

Chapter 12

BOARDS, COMMISSIONS AND COMMITTEES

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[HISTORY: Adopted by the Town Board of the Town of Washington as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Town Board – See Ch. 130.

Historic Preservation Committee – See Ch. 221.

ARTICLE I

Planning Committee

[Adopted 6-19-1986 as Ch. 5, Subch. I of the 1986 Code; amended 3-8-1993; 3-25-1993]

§12-1. Authorization.

The Town shall have a Planning Committee, known as the “Town of Washington Planning Committee”.

§12-2 Purpose. 1

The purpose of such committee shall be to:

- A. Investigate, evaluate and make recommendations to the Town Board with regard to a Comprehensive Plan and revisions to the Door County Zoning Ordinance.
- B. To investigate, evaluate and make recommendations to the Town Board regarding petitions for conditional use permits, variances, text amendments and zoning changes. The recommendations are to be sent to the proper county entity by the Town Board³⁻⁴

§12-3. Membership.

- A. **Members.** The Planning Committee shall be composed of a minimum of seven members, but not more than nine, two of whom shall be members of the Town Board. The Town Board upon recommendation from the Committee shall appoint the other members. In addition, an alternate member may be appointed to serve as needed to fulfill a quorum.²
- B. **Term –** Members shall serve until they either resign or are removed by the Town Board. Any such members may be removed by the Town Board at any time, without cause, by notice to them in writing.
 - 1. Editor’s Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)
 - 2. Editor’s Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)
 - 3. Clerk’s Note: Amended 11/12/2008 at the Regular Meeting of the Town Board.
 - 4. Clerk’s Note: Amended 3/11/2008 at the Regular Meeting of the Town Board.

§ 12-4. Officers.

- A. One of the members of the Committee shall be the Chairperson and one shall be the Secretary.
- B. The Chairperson and Secretary shall be elected annually by a majority vote of the Committee membership at the first meeting in April at which there is a quorum present.
- C. The Chairperson shall preside at all meetings. The Secretary shall keep minutes of all meetings, and furnish a copy to the Town Board following the meeting. In addition, the Secretary shall correspond on behalf of the Committee.

§ 12-5. Meetings.

- A. The Committee shall meet as needed to carry out the purposes as stated in § 12-2, at a time and place to be decided upon by the Committee membership.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of the Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."

ARTICLE II**Community Center Committee**

[Adopted 6-19-1986 as Ch. 9, Subch. VIII of the 1986 Code]

§ 12-6. Authorization.

The Town shall have a committee known as the "Community Center Committee."

§ 12-7. Purpose.

The purpose and objectives of the Committee are:

- A. To serve in an advisory capacity to the Town Board providing recreation and entertainment activities in the Community Center and Red Barn buildings for residents and visitors of Washington Island.
- B. To promote the physical and social well-being of participants, regardless of age, race or sex, in a drug- and alcohol-free atmosphere.
- C. To establish policies, standing rules and procedures to effectuate the purposes of the Committee. All such policies, rules, procedures and amendments thereto shall be referred to the Town Board for approval before becoming effective.
- D. To serve in an advisory capacity to the Town Board on changes and major repairs to the Community Center and Red Barn buildings.
- E. To be authorized to continue to be governed by the existing bylaws published as Statement of Purpose of the Washington Island Community Center Committee adopted by the Town Board October 2, 1985.

§ 12-8. Membership.³

- A. Members. The Community Center Committee shall be composed of nine members, all appointed by the Town Board, upon recommendation of the Committee.
- B. Term. Each member of the Community Center Committee shall serve until the member either resigns, or is removed by the Town Board upon recommendation of the Committee.
- C. Vacancies. If any member resigns or is removed, the Committee will recommend a person to the Town Board to fill the vacancy.

§ 12-9. Officers.

The Committee shall have a Chairperson, a Vice Chairperson, a Secretary and a Treasurer, elected annually by the Committee.

- A. The Chairperson, or in his absence, the Vice Chairperson, shall preside at all meetings.
- B. The Secretary shall keep all minutes of the meetings, and furnish a copy to the Town Board following the meeting.
- C. The Treasurer shall keep all financial records. All donated and self-generated funds and Red Barn lease monies shall be transferred to separate Community Center accounts in the Town of Washington. These accounts shall be under the exclusive control and management of the Community Center Committee. Approval of payments from the accounts shall be made by checks issued by the Town Clerk/Treasurer upon filing of certified bills or vouchers signed by the proper officers of the Community Center Committee giving the name of the claimant or payee and the amount and nature of each payment. All fund transfers between accounts must be approved by the Town Board. [Amended 5-12-2003 by Ord. No. 2003-1⁴]

§ 12-10. Employees.⁵

The Community Center Committee is authorized to have employees. Any such employees may be hired by the Town Board, upon recommendation of the Committee, and such employees shall be deemed employees of the Town of Washington. Any monies expended by the Town of Washington in payment of salaries or other benefits of such employees shall be reimbursed to the Town Clerk/Treasurer from funds of the Committee upon proper authorization.

3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

4. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

5. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

§ 12-11. Meetings.

- A. The Community Center Committee shall meet from time to time at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."

ARTICLE III**Natural Areas Committee**

[Adopted 6-19-1986 as Ch. 10, Subch. X of the 1986 Code]

§ 12-12. Authorization.

The Town shall have a Natural Areas Committee known as the "Natural Areas Committee."

§ 12-13. Purpose.

- A. To oversee natural areas and make recommendations to the Town Board for maintenance and improvements following the State Natural Areas Management Plan.⁶
- B. To inspect the areas at least twice a year.

§ 12-14. Powers.

The Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Committee. All such policies, rules and procedures and amendments thereto shall be referred to the Town Board for approval before becoming effective.

§ 12-15. Membership.⁷

- A. Members. The Natural Areas Committee shall have six members, all appointed by the Town Board.
- B. Term. Each member of the Natural Areas Committee shall serve until the member either resigns, or is removed by the Town Board upon recommendation of the Committee.
- C. Vacancies. If any member resigns or is removed by the Town Board, the Town Board will appoint a person upon recommendation of the Committee.

§ 12-16. Officers.

The Natural Areas Committee shall have a Chairperson and a Secretary, elected from the Committee by a majority vote annually at a meeting of the Committee.

6. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

7. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

- A. The Chairperson shall preside at all meetings.
- B. The Secretary shall keep minutes of all meetings, and furnish a copy to the Town Board following a meeting. In addition, the Secretary shall correspond on behalf of the Committee.

§ 12-17. Meetings.

- A. The Committee shall meet as needed and upon agreement within the officers of the Committee.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
- C. All meetings of the Committee shall require that a quorum be present before any business is transacted. Passage of any matter shall require a majority vote of the members present at the meeting.

ARTICLE IV

Recreation Center Committee

[Adopted 12-8-1986 (Ch. 9, Subch. IV of the 1986 Code); amended 3-8-1993]

§ 12-18. Authorization.

The Town of Washington shall have a Recreation Center Committee known as the "Washington Island Recreation Center Committee." (Committee)

§ 12-19. Purpose.

The purpose of such Committee shall be:

- A. To oversee the improvements of the Washington Island Recreation Center;⁸
- B. To operate and maintain the Recreation Center;
- C. To establish policies, standing rules and procedures; and
- D. To establish a staff necessary to operate the Recreation Center.

§ 12-20. Powers.

The Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Committee. The Committee shall be supervised by the Town Board. All personnel job descriptions, salaries, and/or policies, and amendments thereto, shall be referred to the Town Board for approval before becoming effective.

8. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

§ 12-21. Organization.

- A. The Committee shall be appointed by the Town Board.
- B. The number of members of the Committee shall be eight.
- C. The initial Committee shall serve until October 1, 1989, at which time two terms will expire. Thereafter, two terms will expire each successive year.
- D. Any member may be removed by the Town Board by notice to the member in writing.
- E. Reason for removal would be misconduct in duties which would jeopardize the functioning of the Committee in the interest for which the Recreation Center was established.

§ 12-22. Officers.

The Committee shall have a President, Vice President, Secretary and Treasurer, elected from the Committee members by a majority vote at the first meeting of the Committee.

- A. The President shall preside at all meetings.
- B. The Vice President shall preside in the absence of the President.
- C. The Secretary shall keep all minutes of the meetings, and give a copy to the Town Clerk/Treasurer following each meeting.
- D. The Treasurer shall accept all signed bills which have been authorized by the Recreation Center budget and verified by the officers, before being transferred to the Town Clerk/Treasurer for payment.
- E. Officers shall serve until the election of new officers at the next annual meeting unless removed prior to the annual meeting. If any officer is removed, that office shall be replaced by an election at the next meeting of the Committee after the officer is removed.

§ 12-23. Meetings.

- A. The Committee shall meet at least once a month at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
- C. The Budget for the Recreation Center shall be presented to the Town Board prior to October 1 of each year to give ample time to be placed in the Town of Washington budget.
- D. The annual meeting of the Committee shall be prior to October 1 of each year.

- E. All meetings of the Committee shall require that a quorum be present before any business is transacted. Passage of any matter shall require a vote by a majority of the members present at the meeting.

ARTICLE V
Archives Committee

[Adopted 12-8-1986 (Ch. 9, Subch. V of the 1986 Code); amended 2-12-1990]

§ 12-24. Authorization.

The Town shall have an Archives Committee known as the "Town of Washington Archives Committee."

§ 12-25. Purpose.

The purpose of such Archives Committee shall be as follows:

- A. To locate, gather, classify, record and permanently preserve a pictorial, oral and written continuum of the Town of Washington and its environs.
- B. To provide presentations of material for the general public on a regular basis in order that all may benefit from the collection.
- C. To provide supervised use of the materials acquired to members of the general public in order that those who desire to study community history may do so.

§ 12-26. Powers.

The Archives Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Archives Committee. The Committee shall be supervised by the Town Board. All such policies, rules and procedures, and amendments thereto, shall be referred to the Town Board for approval before becoming effective.

§ 12-27. Membership. ⁹

- A. **Members.** The Archives Committee shall be composed of nine members, all appointed by the Town Board, upon recommendations of the Committee. In addition, the Town Chairperson, or in the absence of the Town Chairperson, a Town Board Supervisor shall serve as an ex officio member of the Committee.
- B. **Term.** Each member of the Archives Committee shall serve until the member either resigns, or is removed by the Town Board upon recommendation of the Committee.
- C. **Vacancies.** If any member resigns or is removed, the Committee will recommend a person to the Town Board to fill the vacancy.

⁹ Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

§ 12-28. Officers.

The Archives Committee shall have a Chairperson, a Vice Chairperson, a Secretary and a Treasurer, elected annually by the Committee.

- A. The Chairperson, or in his absence, the Vice Chairperson, shall preside at all meetings.
- B. The Secretary shall keep all minutes of the meetings, and furnish a copy to the Town Board following the meeting.
- C. The Treasurer shall keep all financial records. All donated and self-generated funds shall be transferred to a separate Archives account in the Town of Washington. This account shall be under the exclusive control and management of the Archives Committee. Approval of payments from this account shall be made by checks issued by the Town Clerk/Treasurer upon the filing with him or her of certified bills, vouchers signed by the proper officers of the Archives Committee, giving the name of the claimant or payee and the amount and nature of each payment.

§ 12-29. Employees.

The Archives Committee is authorized to have employees. Any such employees shall be hired by the Town Board, upon recommendations of the Archives Committee, and such employees shall be deemed employees of the Town of Washington. Any monies expended by the Town of Washington in payment of salaries or other benefits of such employees shall be reimbursed to the Town Clerk/Treasurer from funds of the Committee upon proper authorization.

§ 12-30. Meetings.

- A. The Archives Committee shall meet from time to time at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."

§ 12-31. Collection of artifacts.

- A. The Archives collection shall be the property of the Town of Washington and be located in the Washington Island Community Center.
- B. Custody of the materials shall be with the Archives Committee.¹⁰

10. Editor's Note: See §§ 60.22(1) and (3) and 60.64, Wis. Stats.

ARTICLE VI

Jacobsen Museum Committee

[Adopted 4-13-1987 by Ord. No. 004-86 (Ch. 9, Subch. VI of the 1986 Code); amended 3-8-1993]

§ 12-32. Authorization.

The Town shall have a Museum Committee known as the "Jacobsen Museum Committee."

§ 12-33. Purpose.

The purpose of such Museum Committee shall be as follows:

- A. To locate, gather, record and permanently preserve a collection of natural and historic artifacts of the region.
- B. To provide supervised viewing of the materials acquired by members of the general public.

§ 12-34. Powers.

The Museum Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Museum Committee. The Committee shall be supervised by the Town Board. All such policies, rules and procedures, and amendments thereto, shall be referred to the Town Board for approval before becoming effective.

§ 12-35. Membership. ¹¹

- A. Members. The Museum Committee shall be composed of three members, all appointed by the Town Board.
- B. Term. Each member of the Museum Committee shall have a term of three years.
- C. Vacancies. If any member either resigns or is removed by the Town Board, the Town Board will appoint a person upon recommendation of the Committee.

§ 12-36. Officers.

The Museum Committee shall have a Chairperson, a Secretary and one member, elected from the Committee by a majority vote annually at a meeting of the Committee.

- A. The Chairperson shall preside at all meetings.
- B. The Secretary shall keep all minutes of the meetings and furnish a copy to the Town Board following a meeting. In addition, the Secretary shall correspond on behalf of the Committee.

¹¹ Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

§ 12-37. Employees.

The Museum shall have an employee who will serve as Curator of the Museum. The duties of the Curator will be as determined and assigned by the Committee. All admission fees collected by the Curator, at the rate determined mutually by the Town Board and the Committee, shall be turned over to the Town Clerk/Treasurer. Any employees shall be hired by the Town Board, upon review of recommendations by the Museum Committee, and shall be deemed employees of the Town of Washington.

§ 12-38. Meetings.

- A. The Committee shall meet from time to time at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of the Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
- C. The budget request for the Museum Committee shall be presented to the Town Board prior to October 1 of each year to give ample time to be placed in the Town budget.

§ 12-39. Collection of artifacts.

- A. The Museum collection shall be the property of Town of Washington and be located at the Jacobsen Museum, Little Lake Road, Washington Island, Wisconsin.
- B. Custody of the materials contained therein shall be with the Museum Committee.

ARTICLE VII**Library Committee**

[Adopted 2-8-1988 by Ord. No. 006-86 (Ch. 9, Subch. VII of the 1986 Code)]

§ 12-40. Authorization.

The Town shall have a Library Committee known as the "Washington Island Library Committee."

§ 12-41. Purpose.

The purpose of the Library Committee shall be as follows:

- A. To supervise and carry on duties of the Door County Library on Washington Island as specified in the Door County Library rules.
- B. To recommend to the Town Board changes and improvements of the physical structure of the Library.
- C. To serve as an advisory committee to Door County Library in regard to hours, programs and operation.

- D. To oversee and be responsible for interior furnishings needed for the overall function of the Library.

§ 12-42. Powers.

The Library Committee is empowered to recommend policies to the Door County Library concerning the use of the structure as needed in the community.

§ 12-43. Membership. ¹²

- A. Members. The Library Committee shall be composed of five members, all appointed by the Town Board, upon recommendations of the Committee. One member must be the administrator of the Washington Island School. The Librarian shall serve as an ex officio member of the Committee.
- B. Term. Each member of the Library Committee shall serve until the member either resigns or is removed by the Town Board upon recommendation of the Committee.
- C. Vacancies. If any member resigns or is removed the Committee will recommend a person to the Town Board to fill the vacancy.

§ 12-44. Officers.

The Library Committee shall have a Chairperson, a Secretary and a Treasurer, elected annually by the Committee.

- A. The Chairperson shall preside at all meetings.
- B. The Secretary shall keep all minutes of the meetings, and furnish a copy to the Town Board following the meeting.
- C. The Treasurer shall keep all financial records.

§ 12-45. Employees.

The Librarian shall be an employee of the County of Door.

§ 12-46. Meetings.

- A. The Library Committee shall meet from time to time at a time and place to be decided upon by the Committee members.
- B. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."

12. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

§ 12-47. Location.

The Door County Library for Town of Washington shall be located in the Washington Island Community Center, Main Road, Washington Island, Wisconsin.

ARTICLE VIII**Maritime Museum Committee**

[Adopted 3-8-1993 (Ch. 9, Subch. IX of the 1986 Code)]

§ 12-48. Authorization.

The Town shall have a Maritime Museum Committee known as the "Maritime Museum Committee."

§ 12-49. Purpose.

- A. To locate, gather, record and preserve a collection of artifacts and history relating to the commercial fishing industry and other artifacts and history pertaining to ships and shipwrecks in the area around Washington Island.
- B. To provide supervised public viewing of the collection.
- C. To have the responsibility of reporting necessary major repairs or changes to the physical structures to the Town Board. (Physical structures to include two ice houses, a fishermen's cottage, and two Museum buildings.) Minor repairs and changes to be done at the discretion of the Committee.

§ 12-50. Powers.

The Committee is empowered to establish policies, standing rules and procedures to effectuate the purposes of the Committee. All such policies, rules and procedures and amendments thereto shall be referred to the Town Board for approval before becoming effective.

§ 12-51. Membership.¹³

- A. Members. The Maritime Museum Committee shall have five members, all appointed by the Town Board. In addition, the Harbormaster shall be an ex officio member, with no voting powers.
- B. Term. Each member of the Maritime Museum Committee shall have a term of three years.
- C. Vacancies. If any member either resigns or is removed by the Town Board, the Town Board will appoint a person upon recommendation of the Committee.

13. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

§ 12-52. Officers.

The Maritime Museum Committee shall have a Chairperson, a Secretary and a Treasurer, elected from the Committee by a majority vote annually at a meeting of the Committee.

- A. The Chairperson shall preside at all meetings.
- B. The Secretary shall keep minutes of all meetings, and furnish a copy to the Town Board following a meeting. In addition, the Secretary shall correspond on behalf of the Committee.
- C. The Treasurer shall accept all signed bills which have been authorized by the Chairperson or his designee before being transferred to the Town for payment.
- D. Donations and self-generated funds will be received by the officers of the Committee, and turned over to the Town Clerk/Treasurer to be deposited in a separate account.

§ 12-53. Employees.

- A. The Committee may have a paid director or employee who serves on the Committee but is not a voting member.
- B. The Committee may choose to have paid employees to guide public tours of the Museum. The staff will be employees of the Town of Washington, selected after the job opening has been posted. The Committee will recommend their selection to the Town Board for final approval.
- C. The Town Board sets all wages and draws up all contracts following the recommendation of the Committee.

§ 12-54. Meetings.

- A. The Committee shall meet as needed and upon agreement within the officers of the Committee.
- B. An annual meeting of the Committee shall be held once a year for the purpose of:
 - (1) Reporting to the public on achievements of the Committee during the preceding year;
 - (2) Announcing plans of future activities; and
 - (3) Reporting financial status of the Maritime Museum.
- C. All such meetings shall be conducted in accordance with Subchapter V of Chapter 19 of Wisconsin Statutes, commonly known as the "Wisconsin Open Meeting Law."
- D. All meetings of the Committee shall require that a quorum be present before any business is transacted. Passage of any matter shall require a majority vote of the members present at the meeting.

§ 12-55. Collection of artifacts.

The Museum collection shall be the property of the Town of Washington and be located at the Jackson Harbor Maritime Museum, Indian Point Road, Washington Island, Wisconsin.