

COMMITTEE OF THE WHOLE MEETING AGENDA**Tuesday, September 26, 2023****Starting at 6:30 p.m. or immediately following the 6:00 p.m. Village Board meeting
Caledonia Village Hall - 5043 Chester Lane**

1. **Meeting called to order**
2. **Roll Call**
3. **Approval of Minutes** – Legislative & Licensing Committee 8/29/2023; Finance Committee 9/12/2023
4. **Public Comment** - Provides a two-minute opportunity for citizens to voice opinions to the Committee of the Whole. The Committee of the Whole cannot respond as this may conflict with open meeting requirements.
5. **New Business**
 - A. Finance (*Trustee Wishau*)
 1. Ehlers presentation on Village of Caledonia TID districts
 2. Status of Corrbitt Subrogation Claim Release (*Finance Committee: 7/25/23 3,0; Village Board: 8/8/23 6/0*)
 - B. Legislative & Licensing (*Trustee Martin*)
 1. Outside Employment Policy suggested verbiage (*Legislative & Licensing Committee: 8/1/23; 8/29/23*)
 2. Title 2 Chapter 3 suggested revision review (*Legislative & Licensing Committee: 5/16/23, 3/0; 8/29/23*)
 3. Attendance Policy for Village Board, Committee(s) and Commission(s) (*Legislative & Licensing Committee: 8/1/23; 8/29/23*)
 4. Title 2 Chapter 6 – Ethical Standards Discussion on Language Revisions to the Ordinance (*Legislative & Licensing Committee: 7/18/2023, 8/1/23; 8/29/23*)
 - C. Public Works (*Trustee Stillman*)
 - D. Personnel (*Trustee Stillman*)
 - E. Finance (*Trustee Wishau*)
 1. Review of the 2024 proposed Village of Caledonia budget
 - F. General
 1. Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)
6. **Adjournment**

LEGISLATIVE/LICENSING COMMITTEE MEETING
CALEDONIA VILLAGE HALL
5043 CHESTER LANE, RACINE, WI 53402
Tuesday, August 29, 2023

1. Call to Order

Trustee Martin called the meeting to order at 4:16 p.m.
In attendance were:

Committee Members: Trustee Martin, Trustee Pierce, and Trustee Hammes.

Absent: None.

Staff/Others Present: Also present were Village Administrator Kathy Kasper, and Clerk Joslyn Hoeffert.

2. Approval of minutes

Trustee Pierce motioned to approve the minutes as printed from August 1, 2023 & August 8, 2023. Seconded by Trustee Hammes.
Motion carried unanimously.

3. Ordinance No. 2023-XX - An Ordinance To Amend Section 7-2-17(B)(1) Of The Code Of Ordinances For The Village Of Caledonia, Racine County, Wisconsin, Relating To Restrictions On The Issuance Of Liquor Licenses (Legislative & Licensing Committee: 7/18/2023)

Hoeffert provided an overview of the modifications to the document. The Committee deliberated on potential enforcement methods and engaged in a thorough conversation regarding the guidelines, enforcement procedures, and how prospective applicants would be informed about this restriction. It was decided that a notice referencing the Ordinance will be enclosed within the liquor license packet.

Motion by Trustee Hammes to approve Ordinance No. 2023-XX - An Ordinance To Amend Section 7-2-17(B)(1) Of The Code Of Ordinances For The Village Of Caledonia, Racine County, Wisconsin, Relating To Restrictions On The Issuance Of Liquor Licenses (Legislative & Licensing Committee: 7/18/2023) and forward to the Board. Seconded by Trustee Pierce. Motion carried unanimously.

4. Public Hearing and Non-Public Hearing Document Review

Suggestions were made to replace the term "testimony" with a less intimidating alternative, such as "speaking," and to remove the hyphen from "non-public hearing." Additionally, formatting improvements were discussed to enhance the document's readability.

LEGISLATIVE/LICENSING COMMITTEE MEETING
CALEDONIA VILLAGE HALL
5043 CHESTER LANE, RACINE, WI 53402
Tuesday, August 29, 2023

Motion by Trustee Hammes to approve the document as amended and forward to the Board for approval. Seconded by Trustee Pierce. Motion carried unanimously.

5. Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)

Recommendations were given to maintain a record for pending agenda items that have yet to be finalized, and a "Tickler File" is being maintained for this purpose. A decision was made to allocate any items intended for rescheduling under item "Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)" to enhance agenda tracking.

Additionally, conversations revolved around the forthcoming Legislative and Licensing meetings. There is a tentative plan to shift the meeting time to 9:30 AM on Tuesdays, while still adhering to a biweekly schedule.

6. Adjournment:

There being no further business, Motion by Trustee Hammes to adjourn the meeting at 4:52 p.m. Seconded by Trustee Pierce. Motion carried unanimously.

Respectfully submitted,
Zarrie Stratman-Dirkintis
Deputy Village Clerk

1. Call to Order

Trustee Wishau called the meeting to order at 5:45 p.m.

Committee Members: Trustee Wishau, Trustee Martin and President Weatherston. Trustee Hammes and Trustee Stillman were also present.

Absent: None.

Department Managers: Also present were Administrator Kathryn Kasper, Finance Director Wayne Krueger, Fire Chief Jeffery Henningfeld, Fire Lt. Jason Hemple Police Chief Christopher Botsch, and Village Attorney/HR Manager Tyler Helsel.

2. Approval of Minutes

Motion by Trustee Martin to approve the minutes dated August 22, 2023.

Seconded by President Weatherston. Motion carried, unanimously.

3. Resolution 2023-98 – Discussion of the resolution authorizing the Village of Caledonia to purchase and install audio/visual equipment from AVI Systems, Inc. as part of the Public Safety Building Project.

Chief Henningfeld explained that funds had been earmarked for the joint training room within the project, but the scope and nature of this room had not been well-defined. Lt. Hempel also provided some details on the proposed AV system's specific components and potential applications in the public safety facility. Various quotes and designs were considered for the project with AVI solutions being the best value and fit for this project.

Trustee Wishau requested to review the fiscal note supporting this project.

Motion by Trustee Martin to approve and forward to the Village Board.

Seconded by President Weatherston. Motion carried, unanimously.

6. Adjournment

Trustee Wishau adjourned the meeting at 5:52 p.m.

Respectfully submitted,
Joslyn Hoeffert, Village Clerk

CHAPTER 3

Village Board

<i>Section Number</i>	<i>Title</i>	<i>Ordinance Number</i>	<i>Date of Ordinance</i>
2-3-1	Village Board; Elections to.	Charter 2006-001	02-20-06
2-3-2	General Powers and Duties of the Village Board		
2-3-3	Reserved <u>Miscellaneous Powers of the Village Board Chairperson</u> President		
2-3-4	Powers and Duties of Village Board <u>Chairperson</u> President		
2-3-5	Internal Powers of the Board		
2-3-6	Meetings of the Village Board	2016-02	01/18/16
2-3-7	Special Meetings of the Board	2016-02	01/18/16
2-3-8	Open Meetings		
2-3-9	Quorum		
2-3-10	Presiding Officer		
2-3-11	Order of Business		
2-3-12	Introduction of Business, Resolutions and Ordinances; Disposition of Communications	2019-17	12/03/19
2-3-13	Conduct of Deliberations		
2-3-14	Procedure at Public Hearings		
2-3-15	Reconsideration of Questions		
2-3-16	Call for the Previous Question		
2-3-17	Publication or Posting of Ordinances and Resolutions	2008-06 2016-02	06/17/08 01/18/16
2-3-18	Suspension of Rules		
2-3-19	Committees of Village Board	2006-06 2019-08	02-20-06 06/03/19

SEC. 2-3-1 VILLAGE BOARD; ELECTIONS TO.

[DRAFTER'S NOTE: Sec. 2-3-1(a) will need to be adopted by a separate charter ordinance]

(a) **Election.** The Village Board of the Village of Caledonia shall consist of a President and five ~~sevensix (675) Supervisors~~Trustees. Each office shall have a term of two years. They shall include a Chairperson~~President~~ and Supervisors~~Trustees~~ numbered One through Six~~Four~~. The Chairperson~~President~~ and Supervisors~~Trustees~~ One, and Three and Five shall be elected in the odd-numbered years. Supervisors~~Trustees~~ Two, and Four and Six shall be elected in the even-numbered years. Notwithstanding any other provision of law to the contrary, no person shall be eligible to be nominated, elected or to serve in more than one

(1) of the numbered seats for the office of Trustee of the Village of Caledonia at the same time or in one (1) of the numbered seats and as President at the same time.

(b)

(c) — **Quorum.** The quorum for any meeting of the Village Board shall be three ~~four~~ (43) Supervisors ~~Trustees~~.

(be) **Acting Chairperson** ~~President~~. The ~~Chairperson~~ President may designate another ~~Supervisor~~ Trustee to chair Village Board meetings in his absence or ~~w~~When ~~they~~ remove ~~s~~ them ~~himself~~ temporarily from the chair for purposes of debate or the making or seconding of a motion. This Section does not require the ~~Chairperson~~ President to remove himself from the chair in order to debate or make or second a motion.

(d) — Subsequent to the Village's first regular spring election to be held on April 4, 2006, Village Trustees shall be nominated and elected for non-partisan primaries and elections at large by numbered seats. The three individuals receiving the highest number of votes on April 4, 2006 shall be elected to two-year Village Trustee terms and shall be assigned seats numbered two (2), four (4), and six (6). The three individuals receiving the next highest number of votes on April 4, 2006 shall be elected to one-year Village Trustee terms and shall be assigned seats numbered one (1), three (3), and five (5). The Village Board shall determine the manner in which the three (3) even-numbered seats and the three (3) odd-numbered seats are assigned to particular two-year and one-year Trustees, respectively. Notwithstanding any other provision of law to the contrary, no person shall be eligible to be nominated, elected or to serve in more than one (1) of the numbered seats for the office of Trustee of the Village of Caledonia at the same time.

State Law Reference: ~~Section~~ Wis. Stats. § 610.20, Wis. Stats.

SEC. 2-3-2 GENERAL POWERS AND DUTIES OF THE VILLAGE BOARD.

(a) — **Charge of Village Affairs.** The Village Board shall have charge of all affairs of the Village not committed by law to another body or officer or to Village employee(s) and all powers of a Village as outlined set forth in Wis. Stats. Chapter 61.

(b) — **Charge of Actions.** The Village Board has charge of any action or legal proceeding to which the Village is a party.

(c) — **Village Powers.** As authorized under Sec. 60.10(2)(c), Wis. Stats., and Sec. 2-1-2 of this Code, the Village Board shall exercise powers relating to villages and conferred on village boards under Ch. 61, Wis. Stats., except those powers which conflict with statutes relating to villages and village boards.

(d) — **Pursue Certain Claims of Village.** The Village Board shall demand payment of penalties and forfeitures recoverable by the Village and damages incurred by the Village due to breach of official bond, injury to property or other injury. If, following demand, payment is not made, the Board shall pursue appropriate legal action to recover the penalty, forfeiture or damages.

State Law Reference: Sections 60.10(2)(c) and 60.22, Wis. Stats.

SEC. 2-3-3 MISCELLANEOUS POWERS OF THE VILLAGE BOARD.

The Village Board may:

- (a) ~~**Joint Participation.** Cooperate with the state, counties and other units of government under Sec. 66.30, Wis. Stats., including cooperative arrangements revolving the acquisition, development, remodeling, construction, equipping, operation and maintenance of land, buildings and facilities for regional projects, whether or not located in the Village.~~
- (b) ~~**Utility Districts.** Establish utility districts under Sec. 66.072, Wis. Stats., and provide that any convenience or public improvement in the district be paid for under that Section.~~
- (c) ~~**Appropriations for Civic and Other Functions.** If authorized under Sec. 60.10(3)(b), Wis. Stats., appropriate reasonable amounts of money for gifts or donations to be used to:

 - (1) Further civic functions and agricultural societies.
 - (2) Advertise the attractions, advantages and natural resources of the Village.
 - (3) Attract industry.
 - (4) Establish industrial complexes.
 - (5) Establish, maintain and repair ecological areas. Provide for the organization, equipment and maintenance of a municipal band or for the employment of other bands to give concerts and municipal entertainment in the Village.~~
- (d) ~~**Village Industrial Development Agency.** In order to promote and develop the resources of the Village, appropriate money for and create a Village industrial development agency or appoint an executive officer and provide staff and facilities for a nonprofit organization organized to act under this Subsection. A Village industrial development agency created under this Subsection and Sec. 60.23(4), Wis. Stats., may:

 - (1) Develop data regarding the industrial needs of, advantages of and sites in the Village.
 - (2) Engage in promotional activities to acquaint prospective purchasers with industrial products manufactured in the Village.
 - (3) Coordinate its activities with the Regional Planning Commission, the Wisconsin Department of Development and private credit development organizations.
 - (4) Engage in any other activity necessary for the continued improvement of the Village's industrial climate.~~
- (e) ~~**Cooperation in County Planning.** Cooperate with the county in rural planning under Secs. 27.015, 59.07(65) and 59.97, Wis. Stats.~~
- (f) ~~**Conservation of Natural Resources.** If authorized by the Village meeting under Sec. 60.10(3)(a), Wis. Stats., appropriate money for the conservation of natural resources or for payment to a bona fide nonprofit organization for the conservation of natural resources within the Village or beneficial to the Village. No payment may be made to a nonprofit organization unless the organization submits and the Village Board approves a detailed plan of the work to be done. The plan shall include the name of the owner of any property on which work is to be performed.~~
- (g) ~~**Obstructions in Non-navigable Waters.** Remove, at the expense of the Village, any obstruction located in the Village which prevents the natural flow of water in a non-navigable stream. One or more Supervisors, or a designee of the Board, may enter upon any land if necessary to remove the obstruction.~~
- (h) ~~**Emergency Pest and Disease Control.** Appropriate money for the control of insects, weeds or plant or animal diseases if:

 - (1) An emergency arises within the Village due to insects, weeds or plant or animal diseases; and
 - (2) The Board determines that any delay resulting from calling a special Village meeting to authorize the Village Board to appropriate money for this purpose under Sec.~~

~~60.10(3)(c), Wis. Stats., would result in serious harm to the general welfare of the Village.~~

- ~~(i) **Bowling Alleys, Pool Tables and Amusement Devices.** Regulate, including the licensing of, bowling alleys, billiard and pool tables and other amusement devices maintained in commercial facilities. If a license is required; the Board shall establish the term of the license, not to exceed one (1) year, and the license fee. The Board may suspend or revoke, for cause, a license issued under this Subsection. Any person violating a regulation adopted under this Subsection shall forfeit to the Village an amount established by the Village Board.~~
- ~~(j) **Reimbursement of School Districts for Providing Transportation in Hazardous Areas.** Reimburse a school district for costs incurred by the district under Sec. 121.54(9), Wis. Stats., in transporting pupils who reside in the Village.~~
- ~~(k) **Exchange Tax Credit for County Land.** Authorize the Village Treasurer to exchange any credit the Village has with the county, arising from delinquent real estate taxes, for county-owned lands.~~
- ~~(l) **Associations of Villages.** Appropriate money to purchase membership in any association of village boards, village officials or village government for the protection of village interests and improvement of village government.~~
- ~~(m) **Vacation of Alleys.** Vacate any alley in the Village under Sec. 66.296, Wis. Stats. The Village Board may not vacate, under this Subsection, an alley adjacent to land fronting a state or county trunk highway.~~
- ~~(n) **Cemeteries.** Provide for cemeteries under Ch. 157, Wis. Stats.~~
- ~~(o) **Change Street Names.** Name, or change the name of, any street in the Village under Sec. 81.01(11), Wis. Stats.~~
- ~~(p) **Neighborhood Watch Program and Signs.** Authorize a neighborhood watch program. The Village Board may place within the right-of-way of a street or highway under the jurisdiction of the Village a neighborhood watch sign of a uniform design approved by the Department of Transportation. If the Village Board obtains the approval of the County Board, the Village Board may place a sign under this Subsection within the right-of-way of a county trunk highway within the limits of the Village. No sign under this Subsection may be placed within the right-of-way of a highway designated as part of the national system of interstate and defense highways.~~
- ~~(q) **Use of Firearms.** Regulate the careless use of firearms and impose forfeitures for violation of the regulations.~~
- ~~(r) **Fences in Subdivisions.** Require a subdivider to construct a fence under Sec. 90.02, Wis. Stats., on the boundary of a subdivision, as defined under Sec. 236.02(8), Wis. Stats., as a condition of plat approval by the Village. The fence shall be maintained under Sec. 90.05 2), Wis. Stats., and repaired under Secs. 90.10 and 90.11.~~
- ~~(s) **Disposition of Dead Animals.** Notwithstanding Sections 59.07(84) and 95.50(3), Wis. Stats., dispose of any dead animal within the Village or contract for the removal and disposition with any private disposal facility. The Village may enter into a contract with any other governmental unit under Sec. 66.30 to provide for the removal and disposition. The Village may recover its costs under this Subsection by levying a special assessment under Sec. 66.345, Wis. Stats.~~

State Law Reference: Section 60.23, Wis. Stats.

SEC. 2-3-4 POWERS AND DUTIES OF VILLAGE BOARD ~~CHAIRPERSON~~ PRESIDENT.

~~The Ppresident shall be, by virtue of the office a Ttrustee, and preside at all meetings of the Bboard. The President shall be counted for purposes of a quorum, and shall have a vote as Ttrustee, and sign all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted or authorized by the Bboard and all orders drawn on the Ttreasury except as provided by Wis. Stat. § s-66.0607. The Ppresident shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the Ppresident shall deem necessary, who for the time being shall possess all the powers and rights of constables. The Ppresident shall have charge of the Vvillage jail, which the Ppresident shall conduct in the manner provided in Wis. Stat. s§. 62.09 (13) (c); but the Ppresident may delegate this duty to the constable or any police officer of the village.~~

~~(a) — General Powers and Duties. The Village Board Chairperson shall:~~

[DRAFTER’S NOTE: The offices of constable and marshal have been abolished already.]

State law reference: Wis. Stat. § 61.24.

- ~~(1) — Preside at Board meetings. Preside over meetings of the Village Board.~~
 - ~~(2) — Preside at Village meetings. Preside over Village meetings as provided under Sec. 60.13, Wis. Stats., and Sec. 2-2-5 of this Code.~~
 - ~~(3) — Sign documents.~~
 - ~~a. — Sign all ordinances, resolutions, bylaws, orders, regulations, commissions, licenses and permits adopted or authorized by the Village Board unless the Village Board, by ordinance, authorizes another officer to sign specific types of documents in lieu of the Chairperson. The Board, by ordinance, may authorize use of a facsimile signature.~~
 - ~~b. — Sign all drafts, order checks and transfer orders as provided under Sec. 66.042, Wis. Stats.~~
 - ~~(4) — Assure Administration of Statutes. Supervise the administration of the Wisconsin Statutes relating to the Village and Village operations to see that they are faithfully executed.~~
 - ~~(5) — Act on behalf of Board. Act, on behalf of the Village Board, to:~~
 - ~~a. — See that Village orders and Ordinances are obeyed.~~
 - ~~b. — See that peace and order are maintained in the Village.~~
 - ~~c. — Obtain necessary assistance, if available, in case of emergency, except as provided under Ch. 166. Wis. Stats.~~
 - ~~(6) — Act on authorization of Board. If authorized by the Village Board, act on behalf of the Board to:~~
 - ~~a. — Direct, as appropriate, the solicitation of bids and quotations for the Village's purchase of equipment, materials and services and submit the bids and quotations to the Village Board for approval.~~
 - ~~b. — Represent, or designate another officer to represent, the Village at meetings of, and hearings before, governmental bodies on matters affecting the Village.~~
- ~~(b) — Administer Oaths. The Chairperson may administer oaths and affidavits on all matters pertaining to the affairs of the Village.~~
- ~~(c) — Other Responsibilities. In addition to the powers and duties under this Section, the Chairperson has the following responsibilities:~~

- ~~(1) — Nominate election officials when the Village Board disapproves the nominee of a party committee under Sec. 7.30(4)(b)2, Wis. Stats.~~
- ~~(2) — Serve as caucus official under Sec. 8.05(1)(c), Wis. Stats.~~
- ~~(3) — Sue on official bonds under Sec. 19.015, Wis. Stats.~~
- ~~(4) — Execute and sign a certificate of indebtedness in connection with obtaining a state trust fund loan under Sec. 24.67, Wis. Stats.~~
- ~~(5) — Serve as Village fire warden under Sees. 26.13 and 26.14, Wis. Stats.~~
- ~~(6) — Appoint members of the Board of Harbor Commissioners under Sec. 30.37(3), Wis. Stats.~~
- ~~(7) — Appoint members of library boards under Sees. 43.54(1)(a) and 43.60(3), Wis. Stats.~~
- ~~(8) — Exercise the powers and duties specified for a mayor under Sec. 62.13, Wis. Stats., if the Village creates a joint board of police and fire commissioners or joint police or fire department with a village under Sec. 61.65(3g)(d)2, Wis. Stats., or a board of police and fire commissioners under Sec. 60.57, Wis. Stats.~~
- ~~(9) — Provide an annual estimate of funds necessary for any utility district established under Sec. 66.072(2), Wis. Stats.~~
- ~~(10) — Publish annually a notice regarding noxious weeds and appoint one (1) or more commissioners of noxious weeds under Sees. 66.96 to 66.99, Wis. Stats.~~
- ~~(11) — Sign general obligation bonds issued by the Village under Sec. 67.08(1), Wis. Stats.~~
- ~~(12) — If authorized by the Village Board, represent the interests of the Village in connection with appearances before the State Tax Appeals Commission under Sec. 70.64(5), Wis. Stats.~~
- ~~(13) — Approve the bond of the Village Treasurer delivered to the County Treasurer under Sec. 70.67(1), Wis. Stats.~~
- ~~(14) — Perform duties in connection with selection of jurors in actions relating to the taking of property to provide access to a cemetery, fairground or land used for industrial expositions under Sec. 80.48(3) and (4), Wis. Stats.~~
- ~~(15) — Sign orders for payment of work performed and materials furnished on Village highways under Sec. 81.04, Wis. Stats.~~
- ~~(16) — See that all tunnels in the Village are constructed under Sec. 81.35, Wis. Stats., and that they are kept in good repair.~~
- ~~(17) — If applicable, serve as a member of the County Highway Committee under Sec. 83.015(1)(d), Wis. Stats.~~
- ~~(18) — If applicable, close county trunk highways when rendered dangerous for travel and notify the Highway Commissioner under Sec. 83.09, Wis. Stats.~~
- ~~(19) — If applicable, appoint members to Airport commissions under Sec. 114.14(2), Wis. Stats.~~
- ~~(20) — Perform the Village Chairperson's duties related to jewelry auction sales under Sec. 130.07, Wis. Stats.~~
- ~~(21) — Under Sec. 167.10, Wis. Stats., enforce regulation of fireworks.~~
- ~~(22) — Perform the Village Chairperson's duties related to stray animals and lost goods under Ch. 170, Wis. Stats.~~
- ~~(23) — Perform the Village Chairperson's duties related to distrained animals under Ch. 172, Wis. Stats.~~
- ~~(24) — Perform the Village Chairperson's duties related to animals that have caused damage in the Village under Ch. 173, Wis. Stats.~~
- ~~(25) — Perform the Village Chairperson's duties related to municipal power and water districts under Ch. 198, Wis. Stats.~~

- ~~(26) Cause actions to be commenced for recovery of forfeitures for violations of Village Ordinances that can be recovered in municipal court under Sec. 778.11, Wis. Stats.~~
- ~~(27) Notify the district attorney of forfeitures which may not be recovered in municipal court under Sec. 778.12, Wis. Stats.~~
- ~~(28) Approve bonds furnished by contractors for public works under Sec. 779.14(1), Wis. Stats.~~
- ~~(29) Designate, at a duly called meeting of the Village Board, an Acting Chairperson from among the remaining Village Supervisors. Such person shall assume the powers and duties of the Village Board Chairperson, and preside over meetings of the Village Board, in the absence of the Chairperson. Such designation shall remain in effect until changed at a subsequent Village Board meeting.”~~

State Law Reference: Section 60.24, Wis. Stats.

The president shall be by virtue of the office a trustee and preside at all meetings of the board and have a vote as trustee, sign all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted or authorized by the board and all orders drawn on the treasury except as provided by s. 66.0607. The president shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the president shall deem necessary, who for the time being shall possess all the powers and rights of constables. The president shall have charge of the village jail, which the president shall conduct in the manner provided in s. 62.09 (13) (c); but the president may delegate this duty to the constable or any police officer of the village.

SEC. 2-3-5 INTERNAL POWERS OF THE BOARD.

The Village Board has power to preserve order at its meetings, compel attendance of [Supervisors](#) [Trustees](#) and punish nonattendance.

[DRAFTER’S NOTE – Does the Village want to add additional provisions here?]

SEC. 2-3-6 MEETINGS OF THE VILLAGE BOARD.

Regular meetings of the ~~Caledonia~~ Village Board shall be as scheduled and noticed by the Village Board. All meetings of the Board shall be held at the Village Hall of the Village of Caledonia unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Wis. Stat. Sec. § 19.84(3), ~~Wis. Stat.~~ The Clerk shall cause public notice to be posted in at least one (1) public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the Village no less than twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Wis. Stat. Sec. § 19.84(3), ~~Wis. Stat.~~.

SEC. 2-3-7 SPECIAL MEETINGS OF THE BOARD.

Special meetings may be called by the ~~Village~~ President or by any two (2) Trustees by notifying the Clerk no less than twenty-four (24) hours prior to the specified time of the meeting. The Clerk shall immediately notify all Trustees of the time and place of the meeting and shall cause public notice to be posted in at least one (1) public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the Village no less than twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Wis. Stat. See § 19.84(3), Wis. Stat.

SEC. 2-3-8 OPEN MEETINGS.

All Village Board and Village Committee meetings shall be open to the public pursuant to law and be held in compliance with Wisconsin's Open Meeting Law under Ch. 19 of the Wisconsin Statutes.

State Law Reference: Wis. Stat. Ch. 19, Subch. ~~IV, Wis. Stats.~~

SEC. 2-3-9 QUORUM.

~~Three-Four (43)~~ Supervisors-Trustees shall constitute a quorum, but a lesser number may adjourn if a majority is not present.

SEC. 2-3-10 PRESIDING OFFICER.

The Chairperson-President shall preside at all meetings of the Village Board when present. In the absence of the Chairperson-President, the Acting Chairperson-President shall preside. In their absence, the Village Board may select another Supervisor-Trustee to preside and, in such case, the Clerk shall call the meeting to order and preside until the Village Board selects a Supervisor-Trustee to preside.

SEC. 2-3-11 ~~ORDER OF BUSINESS.~~ MEETING AGENDAS.

DRAFTER'S NOTE: does this match the recent changes made to the agenda order of items?]

- (a) Order of Business Agenda Items. At all meetings, the following ~~order-items~~ may be ~~observed-addressed~~ in conducting the business of the Village Board:
- (1) Call to Order by presiding officer;
 - (2) Roll call;
 - (3) Reading and correcting the financial report and the minutes of the last preceding meeting or meetings;
 - (3)(4) Citizen Comments;
 - (4)(5) Presentation of petitions and communications;
 - (5)(6) Reports from officials of the Village;

- ~~(6)~~(7) Reports from committees;
 - ~~(7)~~(8) Unfinished business remaining from preceding sessions in the order in which it was introduced;
 - ~~(8)~~(9) New business; ordinances and resolutions may be introduced and considered; Business as may be presented by the Chairperson-President, and Supervisors Trustees and/or Village Administrator;
 - ~~(9)~~(10) Any other business permitted by law;
 - ~~(10)~~(11) Adjournment.
- (b) **Agenda Preparation.**
- (1) The Village Administrator and Village Clerk shall prepare an agenda incorporating the matters comprising the order of business; and
 - ~~(2) — There be included on said agenda a time for hearing citizens wishing to address the Board; and~~
 - ~~(23)~~ No matter requiring research, investigation or decision shall be placed on the agenda of the Village Board unless a request to do so is made to the Village Administrator or Village Clerk at least two (2) days prior to the meeting, unless _____; ~~nor shall the agenda be amended to include said matter, either prior to ordering the meeting, except when the members of the Board unanimously agree to the agenda addition.~~ [SHOULD DISCUSS STRICT RULE]
- (c) Agenda Order to be Followed; Citizen Comments Length. No business shall be taken up out of order on a posted agenda unless by unanimous consent of all ~~Supervisors Trustees present~~ and in the absence of any debate whatsoever. The Chairperson-President or presiding officer may impose a time limit on the length of time citizens may address the Board.
- (d) Agenda Roll Call Attendance; Procedure When Quorum Not in Attendance. As soon as the Board shall be called to order, the Clerk shall proceed to call the names of the members in alphabetical order, noting who are present and who are absent, and whether such absence is excused, and record the same in the proceedings minutes of the Village Board. If it shall appear that there is not a quorum present, the fact shall be entered on the journal and the Board may shall adjourn.

SEC. 2-3-12 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS.

- (a) **Ordinance Adoption Procedures.**
- ~~(1) —~~ Ordinances to be in Writing. All ordinances submitted to the Village Board shall be in writing and shall include at the outset a brief statement of the subject matter and a title. ~~All written material introduced shall be read and then discussed and acted upon as the Village Board deems appropriate.~~
 - ~~(1)~~ (2) Subject and Numbering of Ordinances. Each Ordinance shall be related to no more than one (1) subject. Amendment or repeal of Ordinances shall only be accomplished if the amending or repealing Ordinance contains the section number and title of the Ordinance to be amended or repealed, and title of amending and repealing Ordinances shall reflect their purpose to amend or repeal.

- (3) Notice. The Village Board may take action on an Ordinance only if it appears on the written agenda for the meeting at which action is requested in order to provide proper legal notice.
 - (4) Reading. An ordinance may, at the discretion of the Village Board, be acted upon at the same meeting it is introduced. An ordinance shall be read by title only before a final vote is taken, unless requested by a Trustee to be read in full.
 - (5) Special Meetings. A reading of an ordinance may be had at any special Village Board meeting called for the purpose of considering such an ordinance or where such ordinance is added to the written agenda providing proper legal notice.
- (b) **Disposition of Petitions, Communication, Etc.** Every petition or other writing of any kind, addressed to the Board, Clerk or other Village officer for reference to the Village Board, shall be delivered by the Clerk or such other Village officer to the Chairperson-President or to the presiding officer of the Board as soon as convenient after receipt of same and, in any event, prior to or at the opening of the next meeting of the Board following the receipt of same.

SEC. 2-3-13 CONDUCT OF DELIBERATIONS.

- (a) A roll call shall not be necessary on any questions or motions except as follows:
 - (1) When the ayes and noes are requested by any member.
 - (2) On confirmation and on the adoption of any measure assessing or levying taxes, appropriations or disbursing money, or creating any liability or charge against the Village or any fund thereof.
 - (3) When ~~requested~~required by the State Statutes of Wisconsin.
- (b) All aye and nay votes shall be recorded in the official minutes.
- (c) Except as provided below, the Village Board shall, in all other respects, determine the rules of its procedure, which shall be governed by Robert's Rules of Order, which is hereby incorporated by reference, unless otherwise provided by Ordinance or Statute, except when otherwise limited or modified by this Code of Ordinances:
 - (1) No ~~Supervisor-Trustee~~ shall address the Board until ~~they~~he ~~has~~aves been recognized by the presiding officer. ~~They~~He shall thereupon address ~~them~~himself~~ves~~f to the ~~chairman~~President and confine ~~their~~his remarks to the question under discussion and avoid all personalities.
 - (2) When two (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
 - (3) No person other than a member shall address the Board except under order of business, except that citizens may address the Board with the permission of the presiding officer as to matters which are being considered by the Board at the time.
 - (4) No motion shall be discussed or acted upon unless and until it has been seconded. No motion shall be withdrawn ~~or amended~~ without the consent of the person making the same and the person seconding it.

[DRAFTER'S NOTE: Do you want to revise this section? Chapter 3 is intended to apply to the Village Board so broader application of the next few sections is incorrect. We suggest a new chapter – Title 2 Chapter 8 that can govern all public hearings.]

SEC. 2-3-14 PROCEDURE AT PUBLIC HEARINGS.

- (a) The ~~Chairperson-President~~ shall ~~then~~ call on ~~those~~ persons ~~who~~ wishing to speak ~~in favor~~ for of the proposition. Each person wishing to speak for the proposition shall give his or her name and address.
- ~~(b)~~ Each person speaking on behalf of the proposition shall be limited in time of five (5) minutes.
- ~~(be)~~ The ~~Chairperson-President~~ shall then call on those persons who wish to speak in to opposition of the proposition. Each person wishing to speak in opposition to the proposition shall give his or her name and address and shall be limited to five (5) minutes.
- ~~(d)~~ Each such person wish to speak in opposition to the proposition shall give his or her name and address and shall also be limited to five (5) minutes.
- ~~(ec)~~ Any person wishing to speak in rebuttal to any statements made may do so, with the permission of the ~~Chairperson-President~~, ~~do so, p~~ provided, ~~however~~, such rebuttal statement shall be limited to three (3) minutes by any one (1) individual per person.
- ~~(f)~~ (d) When the ~~Chairperson-President~~, in ~~their~~ his discretion, is satisfied that the proposition has been heard, ~~they~~ he shall announce the fact that the hearing is concluded and ask for a motion to close the public hearing.

[DRAFTER'S NOTE: Do you want an individual chapter indicating that Robert's Rules apply to all bodies and which can capture the next few sections. It could be Ch. 9 of Title 2.]

SEC. 2-3-15 RECONSIDERATION OF QUESTIONS.

~~It shall be in order for any~~ Any member ~~if~~, in the majority, ~~may to~~ move for ~~the~~ reconsideration of any vote in question at the same meeting or at the next succeeding regular adjourned meeting. A motion to reconsider being put and lost shall not be renewed.

SEC. 2-3-16 CALL FOR THE PREVIOUS QUESTION.

Any member desirous of terminating the debate may call the previous question when the question announced by the ~~Chairperson-President~~ shall be "shall the main question be put?" If a majority of the members present vote in the affirmative, the main question shall be put to a vote without further debate, and its effect shall be to put an end to all debate and bring the Board to a direct vote, first upon ~~the~~ any pending amendment and then upon the main question.

SEC. 2-3-17 PUBLICATION OR POSTING OF ORDINANCES AND RESOLUTIONS.

- (a) **General Requirement.** The Village Clerk shall publish as a Class 1 notice under Wis. Stat. Ch. 985, Wis. Stats., or post in at least one (1) public place in the Village likely to give notice to the public and persons affected and placed electronically on an Internet site maintained by the Village, the following, within one (1) week after passage or adoption, unless otherwise required by applicable Wisconsin Statute:

- (1) Notice of newly created ordinances adopted by the Village Board that includes the information required under ~~Section~~ Wis. Stat. § 61.50(3), ~~Wis. Stats.~~, if published; or if posted, the ordinance must be posted in its entirety.
- (2) Resolutions if required by another applicable Wisconsin Statute.
- (b) **Exception for Municipal Obligations.** Nothing under Subsection (a) may be deemed to require notice under this Subsection of the passage of any resolution authorizing the issuance of municipal obligations, as defined under ~~See~~ Wis. Stat. § 67.01, ~~Wis. Stats.~~
- (c) **Requirement for Forfeitures.** If an Ordinance imposes a forfeiture, posting may not be used in lieu of publication under Subsection (a).
- (d) **Effective Upon Publication.** An Ordinance or resolution ~~required to be published or posted under this Section shall take effect the day after its publication or posting, or at a later date if expressly provided in the Ordinance~~ or resolution.
- (e) **Affidavit of Posting.** If an Ordinance or resolution, is published or posted under this Section, the Village Clerk shall sign an affidavit attesting that the item was published or posted as required by this Section and stating the date and place of posting. The affidavit shall be filed with other records under the jurisdiction of the Clerk.

State Law Reference: Wis. Stat. Ch. 985, ~~Wis. Stats.~~

SEC. 2-3-18 SUSPENSION OF RULES.

Any of the provisions of Sections 2-3-13 through 2-3-16, inclusive, of this Code may be suspended temporarily by a majority of the Board members present at any meeting.

SEC. 2-3-19 COMMITTEES OF VILLAGE BOARD.

- (a) **Establishment.** The following shall be the standing committees of the Village Board:
 - (1) Finance;
 - (2) Legislative and Licensing;
 - (3) Personnel;
 - (4) Public Works; and
 - (5) Committee of the Whole.
- (b) **Committee Membership.**
 - (1) Standing committees of the Village Board shall consist of at least two (2) members.
 - (2) Every trustee shall serve on at least one committee.
 - (3) No trustee shall serve on more than two (2) standing committees.
- (c) **Committee Operations.**
 - (1) The ~~Village~~ President shall appoint members of the Village Board to the standing committees, except that the Committee of the Whole shall consist of all of the members of the Village Board.

- (2) Appointments shall be made annually following election of members to the Village Board. In addition, at ~~his or her~~their pleasure, from time-to-time the Village President may remove members and appoint other members to the committees.
- (3) The ~~Village~~ President shall designate one of the members of a committee as Chairperson of the committee.
- (4) The ~~Village~~ President shall be an ex officio, non-voting member of any committee of which he or she is not otherwise a member. However, the ~~Village~~ President shall be entitled to vote on all matters presented to the Board. The ~~Village~~ President, at the request of the committee chairperson, shall be considered in determining if a committee quorum is present only if his presence is needed to obtain a quorum and in which case, he shall be entitled to vote on said committee. In those instances, where the ~~Village~~ President is not needed to make a quorum, he may still vote to break a tie vote of committee members.
- (5) If an appointed member of a committee ~~will~~is absent, the committee member may designate an alternate member of the Village Board to attend one or more committee meetings on his or her behalf so that the committee meeting can proceed as scheduled. In the absence of a designation of an alternate member, the Village President may act under subsection (4) above or may designate a member of the Village Board to act as an alternate for the appointed member for one or more meetings during an absence of the appointed member. Any alternates designated hereunder shall be counted for purposes of determining a quorum and shall have the same powers to vote on all matters that may come before the committee.

~~(5)~~ —

(d) **Meetings.**

- (1) Meetings of committees shall be noticed, held and recorded in accord with the Open Meetings of Governmental Bodies, ~~See Wis. Stat. § 19.831, et. seq. of the Wisconsin Statutes.~~
 - (2) The chairperson of the committee shall be responsible for ~~to set~~setting the agenda for the committee meetings.
- A majority of the members of a committee shall constitute a quorum for purposes of a committee meeting. If after a meeting is called to order with a quorum being present, one or more members shall depart so that there shall be less than a quorum present, the remaining member or members shall constitute a quorum merely for the purpose of taking information. Such a lessor quorum shall not take any other action on any matters.

(3)

(e) **General Duties and Powers.**

- (1) Each standing committee shall study, conduct investigations, and make recommendations and shall perform such other duties as the Village Board may from time-to-time direct relative to their areas of responsibility, or as set forth in the Village's Code of Ordinances.
- (2) Each standing committee shall meet as necessary with officials of the appropriate departments, boards or commissions.
- ~~(3) All appointments, including reappointments to boards, commissions, department head positions or to committees, except the standing committees,~~

~~shall be referred by the President of the Village Board to one or more appropriate standing committees for review and recommendation. The committee(s) shall investigate, study and interview prospective appointees and nominees and shall perform such other duties as the Village Board may from time to time direct relative to such reviews. The committee(s) shall may interview prospective appointees and nominees with respect to their familiarity with the Village, their expertise and qualifications for service on the committee, board, commission, or position in question, their understanding of the rules of procedure and due process, and their philosophy with respect to any issue or concern which the committee, board, commission, or department in question will, in all likelihood, face or be subjected to.~~

~~(4)~~(3) In the event of referral to more than one committee, action must be taken separately by each committee, although joint meetings may be held, and joint reports may be issued.

~~(5)~~(4) Each standing committee may refer matters relating to their areas of responsibility to the Village Board.

(5) Each standing committee shall place an item on its agenda for citizens' comments and shall report to the Village Board such concerns as expressed by citizens. Each standing committee ~~shall may refer~~ endeavor to respond to the citizens' comments and inquiries ~~when requested to requested by citizensto~~ Village Staff for follow up.

~~(6)~~

(f)

Committee Applications and Appointments

(1) All appointments, including reappointments to boards, commissions, **department head positions** or to committees, except the standing committees and the Plan Commission, shall be referred by the President of the Village Board to one or more appropriate standing committees for review and recommendation (the "Reviewing Committee" as used in this Section).

(2) The Reviewing Committee may take applications, references, and other information from applicants for any of the committee(s). The Reviewing Committee shall then investigate, study and interview prospective appointees and nominees and shall perform such other duties as the Village Board may from time-to-time direct relative to such reviews.

(3) Any interview of prospective appointees and nominees held by the Reviewing Committee will relate to the applicant's familiarity with the Village, their expertise and qualifications for service on the committee, board, commission, or position in question, their understanding of the rules of procedure and due process, and their philosophy with respect to any issue or concern which the committee, board, commission, or department in question will, in all likelihood, face or be subjected to.

(4) Said applications and interviews to boards, commissions, and committees, shall take place after the election in April of each year. The Reviewing Committee's recommendations for appointments shall be made ~~no later than the final Village Board meeting of April~~ prior to first board meeting in May.

[DRAFTER'S NOTE: Do you mean Dept. Heads above?

(g) **Oversight Authority and Areas of Responsibility.** The committees shall perform such duties as follows and as are directed or provided from time-to-time by the Village Board:

- (1) **Finance Committee.** All matters relating to purchasing, finance, taxes, budgets, assessments, audits, insurance, and the sale, lease, purchase or disposition of any Village lands or buildings which are to come before the Village Board shall be referred to the Finance Committee.
- (2) **Legislative and Licensing Committee.** All matters relating to the policies and rules of procedure of the Village Board, intergovernmental relations, intergovernmental communications, pending or proposed legislation and other governmental matters and all matters related to or affecting licenses and permits which are to come before the Village Board shall be referred to the Legislative and Licensing Committee. The committee shall also have the authority to review, hold public hearings and act upon licenses and permits as delegated by the Village Board or applicable ordinance.
- (3) **Personnel Committee.** All matters relating to personnel matters arising out of Wisconsin Statutes Chapter 111, employment relations, employee classification, reclassification, labor contracts, collective bargaining, employee safety and working conditions, insurance related to employee benefits and risk management which are to come before the Village Board shall be referred to the Personnel Committee.
- (4) **Public Works.** All matters relating to highways, streets, dams, parks, recreation, and the Department of Public Works and all matters relating to major repairs, remodeling, expansion, construction, demolition, purchase, sale or lease of all Village buildings and grounds which are to come before the Village Board shall be referred to the Public Works Committee.

CHAPTER 3

Village Board

<i>Section Number</i>	<i>Title</i>	<i>Ordinance Number</i>	<i>Date of Ordinance</i>
2-3-1	Village Board; Elections to.	Charter 2006-001	02-20-06
2-3-2	General Powers and Duties of the Village Board		
2-3-3	Reserved		
2-3-4	Powers and Duties of Village Board President		
2-3-5	Internal Powers of the Board		
2-3-6	Meetings of the Village Board	2016-02	01/18/16
2-3-7	Special Meetings of the Board	2016-02	01/18/16
2-3-8	Open Meetings		
2-3-9	Quorum		
2-3-10	Presiding Officer		
2-3-11	Order of Business		
2-3-12	Introduction of Business, Resolutions and Ordinances; Disposition of Communications	2019-17	12/03/19
2-3-13	Conduct of Deliberations		
2-3-14	Procedure at Public Hearings		
2-3-15	Reconsideration of Questions		
2-3-16	Call for the Previous Question		
2-3-17	Publication or Posting of Ordinances and Resolutions	2008-06 2016-02	06/17/08 01/18/16
2-3-18	Suspension of Rules		
2-3-19	Committees of Village Board	2006-06 2019-08	02-20-06 06/03/19

SEC. 2-3-1 VILLAGE BOARD; ELECTIONS TO.

[DRAFTER'S NOTE: Sec. 2-3-1(a) will need to be adopted by a separate charter ordinance]

- (a) **Election.** The Village Board of the Village of Caledonia shall consist of a President and six (6) Trustees. Each office shall have a term of two years. They shall include a President and Trustees numbered One through Six. The President and Trustees One, Three and Five shall be elected in the odd-numbered years. Trustees Two, Four and Six shall be elected in the even-numbered years. Notwithstanding any other provision of law to the contrary, no person shall be eligible to be nominated, elected or to serve in more than one (1) of the numbered seats for the office of Trustee of the Village of Caledonia at the same time or in one (1) of the numbered seats and as President at the same time.

- (b) **Acting President.** The President may designate another Trustee to chair Village Board meetings in his absence or when they remove themselves temporarily from the chair for purposes of debate or the making or seconding of a motion. This Section does not require the President to remove himself from the chair in order to debate or make or second a motion.

State Law Reference: Wis. Stats § 61.20.

SEC. 2-3-2 GENERAL POWERS AND DUTIES OF THE VILLAGE BOARD.

The Village Board shall have charge of all affairs of the Village not committed by law to another body or officer or to Village employee(s) and all powers of a Village as set forth in Wis. Stat. Chapter 61.

SEC. 2-3-4 POWERS AND DUTIES OF VILLAGE BOARD PRESIDENT.

The President shall be, by virtue of the office a Trustee, and preside at all meetings of the Board. The President shall be counted for purposes of a quorum, shall have a vote as Trustee, and sign all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted or authorized by the Board and all orders drawn on the Treasury except as provided by Wis. Stat. § 66.0607.

[DRAFTER'S NOTE: The offices of constable and marshal have been abolished already.]

State law reference: Wis. Stat. § 61.24.

SEC. 2-3-5 INTERNAL POWERS OF THE BOARD.

The Village Board has power to preserve order at its meetings, compel attendance of Trustees and punish nonattendance.

[DRAFTER'S NOTE – Does the Village want to add additional provisions here?]

SEC. 2-3-6 MEETINGS OF THE VILLAGE BOARD.

Regular meetings of the Village Board shall be as scheduled and noticed by the Village Board. All meetings of the Board shall be held at the Village Hall of the Village of Caledonia unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Wis. Stat. § 19.84(3). The Clerk shall cause public notice to be posted in at least one (1) public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the Village no less than twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Wis. Stat. § 19.84(3).

SEC. 2-3-7 SPECIAL MEETINGS OF THE BOARD.

Special meetings may be called by the President or by any two (2) Trustees by notifying the Clerk no less than twenty-four (24) hours prior to the specified time of the meeting. The Clerk shall immediately notify all Trustees of the time and place of the meeting and shall cause public notice to be posted in at least one (1) public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the Village no less than twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Wis. Stat. § 19.84(3).

SEC. 2-3-8 OPEN MEETINGS.

All Village Board and Village Committee meetings shall be open to the public pursuant to law and be held in compliance with Wisconsin's Open Meeting Law under Ch. 19 of the Wisconsin Statutes.

State Law Reference: Wis. Stat. Ch. 19, Subch. V

SEC. 2-3-9 QUORUM.

Four (4) Trustees shall constitute a quorum, but a lesser number may adjourn if a majority is not present.

SEC. 2-3-10 PRESIDING OFFICER.

The President shall preside at all meetings of the Village Board when present. In the absence of the President, the Acting President shall preside. In their absence, the Village Board may select another Trustee to preside and, in such case, the Clerk shall call the meeting to order and preside until the Village Board selects a Trustee to preside.

SEC. 2-3-11 MEETING AGENDAS.

DRAFTER’S NOTE: does this match the recent changes made to the agenda order of items?]

(a) **Agenda Items.** At all meetings, the following items may be addressed in conducting the business of the Village Board:

- (1) Call to Order by presiding officer;
- (2) Roll call;
- (3) Reading and correcting the financial report and the minutes of the last preceding meeting or meetings;
- (4) Citizen Comments;
- (5) Presentation of petitions and communications;
- (6) Reports from officials of the Village;
- (7) Reports from committees;

- (8) Unfinished business remaining from preceding sessions in the order in which it was introduced;
- (9) New business; ordinances and resolutions may be introduced and considered; Business as may be presented by the President, Trustees and/or Village Administrator;
- (10) Any other business permitted by law;
- (11) Adjournment.
- (b) **Agenda Preparation.**
 - (1) The Village Administrator and Village Clerk shall prepare an agenda incorporating the matters comprising the order of business; and
 - (2) No matter requiring research, investigation or decision shall be placed on the agenda of the Village Board unless a request to do so is made to the Village Administrator or Village Clerk at least two (2) days prior to the meeting, unless _____.
[SHOULD DISCUSS STRICT RULE]
- (c) **Agenda Order to be Followed; Citizen Comments Length.** No business shall be taken up out of order on a posted agenda unless by unanimous consent of all Trustees present and in the absence of any debate whatsoever. The President or presiding officer may impose a time limit on the length of time citizens may address the Board.
- (d) **Attendance;** As soon as the Board shall be called to order, the Clerk shall proceed to call the names of the members, noting who are present and who are absent, and whether such absence is excused, and record the same in the minutes of the Village Board. If it shall appear that there is not a quorum present, the fact shall be entered on the journal and the Board shall adjourn.

SEC. 2-3-12 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS.

- (a) **Ordinance Adoption Procedures.**
 - (1) Ordinances to be in Writing. All ordinances submitted to the Village Board shall be in writing and shall include at the outset a brief statement of the subject matter and a title.
 - (2) Subject and Numbering of Ordinances. Each Ordinance shall be related to no more than one (1) subject. Amendment or repeal of Ordinances shall only be accomplished if the amending or repealing Ordinance contains the section number and title of the Ordinance to be amended or repealed, and title of amending and repealing Ordinances shall reflect their purpose to amend or repeal.
 - (3) Notice. The Village Board may take action on an Ordinance only if it appears on the written agenda for the meeting at which action is requested in order to provide proper legal notice.
 - (4) Reading. An ordinance may, at the discretion of the Village Board, be acted upon at the same meeting it is introduced. An ordinance shall be read by title only before a final vote is taken, unless requested by a Trustee to be read in full.
 - (5) Special Meetings. A reading of an ordinance may be had at any special Village Board meeting called for the purpose of considering such an ordinance or where such ordinance is added to the written agenda providing proper legal notice.

- (b) **Disposition of Petitions, Communication, Etc.** Every petition or other writing of any kind, addressed to the Board, Clerk or other Village officer for reference to the Village Board, shall be delivered by the Clerk or such other Village officer to the President or to the presiding officer of the Board as soon as convenient after receipt of same and, in any event, prior to or at the opening of the next meeting of the Board following the receipt of same.

SEC. 2-3-13 CONDUCT OF DELIBERATIONS.

- (a) A roll call shall not be necessary on any questions or motions except as follows:
 - (1) When the ayes and noes are requested by any member.
 - (2) On confirmation and on the adoption of any measure assessing or levying taxes, appropriations or disbursing money, or creating any liability or charge against the Village or any fund thereof.
 - (3) When required by the State Statutes of Wisconsin.
- (b) All aye and nay votes shall be recorded in the official minutes.
- (c) Except as provided below, the Village Board shall, in all other respects, determine the rules of its procedure, which shall be governed by Robert's Rules of Order, which is hereby incorporated by reference, unless otherwise provided by Ordinance or Statute, except when otherwise limited or modified by this Code of Ordinances:
 - (1) No Trustee shall address the Board until they have been recognized by the presiding officer. They shall thereupon address themselves to the President and confine their remarks to the question under discussion and avoid all personalities.
 - (2) When two (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
 - (3) No person other than a member shall address the Board except under order of business, except that citizens may address the Board with the permission of the presiding officer as to matters which are being considered by the Board at the time.
 - (4) No motion shall be discussed or acted upon unless and until it has been seconded. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.

[DRAFTER'S NOTE: Do you want to revise this section? Chapter 3 is intended to apply to the Village Board so broader application of the next few sections is incorrect. We suggest a new chapter – Title 2 Chapter 8 that can govern all public hearings.

SEC. 2-3-14 PROCEDURE AT PUBLIC HEARINGS.

- (a) The President shall call on persons wishing to speak in favor of the proposition. Each person wishing to speak for the proposition shall give his or her name and address. Each person speaking on behalf of the proposition shall be limited in time of five (5) minutes.
- (b) The President shall then call on those persons who wish to speak in opposition of the proposition. Each person wishing to speak in opposition to the proposition shall give his or her name and address and shall be limited to five (5) minutes.
- (c) Any person wishing to speak in rebuttal to any statements made may do so, with the permission of the President. Provided, such rebuttal statement shall be limited to three (3) minutes per person.

- (d) When the President, in their discretion, is satisfied that the proposition has been heard, they shall announce the fact that the hearing is concluded and ask for a motion to close the public hearing.

[DRAFTER’S NOTE: Do you want an individual chapter indicating that Robert’s Rules apply to all bodies and which can capture the next few sections. It could be Ch. 9 of Title 2.

SEC. 2-3-15 RECONSIDERATION OF QUESTIONS.

Any member in the majority, may move for reconsideration of any vote in question at the same meeting or at the next succeeding regular adjourned meeting. A motion to reconsider being put and lost shall not be renewed.

SEC. 2-3-16 CALL FOR THE PREVIOUS QUESTION.

Any member desirous of terminating the debate may call the previous question when the question announced by the President shall be "shall the main question be put?" If a majority of the members present vote in the affirmative, the main question shall be put to a vote without further debate, and its effect shall be to put an end to all debate and bring the Board to a direct vote, first upon any pending amendment and then upon the main question.

SEC. 2-3-17 PUBLICATION OR POSTING OF ORDINANCES AND RESOLUTIONS.

- (a) **General Requirement.** The Village Clerk shall publish as a Class 1 notice under Wis. Stat. Ch. 985, or post in at least one (1) public place in the Village likely to give notice to the public and persons affected and placed electronically on an Internet site maintained by the Village, the following, within one (1) week after passage or adoption, unless otherwise required by applicable Wisconsin Statute:
 - (1) Notice of newly created ordinances adopted by the Village Board that includes the information required under Wis. Stat. § 61.50(3), if published; or if posted, the ordinance must be posted in its entirety.
 - (2) Resolutions if required by another applicable Wisconsin Statute.
- (b) **Exception for Municipal Obligations.** Nothing under Subsection (a) may be deemed to require notice under this Subsection of the passage of any resolution authorizing the issuance of municipal obligations, as defined under Wis. Stat. § 67.01.
- (c) **Requirement for Forfeitures.** If an Ordinance imposes a forfeiture, posting may not be used in lieu of publication under Subsection (a).
- (d) **Effective Upon Publication.** An Ordinance or resolution required to be published or posted under this Section shall take effect the day after its publication or posting, or at a later date if expressly provided in the Ordinance or resolution.
- (e) **Affidavit of Posting.** If an Ordinance or resolution, is published or posted under this Section, the Village Clerk shall sign an affidavit attesting that the item was published or posted as required by this Section and stating the date and place of posting. The affidavit shall be filed with other records under the jurisdiction of the Clerk.

State Law Reference: Wis. Stat. Ch. 985

SEC. 2-3-18 SUSPENSION OF RULES.

Any of the provisions of Sections 2-3-13 through 2-3-16, inclusive, of this Code may be suspended temporarily by a majority of the Board members present at any meeting.

SEC. 2-3-19 COMMITTEES OF VILLAGE BOARD.

- (a) **Establishment.** The following shall be the standing committees of the Village Board:
 - (1) Finance;
 - (2) Legislative and Licensing;
 - (3) Personnel;
 - (4) Public Works; and
 - (5) Committee of the Whole.
- (b) **Committee Membership.**
 - (1) Standing committees of the Village Board shall consist of at least two (2) members.
 - (2) Every trustee shall serve on at least one committee.
 - (3) No trustee shall serve on more than two (2) standing committees.
- (c) **Committee Operations.**
 - (1) The President shall appoint members of the Village Board to the standing committees, except that the Committee of the Whole shall consist of all of the members of the Village Board.
 - (2) Appointments shall be made annually following election of members to the Village Board. In addition, at their pleasure, from time-to-time the Village President may remove members and appoint other members to the committees.
 - (3) The President shall designate one of the members of a committee as Chairperson of the committee.
 - (4) The President shall be an ex officio, non-voting member of any committee of which he or she is not otherwise a member. However, the President shall be entitled to vote on all matters presented to the Board. The President, at the request of the committee chairperson, shall be considered in determining if a committee quorum is present only if his presence is needed to obtain a quorum and in which case, he shall be entitled to vote on said committee. In those instances, where the President is not needed to make a quorum, he may still vote to break a tie vote of committee members.
 - (5) If an appointed member of a committee is absent, the committee member may designate an alternate member of the Village Board to attend one or more committee meetings on his or her behalf so that the committee meeting can proceed as scheduled. In the absence of a designation of an alternate member, the Village President may act under subsection (4) above or may designate a member of the Village Board to act as an alternate for the appointed member for one or more meetings during an absence of the appointed member. Any

alternates designated hereunder shall be counted for purposes of determining a quorum and shall have the same powers to vote on all matters that may come before the committee.

(d) **Meetings.**

- (1) Meetings of committees shall be noticed, held and recorded in accord with the Open Meetings of Governmental Bodies, Wis. Stat. § 19.83.
- (2) The chairperson of the committee shall be responsible for setting the agenda for the committee meetings.
- (3) A majority of the members of a committee shall constitute a quorum for purposes of a committee meeting. If after a meeting is called to order with a quorum being present, one or more members shall depart so that there shall be less than a quorum present, the remaining member or members shall constitute a quorum merely for the purpose of taking information. Such a lessor quorum shall not take any other action on any matters.

(e) **General Duties and Powers.**

- (1) Each standing committee shall study, conduct investigations, and make recommendations and shall perform such other duties as the Village Board may from time-to-time direct relative to their areas of responsibility, or as set forth in the Village's Code of Ordinances.
- (2) Each standing committee shall meet as necessary with officials of the appropriate departments, boards or commissions.
- (3) In the event of referral to more than one committee, action must be taken separately by each committee, although joint meetings may be held, and joint reports may be issued.
- (4) Each standing committee may refer matters relating to their areas of responsibility to the Village Board.
- (5) Each standing committee shall place an item on its agenda for citizens' comments and shall report to the Village Board such concerns as expressed by citizens. Each standing committee may refer the citizens' comments and inquiries to Village Staff for follow up.

(f) **Committee Applications and Appointments**

- (1) All appointments, including reappointments to boards, commissions, **department head positions** or to committees, except the standing committees and the Plan Commission, shall be referred by the President of the Village Board to one or more appropriate standing committees for review and recommendation (the "Reviewing Committee" as used in this Section).
- (2) The Reviewing Committee may take applications, references, and other information from applicants for any of the committee(s). The Reviewing Committee shall then investigate, study and interview prospective appointees and nominees and shall perform such other duties as the Village Board may from time-to-time direct relative to such reviews.
- (3) Any interview of prospective appointees and nominees held by the Reviewing Committee will relate to the applicant's familiarity with the Village, their expertise and qualifications for service on the committee, board, commission, or position in question, their understanding of the rules of procedure and due process, and their philosophy with respect to any issue or concern which the committee, board, commission, or department in question will, in all likelihood, face or be subjected to.

- (4) Said applications and interviews to boards, commissions, and committees, shall take place after the election in April of each year. The Reviewing Committee's recommendations for appointments shall be made prior to first board meeting in May.

[DRAFTER'S NOTE: Do you mean Dept. Heads above?

- (g) **Oversight Authority and Areas of Responsibility.** The committees shall perform such duties as follows and as are directed or provided from time-to-time by the Village Board:
 - (1) **Finance Committee.** All matters relating to purchasing, finance, taxes, budgets, assessments, audits, insurance, and the sale, lease, purchase or disposition of any Village lands or buildings which are to come before the Village Board shall be referred to the Finance Committee.
 - (2) **Legislative and Licensing Committee.** All matters relating to the policies and rules of procedure of the Village Board, intergovernmental relations, intergovernmental communications, pending or proposed legislation and other governmental matters and all matters related to or affecting licenses and permits which are to come before the Village Board shall be referred to the Legislative and Licensing Committee. The committee shall also have the authority to review, hold public hearings and act upon licenses and permits as delegated by the Village Board or applicable ordinance.
 - (3) **Personnel Committee.** All matters relating to personnel matters arising out of Wisconsin Statutes Chapter 111, employment relations, employee classification, reclassification, labor contracts, collective bargaining, employee safety and working conditions, insurance related to employee benefits and risk management which are to come before the Village Board shall be referred to the Personnel Committee.
 - (4) **Public Works.** All matters relating to highways, streets, dams, parks, recreation, and the Department of Public Works and all matters relating to major repairs, remodeling, expansion, construction, demolition, purchase, sale or lease of all Village buildings and grounds which are to come before the Village Board shall be referred to the Public Works Committee.

VILLAGE OF CALEDONIA BOARDS, COMMISSIONS, AND COMMITTEES' ATTENDANCE POLICY

SECTION I. POLICY

The Village of Caledonia's Boards, Commissions, and Committees are crucial in offering advice and recommendations to the Village Board. Attendance at Boards, Commissions, and Committees is required. If a non-Village Board member of a Board, Commission, or Committee ("Member" as used herein) misses two (2) consecutive regular meetings or three (3) meetings in a calendar year without an excuse, their position may be declared vacant by the Village President.

SECTION II. REPORTING ABSENCES

Members of the Board, Commissions, and Committees are anticipated to attend all Regular Meetings and Special Meetings. However, in the event that a Member is unable to attend a meeting, the Member should report that absence to the Board, Commission, or Committee Chair by email, in person, or phone at least twenty-four (24) hours prior to the scheduled meeting.

In cases of emergencies, Members should report the absence as soon as reasonably possible.

SECTION III. REMOVAL

If a Member exceeds the allowed Excused Absences, the Village President may, at their discretion, determine whether the absences warrant a declaration of vacancy for the Member's position.

SECTION IV. DEFINITIONS

- **Excused Absence:** Excused non-attendance of a Member at a scheduled meeting by providing notice to the Village President as set forth in this Policy.
- **Regular Meeting:** The standard, predetermined meetings of a board, commission, or committee.
- **Special Meeting:** A properly noticed meeting held on a non-standard, predetermined time.