorities.
- o. Work with the Village Administrator in scheduling projects related to capital improvements adhering to the adopted capital improvement plan for the Village Administrator to determine the priorities.
- p. Follow all directives of the Public Service Commission of Wisconsin as provided by law.

Section 6. CHAPTER 1 GENERAL GOVERNMENT, SECTION 1.25 ENTITLED “HUMAN RESOURCE COMMITTEE” of the Code of the Village of Rib Mountain is hereby created to provide as follows:

1.25 – HUMAN RESOURCE COMMITTEE

- (1) The Human Resource Committee shall consist of three Village Board members appointed by the Village President and confirmed by the Village Board. The Village President shall be an ad hoc non-voting member whose presence does not count towards establishing a quorum. The Committee shall elect a Chair and a Vice Chair.
- (2) The term of office for the Committee shall run with the Village Board member’s term of office.
- (3) If the Chair is absent, the Vice Chair shall call the meeting to order.
- (4) A majority of the members of the Human Resource Committee shall constitute a quorum. If there is not a quorum present, the fact shall be entered in the minutes, and the meeting shall be adjourned.
- (5) The meetings shall be scheduled as needed.

- (6) The Human Resource Committee shall consider those matters relating to personnel policies and practices, compensation administration, and employee relations.

Section 7: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8: Should any portion of this ordinance be declared invalid, or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of the remaining portions of said ordinance which can be given effect without the invalid or unconstitutional provision.

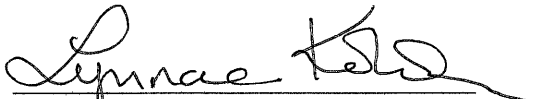
Section 9: This ordinance shall be in full force and effect from and after its date of passage and notice to the public as required by law.

Adopted this 15 day of August, 2023.



Allen Opall, Chairman

ATTEST:



Lynnae Kolden, Clerk