

COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday, November 28, 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: 11/14/2023
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
 1. Title 2, Chapter 8 review
 2. An Ordinance To Amend Section 9-4-5 (B) Of The Code Of Ordinances For The Village Of Caledonia, Racine County, Wisconsin, Relating To The REU Charge
 3. An Ordinance To Amend Section 9-1-56 (G) Of The Code Of Ordinances For The Village Of Caledonia, Racine County, Wisconsin, Relating To The REU Charge
 4. Discussion on status of revisions to remaining chapters of Title 15
 5. Discussion on process of filling vacant Trustee seat
 - B. Finance
 1. Sole source request for Air Valves for Central Lift Station
 - C. Public Works
 1. Discussion regarding speed on 4 ½ Mile Road
 - D. General
 1. Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)
5. **Old Business**
 - A. Legislative & Licensing
 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 laid over, 10/24/23 laid over. 11/14/23 postponed*)
6. **Adjournment**

**Committee of the Whole Meeting
November 14, 2023**

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 6:45 p.m. at the Caledonia Village Hall.

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

Absent: Trustee Wishau was excused

Staff: Also present were Administrator Kathryn Kasper, Public Services Director Tony Bunkelman, 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: 10/24/23

Motion by Trustee Pierce to approve the Committee of the Whole minutes of 10/24/23 as printed. Seconded by Trustee Stillman. Motion carried unanimously.

Motion by Trustee Pierce to approve the Committee of the Whole minutes of 10/10/23 as amended. Seconded by Trustee Stillman. 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)

4A1. Approval of Amended Class A Combo Liquor License/ Mega Marts, LLC / Trade Name – Pick ‘N Save – 5111 Douglas Ave / Katie Allard, Agent

Motion from Trustee Martin to approve Amended Class A Combo Liquor License/ Mega Marts, LLC / Trade Name – Pick ‘N Save – 5111 Douglas Ave / Katie Allard, Agent, and forward to the board for final approval seconded by Trustee Pierce. Motion carried unanimously.

4B. Public Works (Trustee Stillman)

4B1. 5 Mile & 38 2nd driveway access request discussion

Village Engineer gave some background and a brief overview regarding the request.

Motion by Trustee Martin to postpone the item to the Committee of the Whole meeting on 12/12/23. Seconded by Trustee Pierce. Motion carried unanimously.

4C.Personnel (Trustee Stillman)

4C1. Discussion on Clerk office structure and vacancies

Staff discussed the desire to change the position from Village Clerk and Deputy Clerk to Village Clerk/Treasurer and Deputy Clerk/Treasurer and provided rationale for this direction.

Motion was made by Trustee Martin to direct staff to move forward with the Clerk/Treasurer & Deputy Clerk/Treasurer structures and proceed with job postings. Seconded by Trustee Pierce. Motion carried unanimously.

4C2. Discussion on new Custodian position structure

Staff and board clarified the job duties that they would like to see accomplished under this position.

Motion was made by Trustee Martin to direct staff to move forward with the Custodian job posting. Seconded by Trustee Pierce. Motion carried unanimously.

4D.Finance (Trustee Wishau)

4D1. Sole source request for AED procurement for Public Safety Building

Motion was made by Trustee Martin to give permission to staff to sole source procure AEDs for the public safety building. Seconded by President Weatherston. Motion carried unanimously.

4E1.Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)

Trustee Pierce would like to add Village Board vacancy appointment process discussion.

Trustee Martin would like to address Real Racine at Village Board

Trustee McManus would like to discuss 4 ½ Mile speed concerns.

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; Committee of the Whole: 9/26/23 laid over, 10/10/23)

Motion from Trustee Martin to postpone this item to the Committee of the Whole meeting on 11/28/23. Seconded by President Weatherston. Motion carried unanimously.

6. Adjournment

President Weatherston adjourned the meeting at 7:28p.m.

Respectfully prepared and submitted,

Kathryn Kasper, Village Administrator

TITLE 2

CHAPTER 8

PUBLIC HEARING PROCEDURES

SEC. 2-8-1 PUBLIC HEARINGS.

The provisions of this Chapter shall apply to public hearings held by the Village Board and any committee, commission or board of the Village.

SEC. 2-8-2 PROCEDURE

- (a) The President or Chairperson 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 or neutral. 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.
- (e) The President or Chairperson may waive the time limits provided for under this Section.
- (f) The Village may request all persons desiring to speak at a public hearing to sign up to speak by providing their name and address on a sheet of paper at the beginning of the meeting at which the public hearing will be held and whether they are in favor, in opposition or neutral.
- (g) Comments at the public hearings shall be directed to the body and not the applicant or to the other members of the audience.

SEC. 2-8-3 DECORUM

The President or Chairperson is charged with preserving decorum at a public hearing.

ORDINANCE NO. 2023-19

AN ORDINANCE TO AMEND SECTION 9-4-5 (b) OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN, RELATING TO THE REU CHARGE

The Village Board of the Village of Caledonia, Racine County, Wisconsin do ordain as follows:

That Section 9-4-5 (b) of the Code of Ordinances for the Village of Caledonia be, and is hereby amended to read as follows:

“

(b) **REU Charge.** In addition to the basic connection charge provided in (a) above, and prior to the issuance of a permit allowing connection to the sanitary sewerage system of the District, there shall be paid to the District and collected by the Village Treasurer on each lot, parcel of land or premises to be connected to the Districts’ system a unit connection charge, in the amount of **\$2,550.00**, for each residential equivalent unit (REU) attributed to such lot, parcel of land or premises. The REU charge shall be paid upon issuance of a building permit by the Village.

(1) For purposes of this subsection, each single-family residential housing unit shall constitute one REU, whether located within a one-family, multi-family, condominium, rental or owner-occupied unit. Cooperative residential buildings, institutional and nonresidential buildings shall be assigned REU numbers based upon the size of the water meter or meters servicing such buildings as set forth in the following table:

**VILLAGE OF CALEDONIA/CALEDONIA SEWER UTILITY DISTRICT
REU RATIO**

| <u>Meter Size (inches)</u> | <u>Meter Type</u> | <u>Flow (gpm)</u> | <u>REU Ratio</u> |
|----------------------------|-------------------|-------------------|------------------|
| 5/8" | Disc Meter - M25 | 25 | 1 |
| 5/8" | Ultrasonic | 30 | 1.2 |
| 3/4" | Disc Meter - M35 | 35 | 1.4 |
| 3/4" | Ultrasonic | 40 | 1.6 |
| 1" | Disc Meter - M55 | 55 | 2.2 |
| 1" | Disc Meter - M70 | 70 | 2.8 |
| 1" | Ultrasonic | 62 | 2.5 |
| 1 1/2" | Disc Meter - M120 | 120 | 4.8 |
| 1 1/2" | Ultrasonic | 100 | 4 |
| 2" | Disc Meter - M170 | 170 | 6.8 |
| 2" | Compound | 200 | 8 |

| | | | |
|-----|------------|------|------|
| 2" | Ultrasonic | 160 | 6.4 |
| 3" | Compound | 450 | 18 |
| 3" | Ultrasonic | 560 | 22.4 |
| 4" | Compound | 1000 | 40 |
| 4" | Ultrasonic | 1100 | 44 |
| 6" | Compound | 2000 | 80 |
| 6" | Ultrasonic | 2000 | 80 |
| 8" | Compound | 4500 | 180 |
| 8" | Ultrasonic | 3500 | 140 |
| 10" | Turbine | 7000 | 280 |
| 12" | Turbine | 8800 | 352 |

- (2) The connection charge collected under this subsection shall be placed in a separate account and shall be used for the payment of the costs of lift stations, force mains, detention facilities, interceptor mains and the expansion of Racine Wastewater facilities.

“

This Ordinance shall take effect upon adoption and publication as provided by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of December 2023.

VILLAGE OF CALEDONIA


By: _____
Thomas Weatherston, President

Attest: _____
Megan O'Brien, Deputy Village Clerk

MEMORANDUM

DATE: Tuesday, August 29, 2023

TO: Caledonia Utility District

FROM: Anthony A. Bunkelman P.E.
Public Services Director 

RE: Water Impact Fee / Sewer Connection Fee – Requested Ordinance change for REU on current meters

BACKGROUND INFORMATION

An analysis was performed on the meter flow rates that are in the Ordinance for the Water Impact Fee and the Sewer Connection Fee. The meters that are available today allow more flow and are more efficient in recording the flow through them.

The Ordinance values are based on a Residential Equivalent Unit or REU. The ¾” meter used for a single-family home in the Ordinance only allowed 15 gpm. The 5/8” meter installed by the Utility for a single-family home allows 25 gpm. With today’s residential meter allowing more flow through it, it is recommended that the REU values for the remaining meters be adjusted according to the new flow.

The attached spreadsheet compares the meters in the Ordinance vs the meters that the Utility District installs. In some situations, the REU value is decreased and, in some situations, the REU value is increased.

This change would not affect the single-family home cost as the research on a potential fee increase is ongoing. The change would affect larger water users (future users with meters 3” and larger).

It is recommended that the Utility District review the changes to the REU based on today’s meters, recommend that a change be made to the Ordinance, and direct staff to draft the Ordinance. The Ordinance when completed would be forwarded to the Legislative & Licensing Committee and Village Board for review and approval.

RECOMMENDATION

Move to approve update the REU value, recommend a change to the Village Ordinance, direct staff to draft the Ordinance revision, and forward the draft Ordinance to the Legislative & Licensing Committee and Village Board for approval.

Village Ordinance

Badger Meter

| Meter Size | Meter Type | Flow | REU | Meter Size | Meter Type | Flow Min | Flow Max | REU | | | | |
|------------|---------------|------|-------|------------|-------------------|----------|----------|------|------------|------|------|------|
| 3/4" | Displacement | 15 | 1.0 | 5/8" | Disc Meter - M25 | 0.25 | 25 | 1 | | | | |
| | | | | 5/8" | Ultrasonic | 0.04 | 30 | 1.2 | | | | |
| | | | | 3/4" | Disc Meter - M35 | 0.375 | 35 | 1.4 | | | | |
| | | | | 3/4" | Ultrasonic | 0.05 | 40 | 1.6 | | | | |
| 1" | Displacement | 25 | 2.5 | 1" | Disc Meter - M55 | 0.5 | 55 | 2.2 | | | | |
| | | | | 1" | Disc Meter - M70 | 0.75 | 70 | 2.8 | | | | |
| | | | | 1" | Ultrasonic | 0.075 | 62 | 2.5 | | | | |
| 1 1/2" | Displacement | 50 | 5.0 | 1 1/2" | Disc Meter - M120 | 1.25 | 120 | 4.8 | | | | |
| | | | | 1 1/2" | Turbine | 2.5 | 200 | 8 | | | | |
| | | | | 1 1/2" | Ultrasonic | 0.4 | 100 | 4 | | | | |
| 2" | Displacement | 80 | 8.0 | 2" | Disc Meter - M170 | 1.5 | 170 | 6.8 | | | | |
| | | | | 2" | Compound | 0.25 | 200 | 8 | | | | |
| | | | | 2" | Turbine Cl. 1 | 2.5 | 310 | 12.4 | | | | |
| | | | | 2" | Turbine Cl. 2 | 100 | 10.0 | 2" | Ultrasonic | 0.5 | 160 | 6.4 |
| 3" | Compound | 160 | 16.0 | 3" | Compound | 0.25 | 450 | 18 | | | | |
| | | | | 3" | Turbine Cl. 1 | 175 | 17.5 | 3" | Turbine | 4 | 550 | 22 |
| | | | | 3" | Turbine Cl. 2 | 240 | 24.0 | 3" | Ultrasonic | 0.37 | 560 | 22.4 |
| 4" | Compound | 250 | 25.0 | 4" | Compound | 0.375 | 1000 | 40 | | | | |
| | | | | 4" | Turbine Cl. 1 | 300 | 30.0 | 4" | Turbine | 6 | 1250 | 50 |
| | | | | 4" | Turbine Cl. 2 | 420 | 42.0 | 4" | Ultrasonic | 0.75 | 1100 | 44 |
| 6" | Compound | 500 | 50.0 | 6" | Compound | 0.375 | 2000 | 80 | | | | |
| | | | | 6" | Turbine Cl. 1 | 625 | 62.5 | 6" | Turbine | 12 | 2500 | 100 |
| | | | | 6" | Turbine Cl. 1 | 920 | 92.0 | 6" | Ultrasonic | 1.1 | 2000 | 80 |
| 8" | Compound | 800 | 80.0 | 8" | Compound | 1.25 | 4500 | 180 | | | | |
| | | | | 8" | Turbine Cl. 1 | 900 | 90.0 | 8" | Turbine | 20 | 4500 | 180 |
| | | | | 8" | Turbine Cl. 1 | 1600 | 160.0 | 8" | Ultrasonic | 2 | 3500 | 140 |
| 10" | Compound | 1150 | 115.0 | 10" | Turbine | 30 | 7000 | 280 | | | | |
| | | | | 10" | Turbine Cl. 1 | 1450 | 145.0 | | | | | |
| | | | | 10" | Turbine Cl. 1 | 2500 | 250.0 | | | | | |
| 12" | Turbine Cl. 1 | 2150 | 215.0 | 12" | Turbine | 65 | 8800 | 352 | | | | |
| | | | | 12" | Turbine Cl. 1 | 3300 | 330.0 | | | | | |

Tuesday, November 21, 2023

Committee of the Whole (Finance Committee)
5043 Chester Lane
Racine, WI 53402

RE: Central Lift Station Forcemain Air Release Valve Replacements – Sole Source Equipment

Dear Committee of the Whole

The Caledonia Utility District has been working on the design of the Central Attenuation Basin Project as part of the Caledonia Peak Flow Mitigation Plan and part of the TID #5 development. One of the critical design components of the Central Attenuation Basin Project is the Forcemain Flow rate out of the station. With the design of the project, the Utility District has completed a Pump Condition Assessment, and a Surge Investigation Report to attempt to determine a Design Flow Rate.

When the Pump Condition Assessment was completed, all 5 pumps were determined to be out of factory tolerance for pump clearances and have been recommended to have the Rotating Assembly rebuilt. Having pumps out of factory tolerance affects the efficiency of the pumps and also the flow output of the pumps. The Utility is working toward having the pumps rebuilt over the winter months.

When the Surge Investigation Report was completed on the forcemain, all of the air release valves on the forcemain are in need of replacement. 6 of the 10 air release valves are not working and the 4 valves that are working are in bad shape or poor condition. These valves are used to release trapped air from the forcemain. This trapped air reduces the flow through the forcemain, can cause water hammer, and can affect the pumps by making them work harder, among other things.

At this time, the Utility District needs to replace the Air Release Valves to improve the flow through the forcemain. The existing air release valves are also the original air release valves from 1987 and are well beyond their service life. The Utility District would like to sole source the Air Release Valves through Dorner Company. Dorner Company is the sole supplier of Dezuirk Air Release Valves in Wisconsin.

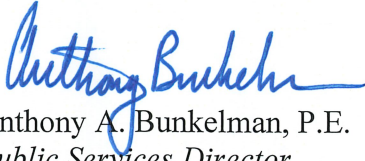
The Dezuirk Air Release Valve is considered a sole source item because the Caledonia Utility District already has Dezuirk Air Release Valves within its current system. The operators are familiar with maintaining the Dezuirk Air Release Valves and it would not make sense to introduce a different brand of valve into the system. The Dezuirk products within the system have been reliable and dependable.

Sole Sourcing this equipment will allow the Caledonia Utility District to save approximately 10% to 15% on contractor markup.

The cost for the 10 Air Release Valves (6 Combination Air Release/Vacuum Valves & 4 Plug Valves with level Actuators) for the Central Lift Station Forcemain is \$37,044.

The Caledonia Utility District is requesting to use the Sole Source Products/Specific Brands Exception in Ordinance 2-4-25(d)(3)(c)(ii) for the purchase of 10 Air Release Valves for the Central Lift Station Forcemain.

Sincerely,



Anthony A. Bunkelman, P.E.
Public Services Director

Village of Caledonia



ORDINANCE NO. 2023-20

AN ORDINANCE TO AMEND SECTION 9-1-56 (g) OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN, RELATING TO THE REU CHARGE

The Village Board of the Village of Caledonia, Racine County, Wisconsin do ordain as follows:

That Section 9-1-56 (g) of the Code of Ordinances for the Village of Caledonia be, and is hereby amended to read as follows:

“

(g) **Fee Schedule.** The Water Impact Fee is adopted in the following amount: \$1,550.00 per standard residential equivalent unit (“REU”).

- (1) A 3/4-inch (or less) water meter is determined to be the service required for the standard REU. Each single-family residential unit, whether located within a one-family, multi-family, condominium, cooperative, rental or owner-occupied building, shall constitute one such REU.
- (2) Non-residential buildings shall be assigned a number of REU’s based on the size and type of water meter(s) that are installed in the building. The following table sets forth the REUs based on meter sizes:

REU Ratio Based on Meter Size

| <u>Meter Size (inches)</u> | <u>Meter Type</u> | <u>Flow (gpm)</u> | <u>REU Ratio</u> |
|----------------------------|-------------------|-------------------|------------------|
| 5/8" | Disc Meter - M25 | 25 | 1 |
| 5/8" | Ultrasonic | 30 | 1.2 |
| 3/4" | Disc Meter - M35 | 35 | 1.4 |
| 3/4" | Ultrasonic | 40 | 1.6 |
| 1" | Disc Meter - M55 | 55 | 2.2 |
| 1" | Disc Meter - M70 | 70 | 2.8 |
| 1" | Ultrasonic | 62 | 2.5 |
| 1 1/2" | Disc Meter - M120 | 120 | 4.8 |
| 1 1/2" | Ultrasonic | 100 | 4 |
| 2" | Disc Meter - M170 | 170 | 6.8 |
| 2" | Compound | 200 | 8 |
| 2" | Ultrasonic | 160 | 6.4 |
| 3" | Compound | 450 | 18 |
| 3" | Ultrasonic | 560 | 22.4 |
| 4" | Compound | 1000 | 40 |

| | | | |
|-----|------------|------|-----|
| 4" | Ultrasonic | 1100 | 44 |
| 6" | Compound | 2000 | 80 |
| 6" | Ultrasonic | 2000 | 80 |
| 8" | Compound | 4500 | 180 |
| 8" | Ultrasonic | 3500 | 140 |
| 10" | Turbine | 7000 | 280 |
| 12" | Turbine | 8800 | 352 |

In some types of non-residential buildings, only water for fire protection is needed. In these cases or similar cases, the Utility District Commission may adjust the number of REUs assigned to that building, if appropriate documentation is provided by the owner. In these cases, the REUs may be calculated by the square feet of building space per meter size, with a standard of one REU equals 2,500 square feet of building space. The method which provides the greatest financial impact to the Utility shall be utilized.

“

This Ordinance shall take effect upon adoption and publication as provided by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of December 2023.

VILLAGE OF CALEDONIA


By: _____
Thomas Weatherston, President

Attest: _____
Megan O'Brien, Deputy Village Clerk

MEMORANDUM

DATE: Tuesday, August 29, 2023

TO: Caledonia Utility District

FROM: Anthony A. Bunkelman P.E.
Public Services Director 

RE: Water Impact Fee / Sewer Connection Fee – Requested Ordinance change for REU on current meters

BACKGROUND INFORMATION

An analysis was performed on the meter flow rates that are in the Ordinance for the Water Impact Fee and the Sewer Connection Fee. The meters that are available today allow more flow and are more efficient in recording the flow through them.

The Ordinance values are based on a Residential Equivalent Unit or REU. The ¾” meter used for a single-family home in the Ordinance only allowed 15 gpm. The 5/8” meter installed by the Utility for a single-family home allows 25 gpm. With today’s residential meter allowing more flow through it, it is recommended that the REU values for the remaining meters be adjusted according to the new flow.

The attached spreadsheet compares the meters in the Ordinance vs the meters that the Utility District installs. In some situations, the REU value is decreased and, in some situations, the REU value is increased.

This change would not affect the single-family home cost as the research on a potential fee increase is ongoing. The change would affect larger water users (future users with meters 3” and larger).

It is recommended that the Utility District review the changes to the REU based on today’s meters, recommend that a change be made to the Ordinance, and direct staff to draft the Ordinance. The Ordinance when completed would be forwarded to the Legislative & Licensing Committee and Village Board for review and approval.

RECOMMENDATION

Move to approve update the REU value, recommend a change to the Village Ordinance, direct staff to draft the Ordinance revision, and forward the draft Ordinance to the Legislative & Licensing Committee and Village Board for approval.

Village Ordinance

Badger Meter

| Meter Size | Meter Type | Flow | REU | Meter Size | Meter Type | Flow Min | Flow Max | REU |
|------------|---------------|------|-------|------------|-------------------|----------|----------|------|
| 3/4" | Displacement | 15 | 1.0 | 5/8" | Disc Meter - M25 | 0.25 | 25 | 1 |
| | | | | 5/8" | Ultrasonic | 0.04 | 30 | 1.2 |
| | | | | 3/4" | Disc Meter - M35 | 0.375 | 35 | 1.4 |
| | | | | 3/4" | Ultrasonic | 0.05 | 40 | 1.6 |
| 1" | Displacement | 25 | 2.5 | 1" | Disc Meter - M55 | 0.5 | 55 | 2.2 |
| | | | | 1" | Disc Meter - M70 | 0.75 | 70 | 2.8 |
| | | | | 1" | Ultrasonic | 0.075 | 62 | 2.5 |
| 1 1/2" | Displacement | 50 | 5.0 | 1 1/2" | Disc Meter - M120 | 1.25 | 120 | 4.8 |
| | | | | 1 1/2" | Turbine | 2.5 | 200 | 8 |
| | | | | 1 1/2" | Ultrasonic | 0.4 | 100 | 4 |
| 2" | Displacement | 80 | 8.0 | 2" | Disc Meter - M170 | 1.5 | 170 | 6.8 |
| | | | | 2" | Compound | 0.25 | 200 | 8 |
| | | | | 2" | Turbine Cl. 1 | 2.5 | 310 | 12.4 |
| | | | | 2" | Turbine Cl. 2 | 0.5 | 160 | 6.4 |
| 3" | Compound | 160 | 16.0 | 3" | Compound | 0.25 | 450 | 18 |
| | | | | 3" | Turbine Cl. 1 | 4 | 550 | 22 |
| | | | | 3" | Turbine Cl. 2 | 0.37 | 560 | 22.4 |
| 4" | Compound | 250 | 25.0 | 4" | Compound | 0.375 | 1000 | 40 |
| | | | | 4" | Turbine Cl. 1 | 6 | 1250 | 50 |
| | | | | 4" | Turbine Cl. 2 | 0.75 | 1100 | 44 |
| 6" | Compound | 500 | 50.0 | 6" | Compound | 0.375 | 2000 | 80 |
| | | | | 6" | Turbine Cl. 1 | 12 | 2500 | 100 |
| | | | | 6" | Turbine Cl. 1 | 1.1 | 2000 | 80 |
| 8" | Compound | 800 | 80.0 | 8" | Compound | 1.25 | 4500 | 180 |
| | | | | 8" | Turbine Cl. 1 | 20 | 4500 | 180 |
| | | | | 8" | Turbine Cl. 1 | 2 | 3500 | 140 |
| 10" | Compound | 1150 | 115.0 | 10" | Turbine | 30 | 7000 | 280 |
| | | | | 10" | Turbine Cl. 1 | | | |
| | | | | 10" | Turbine Cl. 1 | | | |
| 12" | Turbine Cl. 1 | 2150 | 215.0 | 12" | Turbine | 65 | 8800 | 352 |
| | | | | 12" | Turbine Cl. 1 | | | |

DORNER QUOTATION

To: Caledonia
 Attn: Landon Kortendick
 Ref: Combination Air Valves

Date: 8/18/2023
 Proposal No. Q1812dzca
 Page: one of one

FOB: Pre-Pay & Add
 Terms: N30
 Delivery: See Below

Make Order To: Dorner Company
 N61 W23043 Silver Spring Dr.
 Sussex, WI 53089

Phone No: (920) 595-1109

Sales Contact: Doug Sprangers

Prepared By: Doug Sprangers

| Item | Quan. | Description | Unit Price | Total |
|------|-------|--|------------|-----------|
| 1 | 6 | ASU,4,SCAV,T1,S2,R516-NBR-S2-S2-S2*BFK Dezurik Combination Air Release/vacuum valve. All Stainless Steel Construction. Includes BFK - BackFlush Kit Option. This is the exact valve you have at the 3025 Hwy V East and West locations. | \$ 5,368 | \$ 32,206 |
| 2 | 4 | PEC,4,T1,CI,NBR,CR,GR*NT w/ACC*LV-4 4" Plug valve with lever Actuator | \$ 1,209 | \$ 4,837 |
| 3 | 1 | ASU,4,SCAV,NA,S2,R516-NBR-S2-S2-S2,VWB* Complete Internal Valve Assembly for 3025 Hwy V West | \$ 4,185 | \$ 4,185 |
| | | Dorner Tech notes from 8-9-23 Service Call: Main and Jonsue - Replace Air Release Valve 4446 Main St - Replace Air Release Valve Campus & Main St - Replace Air Release valve and Plug 3715 Main St - Working but in bad shape 3623 Main St - Working but in bad shape 3429 Main St - Replace Air Release Valve and Plug Michigan & Lakecrest - Replace Air Release and Plug Augusta & Michigan - Replace Air Release and Plug 1632 Michigan - Working, in poor condition Hubbard and Michigan - Working, but in poor condition Golf and Hwy V - Working 3025 Hwy V - Working 2436 Hwy V - Working 3025 Hwy V East - Working 3025 Hwy V West - Isolated, Not working - Repair Internals | | |
| | | Based on above tech notes, I quoted 6 new Air Release valves, 4 new isolation valves, and one rebuild assembly. | | |
| | | Total | | \$ 41,228 |

Notes: Prices quoted are FOB Factory with freight pre-pay & add. Quote valid for 30 days. Any applicable taxes are not included in the above pricing. Delivery times are estimated and are not guaranteed.

CHAPTER 3

Village Board

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. This means that when this comes before the Board for formal approval, you will consider both a charter ordinance and a regular ordinance in order to update this Chapter.]

- (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. Notwithstanding any other provision of law to the contrary, no person shall be eligible to serve 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. 2-3-3 RESERVED.

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 the power to preserve order at its meetings, compel attendance of Trustees and censure Trustees for nonattendance.

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. Unless authorized by the Village President, a request for a special meeting shall be made to the Village Clerk no less than forty-eight (48) 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) (for an emergency meeting).

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.

- (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) Minutes of prior meeting(s);
 - (4) Reading and correcting the financial report including accounts payables and credit card charges;
 - (5) Citizen comments;
 - (6) Presentation of petitions and communications;
 - (7) Public hearings;
 - (8) Reports from officials of the Village;
 - (9) Reports from committees;
 - (10) Unfinished business remaining from preceding sessions in the order in which it was introduced;
 - (11) New business including ordinances and resolutions may be introduced and considered; new business as may be added and presented by the President, 2 or more Trustees, and/or the Village Administrator;
 - (12) Any other business permitted by law; and
 - (13) Adjournment.
- (b) **Agenda Preparation.**
- (1) The Village Administrator and Village Clerk shall prepare an agenda incorporating the agenda items under subsection 8 and establishing the order of business.
 - (2) There shall be included on said agenda a time for hearing citizens wishing to address the Board;
 - (3) Unless authorized by the Village President, 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 forty-eight hours prior to the meeting.
- (c) **Posted Agenda Order to be Followed; Citizen Comments Length.** No business shall be taken up out of order on a posted agenda unless authorized by majority consent of all Trustees present. The President, or presiding officer, may allow citizens to address the Board at any agenda item and may impose a time limit on the length of time citizens may address the Board during citizen comments and at an agenda item.
- (d) **Attendance.** As soon as the Board meeting 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 minutes 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 RULES OF PROCEDURE; CONDUCT OF DELIBERATIONS.

These rules of procedure shall apply in all respects to the Village Board and to the Committee of the Whole as follows:

- (a) **Roll Call Vote.** 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 Wisconsin Statutes.
- (b) **Record of Votes.** All aye and nay votes shall be recorded in the official minutes.
- (c) **Robert's Rules of Order.** Except as provided below and in this Section, the Village Board and Committee of the Whole 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 Wisconsin 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.
- (d) **Reconsideration.** Any member who voted in the majority as to an agenda item, may move for reconsideration of any vote in question on that agenda item at the same meeting or at the next succeeding regular adjourned meeting. A motion to reconsider being put and lost shall not be renewed.
- (e) **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.
- (f) **Suspension of Rules.** Any of the provisions of Subsections (a)-(e) above may be suspended temporarily by a majority vote of the Village Board members present at any meeting.

DRAFTER'S NOTE: Public hearing procedures is moved to a new chapter Title 2 Chapter 8 (see separate draft).

~~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. 2-3-14 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. 2-3-15 COMMITTEES OF VILLAGE BOARD.

- (a) **Establishment.** The following committees may be activated by 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 (not the Committee of the Whole) of the Village Board shall consist of at least two (2) members.
 - (3) No trustee shall serve on more than two (2) standing committees (does not apply to Committee of the Whole).
- (c) **Committee Operations.** If activated, this subsection shall govern standing committees (except Committee of the Whole) as follows:
- (1) The President shall appoint members of the Village Board to the standing committees 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 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 (minutes) 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 lesser 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, and 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) **Reviewing Committee; Review of Applications and Appointments.**

- (1) All appointments, including reappointments to boards, commissions, 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.

(g) **Oversight Authority and Areas of Responsibility.** 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.

Formatted: Font: 12 pt

Formatted: Tab stops: 2.06", Left

CHAPTER 3

Formatted: Left: 1", Right: 1", Top: 1", Bottom: 1"

Village Board

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. This means that when this comes before the Board for formal approval, you will consider both a charter ordinance and a regular ordinance in order to update this Chapter.]

~~(b) (a) Election.~~ The Village Board of the Village of Caledonia shall consist of ~~five (5) Supervisors,~~ a President and six (6) Trustees. Each office shall have a term of two years. They shall include a ~~Chairperson~~ President and ~~Supervisors~~ Trustees numbered One through ~~Four~~ Six. The ~~Chairperson~~ President and ~~Supervisors~~ Trustees One and Three and Five shall be elected in the odd-numbered years. ~~Supervisors~~ Trustees Two, Four and ~~Four~~ Six shall be elected in the even-numbered years.

~~(e) Quorum.~~ The quorum for any meeting of the Village Board shall be three (3) Supervisors.

~~(e) Acting Chairperson.~~ The Chairperson may designate another Supervisor to chair Village Board meetings in his absence or ~~When he removes himself temporarily from the chair for purposes of debate or the making or seconding of a motion. This Section does not require the Chairperson 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. Notwithstanding any other provision of law to the contrary, no person shall be eligible to serve in one (1) of the numbered seats and as President at the same time.

Formatted: Indent: Left: 0.5"

~~(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: ~~Section 60.20,~~ Wis. Stats. § 61.20.

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 set forth in Wis. Stat. 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.~~

Formatted: No bullets or numbering

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

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:~~

Formatted: Highlight

- ~~(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 Sees. 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.

- ~~(a) **General Powers and Duties.** The Village Board Chairperson President shall:
 - ~~(1) Preside be, by virtue of the office a Trustee, and preside at Boardall meetings. Preside over meetings of the Village Board.~~
 - ~~(2) Preside at Village meetings. Preside over Village meetings The President shall be counted for purposes of a quorum, shall have a vote as provided under Sec. 60.13, Wis. Stats., Trustee, and Sec. 2-2-5 of this Code.~~
 - ~~(3) Sign documents.
 - ~~a. Sign sign all ordinances, resolutionsrules, 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.~~~~~~

Formatted: Font: Bold

Formatted: No underline

Formatted: No underline

- ~~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 Board and all matters pertaining to the affairs of the Village orders drawn on the Treasury except as provided by Wis. Stat. § 66.0607.~~

Formatted: Indent: Left: 0", First line: 0"

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

State (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 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.

law reference: Wis. Stat. § 61.24.

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

Formatted: Font: Bold

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

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 ~~Sec. 19.84(3)~~, 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 ~~Sec. 19.84(3)~~, Wis. Stat. § 19.84(3).

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~~. ~~Unless authorized by the Village President, a request for a special meeting shall be made to the Village~~ Clerk no less than ~~twenty-four (24)~~forty-eight (48) 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 ~~Sec. 19.84(3)~~, Wis. Stat. § 19.84(3) (for an emergency meeting).

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. V

SEC. 2-3-9 QUORUM.

~~Three (3) Supervisors~~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 ~~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.~~

(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)~~ Minutes of prior meeting(s);
- ~~(4)~~ Reading and correcting the financial report including accounts payables and the minutes of the last preceding meeting or meetings ~~credit card charges;~~
- ~~(3)~~~~(5)~~ Citizen comments;
- ~~(4)~~~~(6)~~ Presentation of petitions and communications;
- ~~(7)~~ Public hearings;
- ~~(5)~~~~(8)~~ Reports from officials of the Village;
- ~~(6)~~~~(9)~~ Reports from committees;
- ~~(7)~~~~(10)~~ Unfinished business remaining from preceding sessions in the order in which it was introduced;
- ~~(8)~~~~(11)~~ New business; including ordinances and resolutions may be may be introduced and considered; Business new business as may be added and presented by the Chairperson and Supervisors President, 2 or more Trustees, and/or the Village Administrator;
- ~~(9)~~~~(12)~~ Any other business permitted by law; and
- ~~(10)~~~~(13)~~ Adjournment.

(b) **Agenda Preparation.**

- ~~(1)~~ The Village Administrator and Village Clerk shall prepare an agenda incorporating the matters comprising agenda items under subsection 8 and establishing the order of business; and
- ~~(2)~~ There shall be included on said agenda a time for hearing citizens wishing to address the Board; and
- ~~(3)~~ No ~~(3)~~ Unless authorized by the Village President, 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 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 or Village Clerk at least forty-eight hours prior to the meeting.

Formatted: Font: Bold
Formatted: Indent: Left: 0", Hanging: 0.5"
Formatted: Indent: Hanging: 1", Tab stops: 0.5", Left

Formatted: Strikethrough

- (c) **Posted Agenda Order to be Followed; Citizen Comments Length.** No business shall be taken up out of order on a posted agenda unless authorized by unanimous majority consent of all Supervisors and in the absence of any debate whatsoever. Trustees present. The ~~Chairperson~~President, or presiding officer, may allow citizens to address the Board at any agenda item and may impose a time limit on the length of time citizens may address the Board during citizen comments and at an agenda item.
- (d) **Roll Call; Procedure When Quorum Not in Attendance.** As soon as the Board meeting 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.

Formatted: Indent: Hanging: 0.5"

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.~~
- (~~2~~) (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.

Formatted: Normal, Indent: Left: 0.5", Hanging: 0.5", No bullets or numbering

SEC. 2-3-13 RULES OF PROCEDURE; CONDUCT OF DELIBERATIONS.

These rules of procedure shall apply in all respects to the Village Board and to the Committee of the Whole as follows:

- (a) **Roll Call Vote.** 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 Wisconsin Statutes.
 - ~~(3) Record of Wisconsin.~~
- (b) **Votes.** All aye and nay votes shall be recorded in the official minutes.
- (c) **Robert's Rules of Order.** Except as provided below and in this Section, the Village Board and Committee of the Whole shall, in all other respects, determine the ~~rules~~**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 Wisconsin Statute, except when otherwise limited or modified by this Code of Ordinances:
 - (1) No ~~Supervisor~~**Trustee** shall address the Board until ~~he~~**they** have been recognized by the presiding officer. ~~He~~**They** shall thereupon address ~~himself~~**themselves** to the ~~chairman~~**President** and confine ~~his~~**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 ~~or amended~~ without the consent of the person making the same and the person seconding it.

Formatted: Tab stops: 1", List tab + Not at 0.5"

Formatted: Tab stops: 1.5", List tab + Not at 0.5" + 1"

Formatted: Font: Bold

Formatted: Tab stops: 1", List tab + Not at 0.5"

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

Formatted: Strikethrough

- ~~(a) The Chairperson shall then call on those persons who wish to speak for 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.~~
- ~~(c) The Chairperson shall then call on those persons who wish to oppose the proposition.~~
- ~~(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.~~
- ~~(e) **Reconsideration.** Any person wishing to speak in rebuttal to any statements made may, with the permission of the Chairperson, do so, provided, however, such rebuttal statement shall be limited to three (3) minutes by any one (1) individual.~~

Formatted: Strikethrough

~~(f) When the Chairperson in his discretion is satisfied that the proposition has been heard, he shall announce the fact that the hearing is concluded.~~

~~**SEC. 2-3-15 RECONSIDERATION OF QUESTIONS.**~~

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

Formatted: Indent: Left: 0", Hanging: 0.44"

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

~~(c) **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.~~

Formatted: Indent: Left: 0", Hanging: 0.44", Don't keep with next

~~**SEC. 2-3-17(f) Suspension of Rules.** Any of the provisions of Subsections (a)-(e) above may be suspended temporarily by a majority vote of the Village Board members present at any meeting.~~

~~DRAFTER'S NOTE: Public hearing procedures is moved to a new chapter Title 2 Chapter 8 (see separate draft).~~

Formatted: Strikethrough

~~**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.~~

Formatted: Strikethrough

~~(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. 2-3-14 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.

Formatted: Right: 0"

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. 2-3-159 COMMITTEES OF VILLAGE BOARD.

- (a) **Establishment.** The following ~~shall be the standing~~ committees ~~of~~ may be activated by 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) Standing committees~~The Committee of the Whole shall be composed of all six Trustees and the Village President

~~(+)(2) If activated, the remaining standing committees (not the Committee of the Whole)~~ 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- (does not apply to Committee of the Whole).

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

(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 be~~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 (minutes) in accord with the Open Meetings of Governmental Bodies, See Wis. Stat. § 19.81, et. seq. of the Wisconsin Statutes. 83.

- (2) The chairperson of the committee shall be responsible ~~to set~~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 lesser 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, and 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) **Reviewing Committee; Review of 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 committee(s) shall (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. The committee(s) shall~~
- (3) Any interview of prospective appointees and nominees with respect held by the Reviewing Committee will relate to ~~the~~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.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1"

- ~~(4) 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)(1) Each standing committee may refer matters relating to their areas of responsibility to the Village Board.~~
- ~~(6) 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 endeavor to respond to the citizens' comments and inquiries when requested to by citizens.~~
- (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.

(g) Oversight Authority and Areas of Responsibility. ~~When 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.

Formatted: Indent: Left: 0.5", Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.5" + Indent at: 1.5"

Formatted: Font: 12 pt