

# **COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF COLUMBUS, WISCONSIN**

## **By-Laws and Rules of Procedure**

### **1. NAME AND OFFICE**

The name of the Authority shall be the Community Development Authority (the Authority). The principal office of the Authority shall be located with the City of Columbus (the City), City Hall currently located at 105 N. Dickason Blvd., Columbus, WI.

### **2. GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTION**

The Authority shall be governed and controlled by Statutes of the State of Wisconsin, and as such statutes may hereafter be amended; by all ordinances of the City as they relate to the Authority, and as such ordinances may hereafter be amended; by the ordinance creating the Authority; and by the rules of procedure contained herein. All provisions of the Wisconsin Statutes and all ordinances or resolutions of the City as may be enacted from time to time shall take precedence over these by-laws and rules of procedure.

### **3. GENERAL POWERS AND DUTIES**

The Authority shall exercise all powers conferred and perform all duties imposed by state and local ordinance of the City and shall perform such further and other duties as may properly be required from time to time by the City Council (the Council).

Specific action related to the following powers shall be subject to review and approval by the Council:

- Acquisition of land, buildings and equipment;
- Sell, lease, encumber or retain and manage property acquired;
- Issuance of debt or ability to borrow funds;
- Invest funds;
- Hiring of staff or consultants;
- Expenditure of funds in excess of \$10,000;
- Expenditure of any funds not designated in the Authorities budget;
- Amendments, deletions or additions to the by-laws;

- Preparation of annual budget to be presented to the Council for final approval;
- Oversight of the business appreciation awards and event.

#### **4. COMMISSIONERS**

Appointment and Tenure. The City of Columbus Mayor (the Mayor) shall, with the confirmation of the Council, appoint seven (7) resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as commissioners of the Authority. Terms of commissioners shall be as follows:

1. Two (2) of the commissioners shall be members of the Council and shall serve during their term of office as Council members.
2. The first appointments of the five (5) non-council members shall be for the following terms: two (2) for one year and one each for terms of two (2), three (3) and four (4) years. Thereafter, the terms of non-council members shall be four (4) years and shall continue thereafter until their successors are appointed and qualified.

Vacancies. Vacancies in the office of commissioner shall be filled for the unexpired term in the same manner as regular appointments are made.

#### **5. OFFICERS AND THEIR DUTIES**

Chairperson. The Authority shall annually elect a chairperson from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The chairperson shall preside at all meetings of the Authority and, except as otherwise authorized by resolution of the Authority or as otherwise provided in these by-laws, shall sign all contracts, deeds, and other instruments made by the Authority as appropriate; shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeals of such rulings by proper motion; shall conduct the meetings in accordance with Wisconsin Statutes and within the rules contained herein; shall have such powers and duties as may be necessary to conduct orderly meetings; and shall have such other powers and duties as herein assigned, or as may be assigned by the Council.

Vice-Chairperson. The Authority shall annually elect a vice-chairperson from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The vice-chairperson shall perform the duties of the chairperson in the absence or incapacity of the chairperson; and in case of the resignation or death

of the chairperson, the vice-chairperson shall perform such duties as are imposed on the chairperson, until such time as the Authority shall select a new chairperson.

Treasurer. The Authority shall annually elect a treasurer from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The City Finance Director shall be responsible for recording the financial dealings of the Authority. The treasurer shall partner with the City Finance Director to review and present a record of financial dealings to the Authority.

Secretary. The Authority shall annually elect a secretary from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The Secretary of the CDA shall record the meeting minutes, as well as partner with designated City staff to ensure the following responsibilities are properly completed: file applications, request all documents directed to the CDA; to publish or mail, all notices and advertisements required by law or as directed by the CDA; to prepare meeting materials, a summary statement of the nature of each item on said agenda.

## **6. PURPOSE STATEMENT**

The purpose of the Authority shall be to undertake projects, including but not limited to, property acquisition and land banking, blight elimination and redevelopment in the City. All projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs shall proceed under §§66.1105, 66.1301 to 66.1329, 66.1331, 66.1333 or 66.1337 of the Wisconsin Statutes as determined appropriate by the Council on a project-by-project basis.

Thus, encouraging a well-planned, integrated, stable and healthful City. The above purpose statement will enable the City to provide wholesome homes, a decent living environment and adequate places of employment to City residents.

Other Committees. The Authority may develop and select persons to serve on new divisions or committees in the future to work on specific issues and goals of the Authority.

## **7. AGENDAS**

The designated City staff shall prepare the meeting agenda with direction from the chairperson. Additionally, two commissioners other than the chairperson may set agenda items by providing such information to the chairperson. An item may be added to the proposed agenda if two commissioners support its addition.

## 8. MEETINGS

Regular Meetings. Regular meetings shall be held by the Authority monthly. Notice of a regular meeting shall be given by announcement thereof at any preceding regular meeting, or by written or telephone notice to all commissioners not present at any regular meeting in which the subsequent regular meeting is scheduled, or by written or telephone notice to all commissioners if a subsequent regular meeting is scheduled outside of a regular meeting, not less than 24 hours before the time fixed for such meeting.

Special Meetings. Special meetings may be called by the chairperson whenever in his or her judgment such a meeting is necessary, or whenever he or she is requested to do so by at least three (3) commissioners of the Authority. Such request may be made orally. Notice of a special meeting shall be given by announcement thereof at any regular meeting, or by written or telephone notice to all commissioners not present at any regular meeting in which a special meeting is discussed, or by written or telephone notice to all commissioners if a special meeting is scheduled outside of a regular meeting, not less than 24 hours before the time fixed for such meeting. Any business which could be conducted at a regular meeting may be conducted at a special meeting, but only business related to the purpose of the special meeting described in the notice for the meeting may be taken up at a special meeting.

Wisconsin Open Meetings Law. Meetings of the Authority shall be held in compliance with the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81-19.98.

Quorum. A quorum for all meetings shall consist of four (4) commissioners. The presiding chairperson shall be included in the count.

Order of Business. The order of business at all meetings, regular or special, unless varied by a suspension of rules agreed to by a majority of the commissioners of the Authority, shall be as follows:

- Call to order
- Determination of quorum
- Notice of posted meeting
- Approval of agenda
- Approval of previous meeting minutes
- Citizen comments
- Financial reports
- Public Hearings
- Unfinished business
- New business

- Adjournment

The general rules of procedure of the Authority shall be governed by Robert Rules of Order where no specific statute, law or ordinance controls.

## **9. VOTING**

Provided a quorum is present, and except as otherwise provided by law or these rules, the affirmative vote of a majority of the commissioners present shall be required to decide any matter up for consideration.

If any commissioner disqualifies himself or herself from voting on any matter, such commissioner shall nonetheless be counted in determining whether a quorum is present, but such disqualification shall not decrease the number of votes required for passage of any motion, resolution, or the taking of any other action.

## **10. PUBLIC HEARINGS**

The order of business for holding public hearings shall be as follows:

- 1) A brief statement by the designated City employee as to the nature of the request and the way notice was given.
- 2) Presentation by the applicant or petitioner.
- 3) Presentation by Authority commissioner(s), if applicable.
- 4) Statements of persons present and wishing to speak in favor of, or in opposition to, the application or petition.
- 5) Closing of hearing, or, if necessary, adjourning the hearing to a future date.

Conduct of Public Hearings. The presiding chairperson shall announce immediately prior to each public hearing that no one will be heard unless the person states his or her name and address for the record. The presiding chairperson shall briefly explain the order of business and may announce that each person's statement shall be limited to a specific amount of time. The presiding chairperson shall have the authority to terminate comments when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane. The Authority may modify the order of business or the rules for a public hearing at its discretion.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application, or petition, the applicant may withdraw the request, application, or petition. Such withdrawal shall not entitle the applicant to a refund of any filing or publication fee which may have been paid.

## **11. BUDGET**

An annual budget shall be prepared by the Authority at the regular September Meeting of the Authority. The budget shall be subject to final approval by the Council in time to be reviewed in conjunction with the Cities annual budgeting process.

## **12. AMENDMENT TO RULES.**

These rules may be amended from time to time upon a concurring vote of a majority of all commissioners of the Authority and upon approval of the Council. After adoption of the By-Laws and Rules of Procedure, including subsequent amendments, the By-Laws and Rules of Procedure shall be effective upon filing with the City Clerk.

Adopted at a regular meeting of the City of Columbus Community Development Authority on the 19<sup>th</sup> day of July, 2021.

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Sarah Motiff Chairperson, City of Columbus Community Development Authority

Submitted and approved at a regular meeting of City of Columbus Council on the 21st day of September, 2021.

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Mary Arnold, Mayor, City of Columbus