

2016 Village of Adell Committee Appointments

President:	Andy Schmitt	994-4581	325 Center Avenue	andrewcschmitt@yahoo.com	Exp. April 21, 2017
Trustee:	Brian Parr	994-9122	442 Grandview Circle	adellparr@aol.com	Exp. April 17, 2018
Trustee:	Jane Schneider	994-8004	633 Wisconsin Street	cookie0709@inbox.com	Exp. April 17, 2018
Trustee:	Kim Peterson	946-4896	302 Center Avenue	kimpeterson@realtexecutives.com	Exp. April 17, 2018
Trustee:	Andy Birenbaum	980-6019	1300 Wisconsin Street	abirenbaum78@gmail.com	Exp. April 21, 2017
Trustee:	John Brem	946-0950	240 Highland Avenue	John.Brem@sargento.com	Exp. April 21, 2017
Trustee:	Arush Chahal	447-8061	223 Park Street	arushc@yahoo.com	Exp. April 21, 2017

Plan Commission

TERM	MEMBER MUST BE:				TERM EXPIRES
	President	Andy Schmitt	994-4581	325 Center Avenue	Permanent
1 year	Trustee	John Brem	946-0950	240 Highland Avenue	05/01/2017
1 year	Trustee	Andy Birenbaum	980-6019	1300 Wisconsin Street	05/01/2017
3 years	Adell Citizen	Jamie Ahrens	207-9113	426 1 st Avenue	05/01/2017
3 years	Adell Citizen	Arlo Neumann	994-4422	P.O. Box 2	05/01/2017
3 years	Adell Citizen	Rupinder Chahal	694-0558	223 Park Street	05/01/2017
3 years	Adell Citizen	Jim Jentsch	254-6860	410 Center Avenue	05/01/2017

Board of Review

TERM	MEMBER MUST BE:				TERM EXPIRES
2 years	Trustee	Andy Schmitt	994-4581	325 Center Avenue	05/01/2017
2 years	Trustee	Andy Birenbaum	980-6019	1300 Wisconsin Street	05/01/2017
2 years	Trustee	Jane Schneider	994-8004	633 Wisconsin Street	05/01/2017
2 years	Adell Citizen	Jim Jentsch	254-6860	410 Center Avenue	05/01/2017
2 years	Adell Citizen	Steve Harter	994-9677	PO Box 16	05/01/2017
2 years	Alternate	Val Schmitt	994-4581	325 Center Avenue	05/01/2017
2 years	Alternate	Emil Schneider	994-8004	633 Wisconsin Street	05/01/2017

Board of Appeals

TERM	MEMBER MUST BE:				TERM EXPIRES
3 years	Adell Citizen	William Krueger			05/01/2018
3 years	Adell Citizen	Doug Nytes	994-9598	312 Edgewood Avenue	05/01/2019
3 years	Adell Citizen	Pat Siegrist		126 Edgewood Avenue	05/01/2019
3 years	Adell Citizen	Don Pfeifer	994-4983	310 Osius Street	05/01/2018
3 years	Adell Citizen	Doug Anderle	994-9514	110 Wisconsin Street	05/01/2018
3 years	Alternate				
3 years	Alternate				

Streets & Parks Committee and Tree Board

TERM	MEMBER MUST BE:				TERM EXPIRES
3 years	Streets & Park and Tree Board Member	Kim Peterson	946-4896	302 Center Avenue	05/01/2018

3 years	Streets & Park and Tree Board Member	Jane Schneider	994-8004	633 Wisconsin Street	05/01/2017
3 years	Streets & Park and Tree Board Member	Arush Chahal	694-0558	223 Park Street	05/01/2017
3 years	Tree Board Adell Citizen	Jaime Birenbaum	980-6075	1300 Wisconsin Street	05/01/2018
3 years	Tree Board Adell Citizen	Jim Jentsch	254-6860	410 Center Avenue	05/01/2019

Onion River Wastewater Commission

TERM	MEMBER MUST BE:				TERM EXPIRES
2 years	Adell Citizen	Andy Schmitt	994-4581	325 Center Avenue	05/01/2017
2 years	Adell Citizen	Jamie Birenbaum	980-6019	1300 Wisconsin Street	05/01/2018

Lakeview Library Representative

TERM	MEMBER MUST BE:				TERM EXPIRES
1 year	Trustee or Adell Citizen	Rupinder Chahal	694-0558	223 Park Street	05/01/2017

Finance & Personnel Committee

TERM	MEMBER MUST BE:				TERM EXPIRES
1 year	Trustee	Andy Schmitt	994-4581	325 Center Avenue	05/01/2017
1 year	Trustee	Andy Birenbaum	980-6019	1300 Wisconsin Street	05/01/2017
1 year	Trustee	Brian Parr	994-9122	442 Grandview Circle	05/01/2017

Section 2-4-3 Plan Commission

- a) **Composition.** The Village Plan Commission shall consist of seven (7) members who shall be the following: The Village President, who shall be its presiding officer, two (2) members of the Village Board, and four (4) citizen members.
- b) **Appointment.**
 - 1) **Board Members.** The two (2) Board members shall be annually appointed by a two-thirds (2/3) vote at the organizational meeting of the Village Board. Such member may be the Village President.
 - 2) **Citizen Members.**
 - a) Four (4) citizen members shall be appointed by the Village President for staggered terms of three (3) years.
 - b) All citizen members shall be persons of recognized experience and qualifications and shall hold office until their respective successors are selected and qualified. Whenever a vacancy shall occur in any citizen member, a successor shall be appointed for the unexpired term in the manner as set forth above.
- 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 Master Plan.**
 - a) The Plan Commission shall make, adopt and, as necessary, amend, extend or add to the master 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 master 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, sites for public buildings and structures, and 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 master plan as a whole by a single resolution, or, as the work of making the whole master plan progresses, may from time to time by resolution adopt a part or 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 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 master 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 Chapter 236, Wis. Stats.; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance.
 - 3) **Miscellaneous Powers.** The Commission may make reports and recommendations relating to the plan and development of the Village to public officials and agencies, civic, educational, and 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. The Commission shall oversee community development block grants. The Village Board may refer to the Commission for its consideration and recommendation any matter pertaining to planning and development of land within the Village and within one and one-half (1-1/2) miles of the limits of the Village. All plats or re-plats of any lands within the limits of the Village or any lands outside the Village and within one and one-half (1-1/2) miles of the limits of the Village shall be submitted to the Commission for its recommendation to the Village Board before the same are approved by the Village Board.
- e) **Compensation; Oath.** Compensation may be established by the Village Board for service on the Commission. Citizen members shall take the official oath required by Sec. 19.01, Wis. Stats., which shall be filed with the Village Clerk-Treasurer.

- f) **Organization.** As soon as all members of the first Commission shall have been appointed, the Village Clerk-Treasurer shall give each member a written notice of the appointment and thereon shall fix the time and place of the first meeting which shall be not less than five (5) nor more than ten (10) days thereafter. Such Commission shall elect a vice-chairman and a secretary, and 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.
- g) **Employees; Budget.** The Plan Commission shall have the power to employ experts and such staff as may be necessary, and to pay for their services and such other expenses as may be necessary and proper, within the limits of the budget established by the Village Board, or placed at its disposal through gift, and subject to any ordinance or resolution enacted by the Village Board. As far as possible, the Commission shall utilize the services of existing Village officials and employees.
- h) **Rules of Procedure; Report.** The Plan Commission is hereby authorized to adopt rules governing its own proceedings. The Commission shall make a monthly report in writing to the Village Board of its transactions and expenditures, if any, for the preceding month, with such general recommendations as to matters covered by its prescribed duties and authority as seem proper.
- i) **Special Meetings.** Individuals requesting a special meeting of the Plan Commission shall be required to pay a fee as prescribed in Section 1-3-1 for such meeting.

Section 2-4-1 Board of Review

- a) **Composition.** The Board of Review shall be composed of three (3) members of the Village Board and two (2) residents of the Village of Adell. The Village Clerk-Treasurer shall serve as Clerk of the Board of Review. The Village President shall appoint two (2) citizen members and two (2) alternate members (citizens or Board members) at the Village Board's annual organization meeting in odd-numbered years for a two (2) year term of office. The Village President shall annually appoint the three (3) Board members, subject to Board confirmation. The Assessor shall attend all meetings of the Board of Review, but shall not vote.
- b) **Compensation.** The members of the Board of Review shall receive compensation as determined by ordinance of the Village Board.
- c) **Duties.** The duties and functions of the Board of Review shall be as prescribed in Sections 70.46 and 70.47, Wis. Stats.
- d) **Meetings.** In accordance with Sec. 70.47(3)b, Wis. Stats., the Village Board do hereby exercise their right to designate hours for the annual Board of Review proceedings other than those set forth in Sec. 70.47(3)a, and shall designate the hours of the annual Board of Review. The Board may adjourn from day to day or from time to time, until such time as its business is completed, providing that adequate notice of each adjournment is so given. All meetings of the Board of Review shall be publicly held and open to all citizens at all times. No formal action of any kind shall be introduced, deliberated upon or adopted at any closed session or meeting of a Board of Review.
- e) **Objections to Valuations to be Written.** No person shall be permitted to appear and make objection before the Board of Review of the Village of Adell to the amount of valuation of any property unless objection thereto shall first have been made in writing and filed with the Clerk of the Board of Review.
- f) **Confidentiality.** Income and expense information submitted to an assessor pursuant to activities under Sec. 70.47(7) (af), Wis. Stats., shall remain confidential. Such information may be revealed to and relied upon by persons in the discharge of the duties imposed by law on the office of assessor and by the Board of Review in performance of its official duties.
- g) **Trained Designee.** Under Sec. 70.46(4), Wis. Stats., the Village President shall appoint the trained designee member of the Board of Review at the opening of its meeting. No Board of Review may be constituted unless it includes at least one (1) voting member who, within two (2) years of the Board's first meeting, has attended a training session under Sec. 73.03(55), Wis. Stats., and unless that member is the municipality's chief executive officer or that officer's designee. The Village Clerk-Treasurer shall provide an affidavit to the Department of Revenue stating whether the requirement under this Section has been fulfilled.

Section 2-4-2 Zoning Board of Appeals

- a) **Establishment.** A Zoning Board of Appeals shall be appointed and governed by the State zoning enabling law as contained in Sec. 62.23, Wis. Stats., the Village Zoning Code and ordinances and this Section. The laws of the State or Village and local ordinances shall prevail in that order. The Zoning Board of Appeals shall consist of five (5) citizen members and two (2) alternate members, appointed by the Village President subject to confirmation by the Village Board, for a three (3) year term of office. The members shall be removable by the Village Board for cause upon written charges and upon public hearing. The Village President shall designate one of the members as chairman.
- b) **Powers.** The Zoning Board of Appeals shall have the following powers:
 - 1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of any Village Zoning Code or any ordinance adopted under Sections 62.23, 61.35 or 62.231 (wetlands), 87.30 or 144.26 (floodplains) or Chapter 91 (farmland preservation), Wis. Stats.
 - 2) To hear and decide special exceptions to the terms of the Village zoning and floodplain zoning regulations upon which the Board of Appeals is required to pass.
 - 3) To authorize, upon appeal in specific cases, such variance from the terms of the Village zoning regulations as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the Zoning Code shall be observed, public safety and welfare secured and substantial justice done; provided, however, that no such action shall have the effect of establishing in any district a use or uses not permitted in such district. The Zoning Board of Appeals shall not grant use variances in floodplain or wetland and conservancy districts. In all other districts, no use variance shall be granted unless the applicant has first petitioned for a zoning amendment or a conditional use permit, if applicable and upon a showing that no lawful and feasible use of the subject property can be made in the absence of such variance. Any use variance granted shall be limited to the specific use described in the Board's decision and shall not permit variances in yard, area or other requirements of the district in which located.
 - 4) To permit the erection and use of a building or premises in any location subject to appropriate conditions and safeguards in harmony with the general purposes of the Zoning Code, for such purposes which are reasonably necessary for public convenience and welfare.
 - 5) The Zoning Board of Appeals may reverse or affirm wholly or in part or may modify any order, requirement, decision or determination as in its opinion ought to be made in the premises. The concurring vote of four (4) members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement, decision or determination appealed from or to decide in favor of the applicant on any matter on which it is required to pass, or to effect any variation in the requirements of the Zoning Code. The grounds of every such determination shall be stated and recorded. No order of the Zoning Board of Appeals granting a variance shall be valid for a period longer than six (6) months from the date of such order unless the land use permit is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period.
- c) **Meeting and Rules.**
 - 1) All meetings and hearings of the Zoning Board of Appeals shall be open to the public, except that the Board may go into executive session to deliberate after a hearing or an appeal. The final vote on an appeal shall be taken in open session by roll call vote, recorded and open for public inspection in the Board's office. Public notice of all regular and special meetings shall be given to the public and news media as required by the Wisconsin Open Meeting Law.
 - 2) Special meetings may be called by the Chairman or by the Secretary at the request of two (2) members. Notice of a special meeting shall be mailed to each member at least forty-eight (48) hours prior to the time set for the meeting, or announcement of the meeting shall be made at any meeting at which all members are present.
 - 3) Hearings may be held at any regular or special meeting at the time set by the Chairman.
 - 4) A quorum for any meeting or hearing shall consist of four (4) members, but a lesser number may meet and adjourn to a specified time.
 - 5) The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examination and other official actions, all of which shall be immediately filed in the office of the Village Clerk-Treasurer and shall be public record. The Board shall adopt its own rules of procedure not in conflict with this Code of Ordinances or with the applicable Wisconsin Statutes.
 - 6) No Board member shall participate in the decision of or vote upon any case in which the member is financially interested, directly or indirectly, but the Chairman shall direct an alternate member to act instead. Disqualification of a member for interest shall not decrease the number of votes required for acting upon any matter, but such member may be counted in determining whether a quorum is present for the transaction of business.
- d) **Offices.** The Village Board shall provide suitable offices for holding hearings and the presentation of records, documents, and accounts.

Section 2-4-4 Tree Board

- a) **Creation.** There is hereby created and established a Tree Board for the Village of Adell, which shall consist of five (5) members: Two (2) citizens and residents of the Village and three (3) members of the Park Committee who shall be appointed by the Village President with the approval of the Village Board.
- b) **Term of Office.** The term of the members of the Tree Board shall be three (3) years, except that the term of two (2) of the members shall be for only one (1) year and the term of two (2) members of the first board shall be for two (2) years. In the event that a vacancy shall occur during the term of any members, his/her successor shall be appointed for the unexpired portion of the term.
- c) **Compensation.** Citizen members of the Tree Board shall receive Thirty Dollars (\$30.00) per regular planning meetings.
- d) **Duties and Responsibilities.** It shall be the responsibility of the Tree Board to:
 - 1) Study, review and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets, and in other public areas. Such plan will be presented annually to the Village Board and upon their acceptance and approval shall constitute the official comprehensive Village tree plan for the Village of Adell.
 - 2) When requested by the Village Board, consider, investigate and make recommendations upon any special matter coming within the Tree Board's scope of work.
 - 3) Assist the Village Board in administering Village tree ordinances found in Title 6, Chapter 4 of this Code of Ordinances.
- e) **Operation.** The Tree Board shall annually at its May meeting choose its own officers, make its own rules and regulations and keep a journal of its proceedings. A majority of the members shall be quorum for the transaction of business.

Section 2-4-8 Onion River Wastewater Commission

- a) **Creation.** There is hereby created and established an Onion River Representative Commission for the Village of Adell, which shall consist of two (2) members, and must be Village of Adell residents.
- b) **Term of Office.** The term of the members of the Onion River Wastewater Commission shall be two (2) years, and shall be appointed by the Village President in staggered terms with the approval of the Village Board .In the event that a vacancy shall occur during the term of any members, his/her successor shall be appointed for the unexpired portion of the term.
- c) **Compensation.** Representatives will be compensated by the Onion River Wastewater Commission and not by the Village of Adell.
- d) **Duties and Responsibilities.** It shall be the responsibility of the ORWC to:
 - 1) Creating and approve an operating budget of the Onion River Wastewater Treatment Plant, owned in conjunction with the Hingham Sanitary District and the Village of Adell.
 - 2) When requested by the Village Board, consider, investigate and make recommendations upon any special matter coming within the ORWC's scope of work.
 - 3) Report to the Village Board all matters regarding operations, maintenance and general welfare of the ORWC Plant.
- e) **Operation.** The ORWC shall meet monthly on the third Wednesday at the ORWC treatment plant in Hingham, WI, with all meetings being posted and treated with same respect of open meeting laws.

Section 2-4-9 Lakeview Community Library Representative

- a) **Creation.** There is hereby created and established a Lakeview Community Library representative for the Village of Adell that shall consist of one (1) member, and must be a Village of Adell resident.
- b) **Term of Office.** The term of the members of the Lakeview Community Library shall be one (1) years, and shall be appointed by the Village President with the approval of the Village Board .In the event that a vacancy shall occur during the term of an members, his/her successor shall be appointed for the unexpired portion of the term.
- c) **Duties and Responsibilities.** It shall be the responsibility of the Lakeview Community Library Representative to:
 - 1) Creating and approve an operating budget of the Lakeview Community Library, owned in conjunction with the Town of Sherman, Village of Random Lake, Town of Scott and the Village of Adell.
 - 2) When requested by the Village Board, consider, investigate and make recommendations upon any special matter coming within the Lakeview Community Library's scope of work.
 - 3) Report to the Village Board all matters regarding operations, maintenance and general welfare of the Lakeview Community Library.
- d) **Operation.** The ORWC shall meet monthly on the third Thursday at the Lakeview Community Library in Random Lake, WI, with all meetings being posted and treated with same respect of open meeting laws.