

**ORDINANCE L111203-1
CREATION OF TOWN PLANNING COMMISSION**

The Town Board of the Town of Liberty, Outagamie County, State of Wisconsin hereby ordains as follows to create a Town Plan Commission operating within the statutory framework of Wisconsin Statutes 62.23:

TOWN PLANNING COMMISSION

The Town Planning Commission, being an advisory board under the provisions of Wis. State Stats. 62.23, shall consist of seven (5) members. All appointments of citizen members shall be made by the Town Chairman and citizen members shall hold office for a three (3) year term. The initial appointment of citizen members and annual appointments of citizen members thereafter shall be staggered, so that each year a new citizen member is appointed by the Town Chairman. Appointment shall be made in April for each term expiring the first day of May. (Wis. State Stats. 62.23). All appointees to the Commission shall be residents of the Town of Liberty.

The Town Planning Commission shall have all of the rights, duties and obligations established for it pursuant to Wis. Stats. 62.23 and shall operate within the rules of that statute and the interpretations thereof.

DUTIES AND POWERS OF THE OFFICERS OF THE PLANNING COMMISSION SHALL BE AS FOLLOWS:

(a) Chairman

- (1) Preside at all meetings of the Commission
- (2) Call special meetings of the Commission in accordance with the by-laws
- (3) Sign documents authorized by the Commission and the Town Board
- (4) Conduct all Commission meetings in accordance with Parliamentary Law

(b) Vice-Chairman

During the absence, disability or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties and be subject to all responsibilities of the Chairman.

(c) Recording Secretary – Planning Coordinator

- (1) Keep the minutes of all meetings of the Commission in an appropriate minute book
- (2) Give or serve all notices required by law or by the by-laws
- (3) Prepare the agenda for all meetings of the Commission
- (4) Be custodian of Commission records
- (5) Inform the Commission of correspondence relating to business of the Commission and distribute such correspondence
- (6) Handle funds allocated to the Commission in accordance with its directives, the law, and Town regulations
- (7) Co-sign official documents as required by the Commission and the Town Board

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this 12th day of November, 2003

TOWN OF LIBERTY

Town Chairman

ATTEST

Town Clerk