

CHAPTER 8

THE GOVERNING BODY¹

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8.01 Time And Place Of Meetings

(1) Regular Meetings -

Regular meetings of the Village Board shall be held on the second Monday of each calendar month at 6:00 p.m.. All regular meetings may be adjourned to any given time or place by majority vote. ²

(2) Special Meetings -

Special meetings of the Board may be called by two trustees by filing a written request with the Clerk at least 48 hours prior to the time specified for such meeting. The Clerk shall immediately notify each trustee of the time and purpose of such meeting. The notice shall be delivered to each trustee personally. The Clerk shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meeting. No business shall be transacted at a special meeting except for the purpose stated in the notice thereof.

(3) Place of Meetings -

All meetings of the Board, including special and adjourned meetings shall be held at the Village Council Rooms unless otherwise specified. If a regular meeting is scheduled for a place other than the Village Council Rooms, a notice of Change of place of meeting shall be posted by the Clerk as required by sub. (4) of this section, specifying the new place of meeting. Special meetings may be held at such place as designated by the Village Board.

(4) Open Meeting Law Requirements -

Notice of every meeting of the Village Board, and every board, commission and committee thereof, shall be given to the public, to those news media who have filed a written request for such notice and to the official newspaper or to a news medium likely

¹Adopted January 9, 1989, Posted January 10, 1989. See Minutes of the Village Board, Vol. 7, pg. 812, 813a.

²Adopted June 13, 2011, Posted June 14, 2011. See Minutes of the Village Board, Vol. 20, p. 1667

to give notice in the area at least 24 hours prior to commencement of the meeting. If such notice is impossible or impractical, shorter notice may be given for good Cause shown, but no notice shall be given less than 2 hours in advance of the meeting. Every public notice of a meeting shall contain the time, date, place and subject matter of the meeting. See §19.84, Wis. Stats.

8.02 Quorum

A majority of the members elect shall constitute a quorum, but a lesser number may adjourn from time to time.

8.03 Presiding Officer

The President shall preside at all meetings when present. In his absence, the Board may select another trustee to preside. The Presiding officer shall preserve order and conduct the proceedings of the meeting. He may speak on points of order in preference to other members. A member may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.

8.04 Board Committees

(1) Committee Appointments -

At the first regular Board meeting in May, the President shall appoint 3 trustees to each of the following committees:

- (a) Finance
- (b) Property
- (c) Safety
- (d) Streets
- (e) Utilities
- (f) Zoning

(2) Special Committees -

The president shall appoint all special committees, boards, and commissions, subject to confirmation by the Board, including the following and such others as may be required:

- (a) Planning Commission
- (b) Board of Appeals
- (c) Library
- (d) Community Development
- (e) Amsterdam Park Commission

(3) Committee Officers -

The President shall, at the time of making appointments to a committee, designate **one** member to act as chairman of the committee. The President shall be an ex officio member of all committees.

8.05 Duties Of Committees

All committees shall be required to act on all matters referred to them in a diligent manner, to carry out such specific duties assigned to them by the Village Board. In addition, the following committees shall have the duties indicated:

(1) Finance Committee -

- (a) Audit claims against the Village.
 - (b) Prepare an annual Budget for consideration by the Board.
 - (c) Examine licenses and permits prior to consideration by the Board
 - (d) Consider all reports and resolutions involving expenditures of Village funds.
 - (e) Examine and review the financial condition of the Village with the Village Clerk/Treasurer from time to time and advise the Village Board accordingly, and to otherwise advise the Clerk/Treasurer in the carrying out of his/her duties.
 - (f) Recommend to the Board the depository for all funds and temporary investment of such funds.
 - (g) Review from time to time all salary considerations for all Village officers, both elective and appointive and make recommendations therefor.
 - (h) Review from time to time all salary and benefit considerations for Village employees, make recommendations therefor, and apply decisions.
- (2) Property Committee -
- (a) Responsible for the general care, upkeep, and maintenance of all public Village property including grounds, buildings, and machinery under Village control.
 - (b) Recommend to the Board, equipment needed to maintain and/or update Village property and also provide to the Finance Committee long-term property and equipment cost projections on a timely basis for inclusion in long-term projected budget reserve funds.
 - (c) Have charge of garbage and refuse collection and disposal and infestation and weed control.
 - (d) Responsible for park maintenance, improvement and enhancement.
 - (e) Consider items which will provide enhancement to the Village and its property including decorations.
 - (f) Responsible for all Village recreation programs and activities including submission of such programs and covering budgets to the Board.
 - (g) Committee chairman is responsible for Library activities and is Village delegate member of Library Board.
- (3) Safety Committee -
- (a) Review all matters pertaining to public safety within the Village.
 - (b) Consult with and responsible for Fire Department and related activities thereof.
 - (c) Consult with and responsible for Rescue Unit and related activities thereof.
 - (d) Responsible for law enforcement activities within the Village.
 - (e) Make recommendations to the Board concerning safety ordinances.
 - (f) Consult with Village attorney regarding law enforcement matters including legal questions and ordinance formulation or changes.
- (4) Streets Committee -
- (a) Responsible for the construction and proper maintenance of all Village streets and public alleys.
 - (b) Responsible for installation and maintenance of curb and gutter within the Village as required.

- (c) Ongoing review of all sidewalks in the Village with emphasis on compliance with the sidewalk ordinance. Follow-up where necessary to ensure compliance.
- (d) Ensure use of proper procedures for removal of ice and snow from Village streets as well as street cleaning and flushing.
- (5) Utilities Committee -
 - (a) Responsible for proper installation of street lights and public property outdoor lighting according to prescribed procedures to ensure safety and protection for life and property.
 - (b) Coordinate activities with the Board relative to adequate, safe, and proper supply of a public water system within the Village including related considerations.
 - (c) Responsible for coordinating the adequate and proper provisions, according to prescribed policies, procedures, and practices, of a public sewer and sanitary disposal system.
 - (d) Have jurisdiction over pollution abatement matters, health nuisances, and health matters that may arise within their jurisdiction.
- (6) Zoning Committee -
 - (a) Responsible for administration, application, and enforcement of Village building and zoning ordinances.
 - (b) Make recommendations to the Board concerning new ordinances or revision of current ordinances.
 - (c) Consult with the Board on requests for zoning changes.
 - (d) Committee chairman is Village delegate member of the Planning Commission.

8.06 Referral Of Matters To Committees

All ordinances, resolutions, petitions, communications or other matters introduced may be referred to an appropriate committee by announcement of the presiding officer, unless the Village Board of motion shall make a different order in relation thereto. Upon such referral, any member of the Board may object to its being so referred, and may make a motion for some other proper disposition thereof. When reporting, a committee shall give a report of its findings or recommendations with regard to all matters referred to it pursuant to Section 8.08.

8.07 Order Of Business

The order of business in the Village Board shall be as follows:

- (1) Call to order by presiding officer.
- (2) Call of the roll and announcement of the presence or absence of a quorum. In the absence of a quorum, the meeting shall thereupon adjourn, but such adjournment may be to a specified date prior to the next regular meeting.
- (3) Reading, correction and approval of the minutes of the previous meeting.
- (4) Communications from the Village President.
- (5) Communications to the Village Board from third parties.
- (6) Reports of committees.
- (7) Miscellaneous unfinished business from the previous meeting.
- (8) Introduction of new resolutions and ordinances.

- (9) Oral presentation and consideration of matters concerning the general welfare of the Village.
- (10) Other new business.
- (11) Adjournment.

8.08 Ordinances, Resolutions And Miscellaneous Matters

All ordinances and resolutions shall be signed by the member or members presenting the same and shall be delivered to the Clerk at least 3 days prior to the meeting time.

(1) Introduction -

The Clerk shall, at the meeting subsequent to receipt of any ordinances and resolutions, read such in full at the time provided in the order of business.

(2) Referral -

All ordinances, resolutions and miscellaneous matters submitted to the Board shall be read by title and author and referred to the appropriate committee by the President.

(3) Consideration by Committee -

The committee to whom any matter is referred shall review the matter upon receipt of the referral from the Clerk and prior to the next regular meeting of the Village Board.

(4) Consideration of the Board -

The Clerk shall include in the order of business all matters having previously been referred to committees and the report of the committee shall thereupon be made. Additional time for consideration may be granted upon majority vote of the Board.

(5) Adoption -

All members present shall be required to vote on all new ordinances and resolutions up for consideration by the Board. The vote shall be recorded by the Village Clerk.

8.09 Rules Of Order

Unless otherwise herein specifically provided, the deliberations of the Board shall be conducted in accordance with the Parliamentary Rules contained in Robert's Rules of Order, Newly Revised, which is hereby incorporated in this section by reference.

8.10 Parks and Recreation Advisory Board

(1) CREATED; HOW CONSTITUTED

- (a) There hereby creates an Advisory Board to oversee the Parks and Recreation programs of the Village of Oostburg, which shall be known as the Parks and Recreation Advisory Board. The Parks and Recreation Advisory Board shall consist of seven (7) members appointed by the Village President, subject to confirmation by the Village Board of Trustees.

The members of the Board shall consist of

1. The Village Board Parks and Recreation chairperson;
2. A member representing the Oostburg Public School;
3. A member representing the Oostburg Christian School;
4. A member representing the Oostburg Athletic Association;
5. A member representing the Oostburg Area Chamber of Commerce; and
6. Two members at large, representing the public interest.

- (b) The Board members shall receive no compensation, except expenses, unless otherwise provided by ordinance.

(2) OFFICERS AND RULES

- (a) Officers. The Board shall choose from among its members a president and vice president annually in May of each year. The Chairperson of the Village Board Parks and Recreation Committee shall take minutes of all meetings of the Parks and Recreation Board and report to the Village Board at their monthly meeting.
- (b) Rules. The Board shall adopt rules and regulations necessary to plan, promote, supervise and regulate all recreational activities to be offered by the village.

(3) DUTIES. The Parks and Recreation Board is empowered and directed:

- (a) To aid and counsel the Oostburg Village board.
- (b) To establish recreation programs and set policy for park use.
- (c) To govern, manage, control, improve and care for all public parks and parkways located within the corporate limits of the Village, and to secure the quiet, orderly and suitable use and enjoyment thereof by the people.
- (d) The Board shall study and develop forms of recreation in public parks, playgrounds and other property which may, from time to time, be placed under its direction by the Oostburg Village Board. The Board may negotiate joint contracts with other municipalities subject to Oostburg Village Board approval.

(4) QUORUM. A majority of the Board members present shall constitute a quorum.

8.11 Records Schedule

- (1) Wisconsin Municipal Records Schedule Adopted. The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, attached hereto and incorporated herein by reference, and including any amendments thereto, is hereby adopted by the Village Board of Trustees of the Village of Oostburg as the Village's official record retention schedule.
- (2) Notification to Wisconsin State Historical Society. When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement set forth in Wis. Stat. § 19.21(4), to the Wisconsin State Historical Society.