

COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday, October 24, 2023

Starting at 6:30 p.m. or immediately following the 6:00 p.m.

Village Board meeting, whichever is later

Caledonia Village Hall - 5043 Chester Lane

1. **Meeting called to order**
2. **Approval of Minutes** – Committee of the Whole: 10/10/2023
3. **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.
4. **New Business**
 - A. Legislative & Licensing (*Trustee Martin*)
 - B. Public Works (*Trustee Stillman*)
 - C. Personnel (*Trustee Stillman*)
 - D. Finance (*Trustee Wishau*)
 1. Discussion regarding sale of current Station #12
 2. Request for permission to procure and identification of funding source of chipper for recycling
 3. Request for permission to procure and identification of funding source of office furniture for village hall
 - E. General
 1. Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)
5. **Old Business**
 - A. Legislative & Licensing (*Trustee Martin*)
 1. Title 2 Chapter 3 suggested revision review (*Legislative & Licensing Committee: 5/16/23, 3-0; 8/29/23; Committee of the Whole: 9/26/23 laid over, 10/10/23*)
 2. 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; Committee of the Whole: 9/26/23 laid over, 10/10/23*)
 - B. Public Works (*Trustee Stillman*)
 1. Request for Variance at 3900 Valley Road (*Committee of the Whole: 10/10/23 laid over*)
6. The Committee of the Whole will take up a motion to go into CLOSED SESSION, for the following purpose(s): pursuant to s. 19.85(1)(e), Wis. Stat., deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically as it relates to: potential land transfer from Racine County.
7. The Committee of the Whole reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the item(s) discussed during the CLOSED SESSION and to move on to the remaining item(s) on this agenda or other agendas as posted.
8. **Adjournment**

**Committee of the Whole Meeting
October 10, 2023**

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 6:30 p.m. at the Caledonia Fire Station 11, located at 6900 Nicholson Road.

Board: President Weatherston, Trustee Pierce, Trustee Stillman, Trustee Martin, Trustee McManus, Trustee Hammes and Trustee Wishau.

Absent: None.

Staff: Also present were Administrator Kathryn Kasper, Village Engineer Ryan Schmidt, Development Director Peter Wagner, Police Chief Christopher Botsch, Fire Chief Jeff Henningfeld, Finance Director Wayne Krueger, Village Attorney/HR Manager Tyler Helsel and Village Attorney Elaine Ekes.

2 – Approval of Minutes

Committee of the Whole: 9/25/2023, 9/26/2023A, 9/26/2023B; Public Works: 9/11/2023

Motion by Trustee Stillman to approve the Committee of the Whole minutes of the above meeting(s) as printed. Seconded by Trustee McManus. Motion carried unanimously.

Motion by Trustee Stillman to approve the Public Works Committee minutes of the above meeting(s) as printed. Seconded by Trustee McManus. Motion carried unanimously.

3 – Public Comment (Provides a two-minute opportunity for citizens to voice opinions to the Village Board. The Village Board cannot respond as this may conflict with open meeting requirements.)

None

4 – New Business

4A – Legislative & Licensing (Trustee Martin)

None

4B. Public Works (Trustee Stillman)

4B1. Heavy Trucking Signage Discussion for Meadow Drive, Tabor Road, Harvest Lane and Matthew Drive

Schmidt presented the concerns that residents have posed regarding heavy truck traffic along Matthew Drive. There are currently no signs posted for roads that connect STH 31 and STH 32, staff recommends utilizing MUTCD signage and special weight restrictions as authorized by ordinance and state statute. Schmidt requested that the Committee authorize staff to post the proper signage at both ends of Matthew Drive, Meadow Drive, Harvest Lane, and Tabor Road to assist with heavy vehicles tracking onto these roads.

Motion by President Weatherston to authorize staff to implement special weight restrictions signs on these roads. Seconded by Trustee Stillman. Motion carried unanimously.

4B2. Request for Variance at 3900 Valley Road

Item to be laid over to the following meeting by request of staff.

4C. Personnel (Trustee Stillman)

None.

4D. Finance (Trustee Wishau)

4D1. Sole source request for drug testing equipment for new public safety facility

Motion by Trustee McManus to approve the Sole source request for drug testing equipment for new public safety facility and forward to the Board for approval. Seconded by Trustee Pierce. Motion carried unanimously.

4D2. New EMS billing services provider contract approval request

Kasper stated that a new EMS billing services provider contract is needed due to the sale of the company we had previously engaged with for these services.

Motion by President Weatherston to approve the New EMS billing services provider contract approval request and forward to the Board for approval. Seconded by Trustee Martin. Motion carried unanimously.

4D3. Honor Guard fundraising efforts discussion

Chief Botsch discussed a fundraising effort sponsored by the Moose Lodge to cover costs related to Caledonia participating in the national honor guard even in Washington DC. The Board talked about funding logistics and personnel required for coverage.

No formal action was taken, but there was a general agreement indicated by a head nod.

4E. General

4E1. Discussion – Village Board Vacancy

The Board discussed the statutory options available regarding a vacancy: holding it for the upcoming election or having the remaining trustees nominate someone for appointment.

President Weatherston voiced a preference for nomination. He indicated that if the Board cannot reach a majority consensus on the nomination, the decision should default to an election. Regardless of the method chosen, the selected individual will serve the remainder of the term.

Attorney Ekes outlined the possible approaches. Historically, vacancies were filled through a nomination and board approval.

The consensus favored opening the appointment to the public, with an application deadline set for November.

4E2.Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)

None.

5 – Old Business

5A – Legislative & Licensing (Trustee Martin)

5A1.Title 2 Chapter 3 suggested revision review (Legislative & Licensing Committee: 5/16/23, 3/0; 8/29/23)

Trustee Martin examined the outstanding revisions and instructed the staff to return with a finalized Ordinance.

5A2.Attendance Policy for Village Board, Committee(s) and Commission(s) (Legislative & Licensing Committee: 8/1/23; 8/29/23)

Motion by Trustee Pierce to approve the Attendance Policy for Village Board, Committee(s) and Commission(s) and forward to the Board for consideration. Seconded by Trustee McManus. Motion carried unanimously.

5A3.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)

Discussion regarding state ethics code and folding that into the ordinance. Trustee Martin would like language related to attorney opinions and ethical questions to be covered in the ordinance. The topic of conflicts of interest was acknowledged as being nuanced, with potential differences in interpretations and the attorneys feel that a Brightline rule would be very difficult to apply. Ekes will return with text for the board to review.

6 – Adjournment

President Weatherston adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Joslyn Hoeffert, Village Clerk

MEMORANDUM

Date: October 17, 2023

To: Committee of the Whole – Finance & Public Works

From: Ryan Schmidt, P.E.
Village Engineer

Re: **Purchase of Brush Chipper**

BACKGROUND INFORMATION

The Public Works Highway Division utilizes a brush chipper for tree and brush mulching purposes throughout the year. The brush chipper is a standard “tool in the tool-box” that all public works departments utilize. The brush chipper can work in tandem with the tub grinding equipment that is contracted out for large scale yard waste mulching in addition to the standard tree maintenance that our crews perform. The Highway Division currently has a 2006 Vermeer chipper that needs repairs and is due for an upgrade. The radiator has been replaced and salt damage to the body is always needed due to the high usage in winter months. There is a recycling fund balance over \$200,000 that would allow the DPW to replace the current Vermeer chipper if authorized.

Staff has acquired quotes from 3 different dealers of the equipment per our procurement policy:

- Vermeer - \$94,550 (less trade in value estimated at \$8,000 or auction value)
- Morbark - \$106,685 (less auction value)
- Bandit - \$82,955.60 (less auction value)

Vermeer is located in Butler, WI; Morbark is in Waukesha and Bandit has a dealer in Janesville. Staff has no experience or knowledge regarding Bandit or Morbark equipment. In addition, with Morbark being in Janesville, it may make maintenance and support more difficult. Vermeer is the brand of chipper that our crews are comfortable with and is also the preferred choice in most neighboring communities as well. The quoted Vermeer includes a winch to reduce stress and strain on staff when handling large items and comes with SmartFeed system that can monitor the engine speed to stop or reverse the feed if needed in addition to the standard safety features. Public Works Staff has reviewed the quotes and the equipment specifications and recommends approval of the purchase of the Vermeer Brush Chipper utilizing the recycling fund balance not to exceed the quoted price. This would leave over \$100,000 in the fund balance for any other purposes required by the Village.

RECOMMENDATION

Move to recommend approval for the use of recycling fund balance to purchase a Vermeer Brush Chipper for the Public Works Highway Division not to exceed \$95,000.

VILLAGE OF CALEDONIA

FISCAL NOTE: AUTHORIZING THE VILLAGE OF CALEDONIA TO PURCHASE A BRUSH CHIPPER THROUGH THE USE OF
TRANSFER OF FUNDS FROM THE RECYCLING FUND BALANCE

FISCAL YEAR: **2023**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	YEAR TO DATE EXPENDITURES	CURRENT BALANCE	BUDGET MODIFICATION	BUDGET AFTER MODIFICATION	REMAINING BUDGET BALANCE
DEPARTMENT: HIGHWAY/PUBLIC WORKS							
Recycling Fund: Fund Balance							
Unassigned	241-34300-000	\$ (235,703)	\$ -	\$ (235,703)	\$ 95,000	\$ (140,703)	\$ (140,703)
General Fund: Transfer to							
Capital Projects	100-00-66300	\$ -	\$ -	\$ -	\$ (95,000)	\$ (95,000)	\$ (95,000)
Capital Projects Fund: Fund							
Balance Applied	400-00-49300	\$ (101,965)	\$ -	\$ (101,965)	\$ (95,000)	\$ (196,965)	\$ (196,965)
Capital Projects Fund:							
Equipment	400-41-65030	\$ -	\$ -	\$ -	\$ 95,000	\$ 95,000	\$ 95,000
		<u>\$ (337,668)</u>	<u>\$ -</u>	<u>\$ (337,668)</u>	<u>\$ -</u>	<u>\$ (337,668)</u>	<u>\$ (337,668)</u>

The budgeted modification is transferring \$95,000 from Recycling Fund Balance to cover the purchase of a Vermeer Brush Chipper.

VILLAGE OF CALEDONIA, WISCONSIN
Notes to Financial Statements
December 31, 2022

NOTE 14 - FUND BALANCE

Governmental Funds

Governmental fund balances reported on the fund financial statements at December 31, 2022, include the following:

	General Fund	Debt Service Fund	Capital Projects	Tax Increment District No. 4	Tax Increment District No. 5	Nonmajor Governmental Funds	Total
Nonspendable:							
Prepaid items	\$ 559,049	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 559,049
Advance to other funds	-	3,500,000	-	658,957	-	-	4,158,957
Total nonspendable	<u>559,049</u>	<u>3,500,000</u>	<u>-</u>	<u>658,957</u>	<u>-</u>	<u>-</u>	<u>4,718,006</u>
Restricted:							
Fire safer grant	-	-	-	-	-	60,658	60,658
Capital projects	-	-	23,777,475	-	-	-	23,777,475
Donations	-	-	-	-	-	170,428	170,428
Grants	-	-	-	-	-	30,168	30,168
Impact fees	-	-	-	-	-	440,287	440,287
Debt service	-	1,063,462	-	-	-	-	1,063,462
Total restricted	<u>-</u>	<u>1,063,462</u>	<u>23,777,475</u>	<u>-</u>	<u>-</u>	<u>701,541</u>	<u>25,542,478</u>
Committed:							
Refuse	-	-	-	-	-	150,456	150,456
Recycling	-	-	-	-	-	235,703	235,703
Cemetery	-	-	-	-	-	149,093	149,093
Parks and recreation	-	-	-	-	-	124,662	124,662
HRA\FSA	11,265	-	-	-	-	-	11,265
Total committed	<u>11,265</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>659,914</u>	<u>671,179</u>
Unassigned	<u>6,025,376</u>	<u>-</u>	<u>-</u>	<u>(2,159,830)</u>	<u>(1,852,238)</u>	<u>(979,458)</u>	<u>1,033,850</u>
Total fund balance	<u>\$ 6,595,690</u>	<u>\$ 4,563,462</u>	<u>\$ 23,777,475</u>	<u>\$ (1,500,873)</u>	<u>\$ (1,852,238)</u>	<u>\$ 381,997</u>	<u>\$ 31,965,513</u>

MEMORANDUM

Date: October 19, 2023

To: Committee of the Whole – Finance

From: Kathryn Kasper
Village Administrator

Re: **Purchase of Additional Furniture Village Hall**

BACKGROUND INFORMATION

Village Hall was constructed in 2017 and adequately provided office space for staff that was in place at that time. Since 2017, many operational changes have occurred, and additional staff have come on board. The Village has welcomed a Community Development Director, Planner/Zoning Administrator, GIS Technician, and the relocation of the Utility Clerk.

The Management team worked together to create a viable solution that would minimize the disruption to staff in a manner that is suitable to their job duties. To accommodate additional office space, we will need to repurpose the area located off the greater engineering area, where several filing cabinets are currently located. Staff has been working to scan in documents to remove some cabinets and any remaining files and filing cabinets will be relocated to other areas within Village Hall. The proposed concept creates workstations for the building inspectors in a shared space. The office that was the building inspector's office would now be used for the Planner/Zoning Administrator.

Staff worked with Henricksen, utilizing state furnishings contracts, to design and price a viable solution for the space. This furniture will match the existing furniture in Village Hall and fit in with the existing design. The quote from Henricksen was for \$16,751.05. Finance staff has identified available funding in Engineering salaries & fringe benefits; this overage exists due to an open position that has since been filled.

RECOMMENDATION

Move to recommend approval for the use of available funds with Engineering salaries & fringe benefits to purchase a additional furniture for Village Hall not to exceed \$16,751.05.

VILLAGE OF CALEDONIA

FISCAL NOTE: BUDGET MODIFICATION FOR THE OFFICE SPACE REMODEL OF THE CURRENT ENGINEERING FILE STORAGE AREA
TO BE UTILIZED AS OFFICE CUBICLES

FISCAL YEAR: **2023**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	YEAR TO DATE EXPENDITURES	CURRENT BALANCE	BUDGET MODIFICATION	BUDGET AFTER MODIFICATION	REMAINING BUDGET BALANCE
DEPARTMENT: ENGINEERING							
SALARIES	100-42-50100	\$ 122,279	\$ 95,401	\$ 26,878	\$ (6,755)	\$ 115,524	\$ 20,123
PART-TIME SALARIES	100-42-50110	\$ 10,000	\$ -	\$ 10,000	\$ (10,000)	\$ -	\$ -
CAPITAL PROJECTS; EQUIPMENT	400-11-65030	\$ -	\$ -	\$ -	\$ 16,755	\$ 16,755	\$ 16,755
		<u>\$ 132,279</u>	<u>\$ 95,401</u>	<u>\$ 36,878</u>	<u>\$ -</u>	<u>\$ 132,279</u>	<u>\$ 36,878</u>

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	WILL UPDATE TABLE OF CONTENTS FOR FINAL VERSION	
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

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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

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(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. **Notwithstanding any other provision of law to the contrary, no person shall be eligible to serve in or in one (1) of the numbered seats and as President at the same time. If a serving Trustee is elected President and the result is a vacancy in the Trustee office, then the vacancy shall be filled by election at the next regular election, unless the Village Board elects to hold a special election.**

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(b)

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~~(c) Quorum. The quorum for any meeting of the Village Board shall be three four (4) 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 RESERVED.~~

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~~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 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, and 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. 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 Wis. Stat. § 62.09 (13) (c); but the President may delegate this duty to the constable or any police officer of the village.~~

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

Commented [RS1]: This was not included in the duties of the Board Chairperson prior to this revision—this is in the statutes under 61.24, but its non-inclusion in the last ordinance is curious. Has this been delegated to the police in the past?

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

State law reference: Wis. Stat. § 61.24.

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- ~~(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.

- (e) ~~**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)(e), 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 Secs. 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 Secs. 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 Secs. 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?~~

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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. Sec. § 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 (4)~~ 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 or more, 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

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- (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, 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]~~

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(c) **Posted Agenda Order to be Followed; Citizen Comments Length.** No business shall be taken out of order on a posted agenda unless by unanimous majority 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.

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(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 minutes and the Board may shall adjourn.

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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.~~

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- (1) (2) Subject and Numbering of Ordinances. Each Ordinance shall be related to no

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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.

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- (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 roles 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 ~~have~~has been recognized by the presiding officer. ~~They~~He shall thereupon address ~~them~~himself 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.

Will draft new provisions under title 2 chapter 8 governing procedures at public hearings.

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~~[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.]~~

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

~~(a) The Chairperson President shall then call on those persons who wishing to speak in favorfor 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 oppositione 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.~~

~~(ee) Any person wishing to speak in rebuttal to any statements made may, do so, with the permission of the ChairpersonPresident, do so, pprovided, however, such rebuttal statement shall be limited to three (3) minutes by any one (1) individualper person.~~

~~(f) (d) When the Chairperson President, in theirhis discretion, is satisfied that the proposition has been heard, theyhe shall announce the fact that the hearing is concluded and ask for a motion to close the public hearing.~~

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SEC. 2-3-14 RESERVED.

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~~[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.]~~

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SEC. 2-3-15 RECONSIDERATION OF QUESTIONS.

~~It shall be in order for anyAny member if, in the majority, mayto 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 may be activated by the of the Village Board from time-to-time:~~
- (1) Finance;
 - (2) Legislative and Licensing;
 - (3) Personnel;
 - (4) Public Works; and
 - (5) Committee of the Whole.

(b) **Committee Membership.**

- (1) The Committee of the Whole shall be composed of all six Trustees and the Village President
- (2) If activated, the remaining 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.

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(c) **Committee Operations.** If activated, this subsection shall govern standing committees as follows:

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- (1) The Village President shall appoint members of the Village Board to the standing committees, except that the Committee of the Whole which 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 be 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.

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(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.

- (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.

~~(4)~~

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(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~~ citizens to Village Staff for follow up.

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~~(6)~~

(f) **Committee Applications and Appointments**

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- (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).

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- (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.

~~IDRAFTER’S NOTE: Do you mean Dept. Heads above?~~

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(g) Oversight Authority and Areas of Responsibility. The ~~if activated, 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.