



# VILLAGE TRUSTEE HANDBOOK

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## **INTRODUCTION**

Welcome to your new position as an elected official of the Village of Harrison Board of Trustees. You will find an elected position in municipal government can be both rewarding and challenging.

This handbook is designed to assist in your transition to this position. It provides an overview of Harrison and its government, outlines your primary responsibilities, and explains how elected and appointed officials, along with staff, can work together effectively to best serve the Harrison community.

In the various sections of this manual, information has been provided on the basic structure of village government, as well as some guidance on conducting board meetings, advice on how to govern the Village of Harrison effectively, descriptions of how the Village is organized, details of what is required for public hearings and information on creating a budget. In addition, some actions that public officials sometimes do not realize could create criminal liability are listed in the hope that such problems are best avoided through receiving good information.

The Village Board has established a number of committees, commissions and boards to review Village programs, projects and community issues. These groups provide greater community participation and can be a valuable source of information as they make recommendations to the Village Board on specific areas. These bodies are all organized either through Village ordinance or state statutes, which also prescribe their duties and authority.

While the handbook is designed to answer many of the commonly asked questions of new Board members, it cannot begin to address all the topics and knowledge required for you to successfully fulfill your position. It is important that you develop relationships with both the elected and appointed officials of Harrison and feel free to ask any questions you may have.

## **VILLAGE OF HARRISON FORM OF GOVERNMENT**

Before 2013, the Village of Harrison was known as the Town of Harrison and operated under a town form of government. In 2012, a group of residents petitioned the State of Wisconsin to incorporate a portion of the town into a village. After a referendum was held in which residents overwhelmingly voted to become a Village, the State of Wisconsin approved the incorporation of the Village of Harrison on March 8, 2013.

As a Village, Harrison is now a municipal corporation with legislative authority vested in the Village Board and administrative authority vested in the Village Manager, per ordinance and state statutes. Harrison has the power to adopt their own rules of parliamentary procedures except where the State of Wisconsin has specifically prohibited that power.

Villages in Wisconsin are incorporated municipalities that are created at the request of their inhabitants to perform local services. The Wisconsin Supreme Court has stated that municipalities are “established by law to assist in the civil government of the state and to regulate and administer the internal or local affairs of the territory within their corporate limits.” Because municipalities were created by the state, they have been referred to as “creatures of the state.” As “creatures of the state,” municipalities have no inherent powers and have only the powers given them. Wisconsin villages are fortunate in that they have been granted extensive home rule powers. “Home rule” is the ability of villages to govern themselves in local matters without state interference. Wisconsin municipalities have two sources of home rule authority: (a) Constitutional and (b) statutory or legislative. For more information on home rule, see the Handbook of Wisconsin Municipal Officials located at Village Hall. Individual members of the Village Board have no authority to make decisions on behalf of the Village unless they have been given specific authority from the Village Board as a whole.

## **ROLES AND RESPONSIBILITIES OF ELECTED OFFICIALS**

### **Village Board**

A village is governed by a board consisting of a Village President and six Trustees who are elected at large. The Village Board exercises executive, legislative and administrative responsibilities. The Village President is a Village Trustee who presides at Village Board Meetings and votes on all matters before the board. The final determination of policy for the Village of Harrison rests with the Village Board.

A majority of the members elect constitute a quorum of the Village Board. As a Trustee, the Village President is counted in determining whether a quorum is present.

The Village Board appoints the Village Manager and all other department heads and employees and confirms appointments recommended by the President. It has authority for the management and control of Village property; management and control of Village finances and roads; the power to act for the government and good order of the Village, for its commercial benefit, and for the health, safety and welfare of the public. The Board enacts ordinances, resolutions and motions; creates committees, boards and commissions; approves and amends the annual budget; levies taxes, approves the paying of claims made against the Village; grants licenses issued by the Village; and enters into contracts on behalf of the Village. It may carry out its powers by license, regulation, suppression, borrowing of money, taxation, special assessment, appropriation, fine, imprisonment, confiscation and other necessary and convenient and legal means.

The Village Board does not enjoy executive (or administrative) powers of Village government, which are carried out by the Village Manager.

### **Village President**

The Village President is a trustee, with a vote on all matters that come before the Board. The president is not designated “chief executive officer” but has certain administrative responsibilities. The president presides at all Village Board meetings and has a vote as Trustee, signs all ordinances, rules, bylaws, regulations, commissions, and resolutions adopted or authorized by the Board and all orders drawn on the treasury except as provided by Wis Stats. §66.0607. The Village President shall maintain peace and good order, see that the ordinances are faithfully obeyed and is responsible for conducting the Board meetings in accordance with local ordinance and other rules of procedures, deciding all questions of order, and preserving order and decorum. Village presidents do not have veto power. Village presidents are members of the Village Board and are counted in determining whether a quorum is present at the meeting. The Village President also has a leadership role in coordinating the inter-network of Village government, responding to citizens, and representing the Village at state and local events.

## **Village Trustee**

Trustees are individual members of the Village Board charged with legislative and policy-making authority. Village Trustees are elected at large and represent all village residents rather than those living in a particular district. In contrast to other village officers, the statutes do not provide a list of duties for trustees. A Village Trustee has no power to act unilaterally and can only act on behalf of the Village when a quorum is present. The general powers of the Village Board can be found in the Wis. Stats. §61.34.

Board members are employees of the Village of Harrison and receive a W-2 after year-end. The Village President's pay is an annual salary of \$10,000. Village Trustee's currently receive an annual salary of \$7,000. Board members are eligible to receive mileage reimbursement for out-of-town meetings or training attended on behalf of the Village at the current federal mileage rate. Board members are paid on a bi-weekly basis.

## **APPOINTED OFFICIALS**

### **Village Manager**

The Village Manager is the chief administrative officer of the Village of Harrison per Wis. Stats. §64.15 and village ordinance. The Village Manager is appointed by the Village Board based on education, professional training, and experience in municipal management. The Manager possesses all administrative authority which is conferred by state statutes and the Village's charter ordinance. The Manager oversees the day-to-day operations of the village and is responsible for the discipline, suspension, or removal of any administrative officer of the village except the village attorney and the fire chief. The Village Manager reports to and is responsible only to the Village Board, as a whole.

### **Village Finance Director/Treasurer**

The Village finance director/treasurer's responsibilities are set forth in Wis. Stats. §61.26. The finance director/treasurer directs and administers accounting, treasury, and financial management functions, policies and procedures, and oversees and manages the village's financials, including stormwater, sewer and water utilities as well as the village hall's support staff. The finance director/treasurer shall be appointed by the Village Board based upon a nomination or recommendation by either the Village president or Village Manager. The finance director/treasurer may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

### **Village Clerk**

The Village clerk's responsibilities are set forth in Wis. Stats. §61.25. The clerk is required to attend all governing body meetings and to keep a full record of the proceedings. The clerk is responsible for maintaining the minute book, an "ordinance" book, and is also required to keep a record of all licenses and permits granted. The clerk keeps all papers and records in the clerk's office open for public inspection during business hours and responds to all open record requests. The clerk is responsible for the supervision of all elections in the village. The clerk draws and countersigns all checks. The clerk shall be appointed by the Village Board based upon a nomination or recommendation by either the Village president or Village Manager. The clerk may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.



## **FUNCTIONS OF BOARDS AND COMMISSIONS**

The State Statutes provide for a number of municipal boards and commissions. Some are mandatory while other are optional. Optional boards and commissions may be created at the discretion of the municipal body or are created when the municipality chooses to engage in a particular activity. The Village of Harrison has established the following committees and commissions:

### **Planning Commission**

The Plan Commission operates within the statutory framework of Wis. Stats. §62.23 and is an advisory board. Plan Commissions have numerous functions and duties relating to land use planning and zoning and is responsible for the adoptions and amendments of a comprehensive plan. The Plan Commission also plays an important role in subdivision ordinances. In relationship of zoning matters, the Plan Commission reviews and recommends ordinances on amendments to the zoning code. The Plan Commission shall consist of seven members with at least two Village Board members and 5 citizen members. The citizen members shall be appointed by the Village President and confirmed by the Village Board. The presiding officer shall be the Village President. All appointees to the commission shall be residents of the Village.

### **Zoning Board of Appeals**

The Zoning Board of Appeals is created under Wis. Stats. §61.35 and §62.23(7)(e). This board consists of five members appointed by the Village President subject to confirmation by the Village Board. The Village President must designate one of the members as chair. The Zoning Board of Appeals serves as an appellate and review body for decisions of zoning administrator or building inspector. It also hears and decides disputes concerning the district boundaries on the official floodplain zoning map and grants variances to the terms of the zoning ordinance.

### **Joint Review Board**

The Joint Review Board shall remain in existence for the entire time that any Tax Increment District exists in the Village. Each entity required to appoint a member shall be responsible for creating its own procedure to appoint a representative to the Joint Review Board. The Joint Review Board shall consist of one representative from the school district that has power to levy taxes within the district, one representative from the technical college, one representative from the county, one representative appointed by the Village, and one member from the general public. The Village representative shall be appointed by the Village President subject to confirmation of the Village Board. The member from the general public shall be appointed by the other four members. The Joint Review Board shall meet annually on or before July 1 in order to the annual TID report and to review the performance and status of each TID in the Village. The Joint Review Board shall meet any time the Village creates a new TID, amends an existing project plan, has an existing TID increment base re-determined, or incur project costs outside of the TID boundary.

**Board of Review**

The Board of Review is a quasi-judicial body that hears and decides appeals by property owners dissatisfied with the value placed upon their property by the Assessor. The duties and functions of the Board of Review shall be in accordance with Wis. Stats. §70.47. The Board of Review consists of the Village President and two Village Trustees. Two additional Village Trustees serve as alternatives. The Village Clerk shall serve as a non-voting member of the Board. The Village Assessor shall attend meetings of the Board of Review.

**Fire Commission**

The Fire Commission was created pursuant to Wis. Stats. §61.65(2). The Commission shall consist of five citizens appointed by the Village President subject to the approval of the Village Board. None of the Commission members shall be elected or appointed officials of the Village nor may the members be employees of the Village. Three members shall constitute a quorum. The Commission shall have the powers and duties provided by Wis. Stats. § 62.13, with the exception of optional powers enumerated in Wis. Stats. § 62.13(6).

## GUIDELINES FOR BOARD MEMBERS

Each Board member should work to establish a good relationship with other members. The success or failure of efforts may be dependent upon the degree of cooperation evident among the individual members of the Board.

Each member should keep in mind these important points:

- Show respect for another's viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members welcome and help them become acquainted with their duties. Strive to minimize polarization and factions among members.

Each Board member receives public input and citizen participation in Village government by the following means:

- Reviewing Recommendations. Board members receive information from committees and the public on matters spanning a wide range of interests and needs. Committee members review and make recommendations to the Village Board on matters within their scope of responsibility. They perform as a citizen's advisory arm of the Village Board, focusing attention on specific areas of the Village.
- Representing General Interests. The Village Board must be careful to represent the general interests of the Village, not special interest groups. Board members can make inquiries of department heads, however, it is recommended to work through the Village Manager, but they should not become directly involved in the administration or operation of Village departments. Village Board members shall not direct the administrative staff to initiate programs, conduct studies or establish official policy without approval of the Village Board as a whole. It is only the Village Board, as a whole, that trustees have the authority to implement operational policy. Trustees are encouraged to review and comment on relevant department programs as they affect the community.
- Holding Open Meetings. All meetings of the Village Board must be open to the public pursuant to the open meetings law. The intent of the law is to ensure action is taken openly and that deliberations are conducted openly. Furthermore, the Village Board must announce a time, place, and date for holding any regular or special meetings. (See the section on Open Meetings and Open Records in this handbook. If you have questions or concerns, please contact the Village Manager.)
- Participating. Election to the Village Board provides an opportunity for genuine public service. Although the specific duties of each Board, Committee, and Commission vary widely, there are certain responsibilities common to all members.

The following is a summary of important responsibilities that will assist in maximizing one's contribution to the Village.

Understanding the role and scope of responsibility of the Village Board can sometimes seem like a daunting task with the sometimes-conflicting goals of properly representing the Village, being concerned with the entire community, keeping the lines of communication open, being conscious of your relationship with the rest of the Village Board and Village staff, and establishing a good relationship with other members.

But by being open and honest at all times, while being aware that, in the public's eye, you represent the Village you serve, your ultimate contributions to policy decisions should express your sensitivity to the diverse viewpoints held in the Village.

***Board Members Should Never:***

- Talk too much and listen too little.
- Publicly criticize a Board decision that was voted on and passed by the majority of the Board, but that you did not specifically support.
- Demonstrate to fellow Board members that you have all the answers for every issue.
- Refuse to change your mind on any issue regardless of the evidence presented.
- Fail to read Board packets and prepare for the Board meetings.
- Divulge information from a closed Board meeting.
- Refuse to compromise when decisions have stalemated.
- Ridicule past Board members and the decisions made by the Board before you became a member.
- Hold grudges about fellow Board members when they do not agree with you.
- Try to dominate conversations at every Board meeting.
- Resent the salary of the Village President or any staff member because it is more than you or your spouse make.
- Arrive late and leave early.
- Remind fellow Board members "that it has always been this way in the past".
- Appear at park sites or facilities giving orders to employees.
- Want the Village to be a haven for hiring friends and the politically deserving.
- Constantly criticize and question Board policies and the executive decisions and compulsively dissent on almost every issue.

## VILLAGE BOARD INTERACTIONS

The types of problems confronted by the Board can sometimes seem so burdensome that you wonder why you ever got involved. Try to keep in mind that the conflicts and problems you tackle are important to the community you serve. When you work out the problems as a group, you will make healthy decisions. Keep in mind, too, your commitment to the Board, your colleagues' commitment, the importance of your contribution, and the importance of making sound decisions.

As your Board tries to make the best possible decisions, use the following "rules of thumb" to help you get over the hurdles:

- **Separate the people from the problem.** You and your colleagues are not questioning each other's good intentions or personal integrity. You are discussing options for making the best possible decisions. Do not think about what you may not like about the person sitting across the table from you. Instead think about what he or she is saying, about the points that person is trying to make. If a colleague seems to be attacking your integrity, try to get that person on track by asking him or her to make the point.
  - **Focus on mutual interests and shared goals.** When your Board seems to have bogged down, sometimes it is helpful to step back and think about the goals you have set for it. Keep in mind that you all have agreed on these goals, that you do have mutual interests, and that you are all serving the same constituency. Remember what is important!
  - **Invent options for mutual gain.** Is there a compromise with which everyone will feel satisfied? Think about all that has been said throughout the debate. Can the best aspects of everybody's ideas be incorporated into a plan? Ask your colleagues why a particular approach is not satisfactory and why other approaches are.
  - **Be open, honest, and willing to listen.** Examine your own approach to dealing with conflict. Are you really listening to what your colleagues are saying? Are you thinking about the implications? Are you considering them? Do not be afraid to state your concerns. Be honest by revealing what you see as the options and by explaining what you see as shortcomings in the suggestions of others.
1. Representing the Board. Board members cannot individually commit the Village to positions without a vote or consent of the Board. Individual Board members should not insert themselves into or position the Board on issues without a Board vote. It is inappropriate to commit to things that the whole Board may not be aware of or approve. Members should refer such matters to the administrative staff for review and to be placed on the Village Board agenda.

2. Complaints from Citizens. When individual Board members receive citizen complaints, these should be referred to the administrative staff for investigation and resolution immediately. A vast majority of complaints concern enforcement issues, which must ultimately be addressed by the staff anyway. Board members should avoid involvement in enforcement or interpretation of ordinances, policies or laws that could subject the Board to later legal issues. The administrative staff enforces zoning, ordinances, basic services, personnel matters, etc. The Village Board's role is legislative only and through the separation of duties the administrative staff enforces the legislative mandates of the Board.
3. More on Handling Complaints. Do not wait to bring up citizen complaints at Board meetings. Complaints should be handled as quickly and routinely as possible by proper referral to staff. Do not "invite" complaints to be dealt with at meetings. The Board will not appreciate a "staged" show, and the complainant may not appreciate the delay involved.
4. Media Relations. From time to time the media (particularly the press) will ask for commentary about Village Board action or position on an issue. To the extent the Board has taken an action or position on an issue, the Village President or Village Manager will serve as spokesperson. In these situations, the "Board's" position is to be disclosed, as opposed to individual opinions. Of course, individual opinions are individual opinions and may not express the opinion of the Board as a whole.
5. Approval of Minutes. Board minutes are considered "action minutes". They convey action taken on items of business. They do not contain lengthy discourse from testimony given or all of this would be expensive, time-consuming, and unnecessary. Board members are not expected to "nit-pick" over such inclusions/exclusions.
6. Ordinance and/or Resolution Preparation. The Village Manager, Village Clerk, Finance Director/Treasurer and/or the Village Attorney prepare all ordinances and resolutions for Board consideration. The Board's concern in review of such legal documents should be whether or not they adequately convey the "substance" desired. The legal format of such instruments, code section numbering, etc., is not the Board's purview. Ordinances and/or resolutions should not be prepared at the meeting by the Board. Needless to say, "nit-picking" here is not necessary or needed.
7. Role in Discussions. The Village may get involved in discussions on a variety of subject matter, including personnel matters with employees, zoning, land acquisition, etc. The Board's proper role here is to provide policy direction to Village staff and legal counsel. The Board as a body and individual Board members do not conduct negotiations, nor should they

intercede in negotiations being conducted by Village staff.

8. Private Disputes. On occasion, individual Village residents or neighborhoods will come forth with problems of a purely private nature. These typically include nuisance complaints, work hours for contractors, boundary line disputes, etc. The Village should not get involved. Intercession in such matters will needlessly consume time and taxpayers' dollars and could potentially expose the Village to liability. If you are not clear whether a reported "problem" is properly within the Village's jurisdiction, the best thing to do is ask the staff for a determination and ask that they report back to the Board.
9. Policing Problems. It is the Board's responsibility to police and correct any problems among Board members. The Village Board should not expect the staff to do this for them.

### **Crisis Management**

Sooner or later the Board could find itself in the middle of a crisis, a building fire, a staff scandal or a liability lawsuit. When a crisis strikes, unwanted public attention is sure to follow on its heels. And just as quickly, Board members will become the focus of public pressure to get the problem solved. The temptation for Board members to take immediate action is strong.

But a crisis shouldn't suddenly change the way your Board operates. It is not the time to make new policies during a crisis. It is time to fall back on policies you already have and let them work. Board members should ask themselves; can the Board really do anything about this situation by holding a quick meeting to try to make emergency decisions as a group?

What should the Board do when a crisis strikes?

- Keep yourself informed from the right source, your Village Manager. Of course, there will be public pressure on the Board to do something about the problem, this just means that the Board members need to make sure that they are accurately informed about the issue so they can tell the public what's being done.
- Support you're the Village Manager. Get questions out of the way at Board meetings and then back the Administrator during the crisis. Tell the Manager you appreciate the work being done to solve the problem and make sure the public sees the support.
- The Manager was hired to manage at all times, not just when things are going well. It doesn't make sense to pull that responsibility away. You need to support the Village Manager and not give him or her more problems.

Operate as a Board not as individuals. Designate one person, probably the Manager or the President, to be the media spokesperson. When you speak to the public, voice the official Board stand, not your own individual opinion. Board members can influence the public and help keep a crisis in hand or under control.

## VILLAGE BOARD AND STAFF INTERACTION

It is important that the Village Board and Village staff work together in order to fulfill the goals and plans set forth by the Village Board. In order to accomplish this, it is important to maintain a chain of command with regards to directives to staff.

Two simple rules of thumb for the Board/staff relations are:

1. All communication between staff and Board should be channeled through the Village Manager.
2. Boards do not manage staff, department heads do.

Here are some basic dos and don'ts for individual Board members in your relationship with staff.

- Don't make commitments to staff. Only the **full Board** can do that.
- Don't act as a superior or supervisor to staff.
- Do show concern for the well-being of staff.
- Do remind staff members, when they contact you, that they should follow the chain of command when they have a problem and that they should not take their problems directly to the Board members.

Other guidelines to follow for both staff and Board members:

1. Everybody's Equal. All Board members will receive the same information about an issue, particularly as it relates to business items for consideration by the Board. No one will receive different or "special" information that would tend to put one Board member at an advantage over the others. Staff reports, per se, will be prepared for the entire Board to avoid such problems.
2. Favoritism. We all know that individual Board members may have more of an interest in some departmental functions than others. However, that should not give cause for staff to show special deference to certain Board members. Every Board member is to be treated equally; no favoritism is to be demonstrated. Be cooperative and responsive, but do not play favorites.
3. Board Orders. No Board member is to individually "order" the department heads, and others, to do anything.
4. Use of Resources. Staff resources are limited. Those resources are fully devoted to carrying out Board approved priorities and programs. There are no resources available to pursue individual Board members' special requests. Resources will be used as a means of establishing a proper relationship with the entire Board. There will be several occasions when a Board member will call and request information. To the extent that it is available, the information is to be furnished.



However, staff is not to launch into a special research effort that could divert limited resources from working on the priorities of the entire Board.

5. Incomplete Staff Work. There are always several proposals for various projects under consideration and review by staff before presentation to the Board for a decision. While these matters are "in process" at the staff level, it is inappropriate for the staff to "consult" with individual Board members on their "preference" for possible recommendations.

6. Board Member Involvement in Negotiation Meetings. At any one time, staff can be involved in various meetings with citizens, consultants, prospective developers, etc. The subject matter runs the gamut from complaints to research Board reports, possible development scenarios, and the like. The Board hires staff to perform these functions, and they have repeatedly reaffirmed this position. There may be a few situations that would call for meetings where a designated board member and a staff member would both be involved. These situations will be few, and the entire Board will/should formally authorize this approach. Otherwise, Board intercession in such staff meetings and negotiations is inappropriate.

7. Office Visits. Board members are welcome to visit the Village hall. Usually, these visits will be for business matters (to ask a question, forward a complaint, receive Board packets etc.). "Social" visits will be made from time to time. These are fine. However, "socializing" is discouraged to the extent that it interferes with staff's schedule or disrupts normal staff activities and workflow.

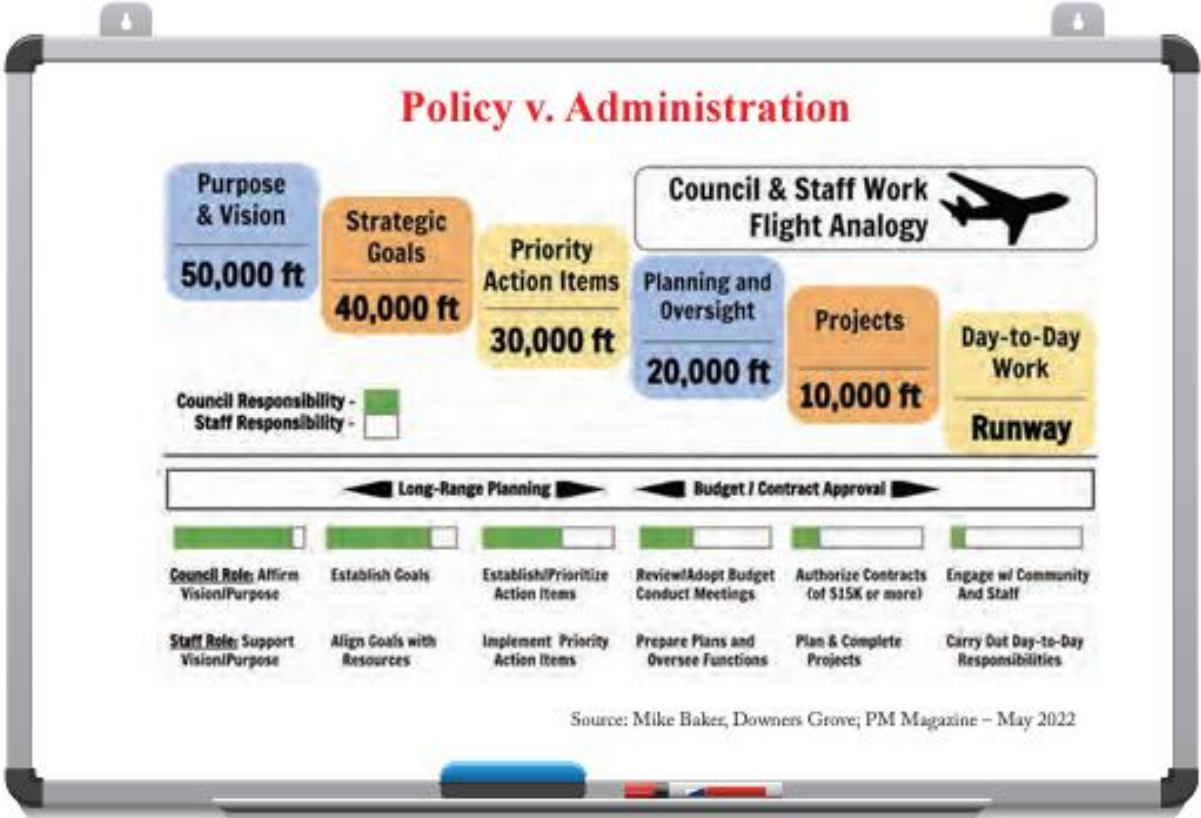
8. More on Visitations. It is not appropriate for Board members or Board/committee members to assume a "staff role" while you are in the Village Hall. Staff has a proper role, and elected officials have a proper role. Please do not, as a Board member, answer telephones, work behind the counter, review plans with developers and contractors, respond to inquiries or complaints, or try to operate as a "staffer".

9. Personnel Complaints. As a Board member, you may receive complaints about Village personnel. These complaints, however severe they may or may not seem, should be turned over to the Village Manager to investigate and resolve. In some cases, disciplinary action may be required, and protection of the village rights and employees' rights is a paramount consideration in dealing with employee complaints. Please turn over any employee complaint to the Village Manager for internal investigation and disposition.

**Who's Responsible – The Board or the Manager?**

Here are some recommendations for who should be responsible for the various activities and decisions made by your organization

<b>AREA</b>	<b>BOARD</b>	<b>MANAGER</b>
Long-Term goals (more than 1 year)	Approves	Recommends and provides input
Short-Term goals (less than 1 year)	Monitors	Establishes and carries out
Day-To-Day Operations	No Rule	Makes all management decisions
Budget	Approves	Develops and recommends
Capital Purchases	Approves	Prepares requests
Decisions on building, Renovation, leasing and Expansion	Makes decisions and Assumes responsibility	Recommends (could also sign contracts if given authority)
Supply Purchases	Establishes policy and Budget for supplies	Purchases according to board policy and maintains an adequate audit trail
Major Repairs	Approves	Obtains estimates and prepares recommendation
Minor Repairs	Policy should include amount that can be spent without board approval	Authorizes repairs up to prearranged amount
Emergency Repairs	Works with Administrator	Notifies President and acts with concurrence from President or Board
Cleaning and Maintenance	No Role (oversight only)	Sets up Schedule
Fees	Adopts Policy	Develops Fee Schedule
Billing, Credit and Collections	Adopts Policy	Proposes policy and implements policy
Hiring of Staff	Approves	Recommends all Hiring
Staff Deployment and Assignment	No Role	Establishes
Firing of Staff	No Role	Makes Final Termination Decisions
Staff Grievances	Considers extreme cases	The Grievances stop at the Administrator. Extreme cases go to the Board
Personnel Policies	Adopts	Recommends and administers
Staff Salaries	Allocates line item for salaries in budget. Approves annual resolution.	Approves salaries with recommendations from supervisory staff and per union contracts
Staff Evaluation	Evaluates only the Administrator Position	Evaluates all other staff



## **OPEN MEETINGS LAWS AND PUBLIC RECORDS**

All Village meetings are subject to Wisconsin's Open Meeting Law. Meetings between any quorum of any Board, Committee, or Commission must have their agenda properly posted to avoid violating the open meeting law. Be careful, the telephone can serve as the link that constitutes a meeting. Be mindful of "walking quorums". This is a situation where one member talks to another member about their body's business. Then one of those members talks to a third member. Another thing to be mindful of is a "negative quorum". A negative quorum exists when members have discussed an item of business and reached a consensus that they will vote against a particular measure, and that they have enough power together to prevent that measure from passing.

Village Board meetings are held on the last Tuesday of every month, starting at 6:00 PM. These times may be adjusted as necessary to meet scheduling needs and the time demand of scheduled agenda items. The agenda and packets of backup information will be available online the Thursday prior to the scheduled meeting with the hard copy packet available for pick up the Friday prior to the meeting.

It is the responsibility of each Board member to come to the meetings fully prepared. This means you should be reading through the entire packet of information made available to you. If you have any questions regarding the information, please contact the Village Manager prior to the meeting, so that staff can provide the requested answers.

At times, the Board will convene in closed session. Confidentiality is extremely important and should be strictly adhered to. Items discussed in closed session should not be shared with other persons outside the realm of the Board Room. All closed-session documents should remain within the Village Hall and should be disposed of in a proper manner. Do not leave closed session documents on top of hall tables.

Board members will be appointed to committees. It is very important you develop open and regular communications with the appropriate department head, staff, and volunteer committee members in order to gather information to help you effectively chair that committee. You may take an active interest in what is going on behind the scenes of the departments, but by no means does this suggest you should boss the employees around. Rather, this means to talk to the employees to find out how you can better support them in their position for the overall benefit of the Village. The Village of Harrison is fortunate to have very dedicated, loyal, and intelligent employees who are extremely knowledgeable in their employment positions. Be supportive of all employees, they are the ones who make this Village operate smoothly on a daily basis.

Virtually all records associated with Village business are public record, including e-mails. Any interested person wishing to review such records can do so during normal working hours at the Village Clerk's office with a request in writing. Minutes of all Village meetings are maintained at the Village Clerk's office. All official acts, including ordinances and resolutions, are kept on file with the Village Clerk.

## Rules of Parliamentary Procedure

Rules of procedure for individual governing bodies vary. However, most boards have adopted Robert's Rules of Order Newly Revised, or similar parliamentary rules.

What is Parliamentary Procedure? It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important? Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations, and other groups. So, it's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to Order
2. Roll Call of Members Present
3. Approval of Minutes of Last Meeting
4. Special Orders - Important Business Previously Designated for Consideration at this Meeting
5. Committee Reports
6. Officer Reports
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership takes action on or a stand on an issue. Individual members can:

1. Call a Motion
2. Second Motions
3. Debate Motions
4. Vote on Motions

How are Motions Presented?

1. Obtaining the floor.
  - i. Wait until the last speaker is finished.
  - ii. Address the President by saying "Mr. President".
  - iii. Wait until the President recognizes you.
2. Make your motion.
  - i. Speak in a clear and concise manner.
  - ii. Always state a motion affirmatively. Say "I move that we ..... " rather than "I move that we do not..... ".

- iii. Avoid personality and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion or the President will call for a second.
5. If there is no second to your motion it is lost.
6. The President or Clerk states your motion.
  - i. The President or Clerk will say "it has been moved and seconded that we ..... ". Thus, placing your motion before the membership for consideration and action.
  - ii. The membership then either debates your motion or may move directly to a vote.
  - iii. Once the President presents your motion to the membership it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding your motion.
  - i. A time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - ii. The mover is always allowed to speak first.
  - iii. All comments and debate must be directed to the President.
  - iv. The mover may speak again only after other speakers are finished, unless called upon by the President.
8. Putting the question to the membership.
  - i. The President asks, "Are you ready to vote on the question?"
  - ii. If there is no more discussion, a vote is taken
  - iii. On a motion to move, the previous question may be adapted.
9. Voting on a motion.

The method to vote on any motion depends on the situation and the laws of policy of your organization. There are five (5) methods used to vote by most organizations, they are:

  - a. **By Voice** - The President asks those in favor to say "aye" and those opposed "no". Any member may move for an exact count.
  - b. **By Roll Call** - Each member answers "yes" or "no" as his/her name is called. This method is used when a record of each person's vote is required.
  - c. **By General Consent** - When a motion is not likely to be opposed, the President says "If there is no objection ... " The membership shows agreement by their silence, however, if one member says "I object" the item must be put to a vote.

- d. **By Division** - This is a slight variation of a voice vote. It does not require a count unless the President so desires. Members raise their hands or stand.
- e. **By Ballot** - Members write their vote on a slip of paper. This method is used when secrecy is desired.

### **Robert's Rules of Order Simplified**

A simplified description of Robert's Rules of Order is the motion; the second; the discussion, debate, and clarification; the vote; and a restatement of the motion. The next level of detail in Robert's Rule involves a situation in which the Board may want to make some changes in the original motion before the vote. In the course of the discussion it may become obvious that the motion doesn't quite say what the Board now has in mind. The following rules of order depict how a slightly more complicated scenario might unfold:

- The motion.
- The second.
- The President or Clerk restates the motion.
- Discussion, clarification, and debate.
- Someone moves that the original motion be amended, and another person seconds the idea. (At that point, the maker and seconder of the original or main motion will usually agree to the amendment even though a vote on the amendment has not been taken. Technically, once a motion has been made and seconded, it involves the whole assembly, but if no one offers objection to the amendment, no vote is usually taken.)
- If the persons who moved and seconded the original motion do not agree to the amendment or if anyone else voices objection, there is discussion, clarification, and debate on the amendment itself.
- After the group has adequately considered the amendment, the President restates the motion to amend, and the group votes on the amendment.
- Once the amendment has been accepted or rejected, the group returns its attention to the original motion.
- If the amendment passes, the main motion is now known as "the original motion as amended". If the amendment is defeated, the motion is simply the original motion.
- Debate then proceeds on the original motion. It could be amended again; in which case the new amendment would get informal or formal consideration.

- When the amendments have been disposed of, the Board votes on the original motion (as amended, if that's the case). Although the amendment process complicates the motion process slightly, it is simply the group's way of deciding whether the original motion needed some changes before it reflected the combined view of what should be done.
- When the motion is brought to a vote, members may abstain from voting. However, those members should explain for the record why they wish to abstain. The most common reason for abstaining is that a potential conflict of interest exists. The inability of a member to reach a decision is generally not an acceptable reason for abstaining.
- If the main motion is defeated, the same basic proposal cannot be brought forward again at the same meeting. This is designed to keep the losers from filibustering by bringing the same motion up again and again. (There is an exception. If one person who was on the winning side of the vote realizes that he or she may have made a mistake, such as misunderstanding what the motion called for, he or she can move for reconsideration, at which point the Board decides whether to allow reconsideration.)
- The motion to "table" is often used improperly to suppress a measure. You can, however, use this motion in the appropriate manner to your group's advantage. The group may wish to lay aside discussion and action on a question temporarily until some other question is disposed of. You may do this by moving that the question be "tabled". By so doing you retain the privilege of resuming consideration of the tabled question at any time.

### **Public Hearings**

In their conduct of public business, governing bodies find it necessary or desirable to conduct investigations into matters of concern to determine the need for legislation and what its nature should be if required. Investigations and hearings into the conduct or affairs of municipal officers are also sometimes undertaken at the direction of the governing body. This chapter describes the general procedures and legal powers and duties of governing bodies or their committees in conducting investigations and administrative reviews.

One procedure frequently employed in investigating village affairs in preparation for final legislative or administrative action on matters of special concern is the public hearing. Of course, all meetings of the Village governmental bodies must be open to the public unless the subject matter falls within one of the exemptions prescribed by the Open Meetings Law, Sec. 19.85, Stats. However, public hearings are specifically required by certain state statutes. Some of these are listed in the following table:

### **State Statutes Requiring Public Hearings**

- Removal of City Officers for Cause. Sec. 17.16.
- Disciplinary Actions Against Police and Certain Firefighters. Secs. 61.65(am), 62.13(5) and 62.13(6m).
- Amendment of Official Map. Sec. 62.23(6).
- Enactment and Amendment of Zoning Ordinance. Sec. 62.23(7).



- Enactment of Extraterritorial Zoning Ordinance. Sec. 62.23(7a).
- Adoption of Impact Fees. Sec. 66.0617
- Adoption of Budget. Sec. 65.90.
- Discontinuance of Streets and Alleys. Sec. 66.296.
- Modification of Development Plans. Sec. 66.43(10).
- Creation of a Tax Incremental District. Sec. 66.46(4).
- Levying Special Assessments. Sec. 66.60(7).
- Levying Special Assessments Under Alternate Procedure. Sec. 66.62(2).
- Assessment of Condemnation Benefits. Sec. 66.63(2).
- Property Assessment Board of Review. Secs. 70.47 and 70.48.
- Revocation or Suspension of, or Refusal to Renew, Alcohol Licenses. Sec. 125.12.
- Enactment of Subdivision Regulations. Sec. 236.45(4).

### **Conflict of Interest**

It is important that Board members review ethical action. Each Trustee shall take care to avoid any circumstances that may cause them to have conflict in carrying out the duties of the Village Board; additionally, Trustees shall avoid those situations in which there appears to be a conflict of interest. A "conflict of interest" exists when there is a direct or indirect personal interest, generally of a financial nature, which is inconsistent with the proper performance of one's official duties that would tend to impair one's independence of judgment or action in the performance of official duties. When in doubt, do what's best for the Village.

No Trustee shall use his or her position to obtain preferential treatment or obtain financial gain for him or herself or immediate family or for any business with which they are associated.

No Trustee shall disclose or use inside information concerning the Village to promote a private financial gain.

No Trustee shall vote on any legislation in which he or she has a personal financial interest.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State, and to carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in both their official and private affairs should be above reproach so as to foster respect for government.

### **Cell Phone Policy**

The Village Board is provided a Village issued cell phone for all Village related business. Trustees shall sign the Cell Policy and utilize the cell phone per the policy.

## **VILLAGE OPERATIONS**

### **Budgeting and Taxes**

The Village Board adopts an annual balanced budget each year. The Village tax levy is determined and included with the annual budget. When the budget is approved, the levy is also adopted to fund the following year's appropriation. The Village levy is then combined with levies supplied by the School District's, Fox Valley Technical College, Calumet County, and the State of Wisconsin, along with any special charges or assessments to generate tax bills.

Budget preparation begins with the preparation of a budget calendar. The first phase of budget preparation includes a review of the capital needs of the Village for at least the next five years. A Capital Improvement Plan (CIP) will be presented to the Village Board for their review and approval. The CIP should identify capital projects for street improvements, capital equipment, and infrastructure improvements anticipated during the period and the plan to finance said improvements. The first year of the CIP will be included in the annual budget. Each department's request for funding will be presented to the Village Manager for consideration. The Village Manager with input from the Finance Director will review requests along with anticipated revenue to develop a recommended budget for consideration by the Village Board. The recommended budget will be reviewed and discussed by the Village Board during a budget work session(s) prior to holding a statutory required public hearing. A public hearing is held to receive citizen input at least one week prior to the date of adoption of the budget. Once the public hearing has been held, the Village Board approves the annual budget and sets the current year tax levy.

### **Assessments**

The Village contracts with Accurate Appraisal for assessor services. The Assessor values both new and remodeled residential and commercial properties in the Village. Residents have an opportunity to contest their property assessments annually at the Board of Review. The Board of Review is held in May or June of each year. Once the Board of Review has adjourned, the assessment roll is adopted and maintained in the Clerk's office. The assessment roll is used to assess real estate taxes within the Village.

### **Insurance**

Insurance coverage for the Village is provided by Cities and Village Mutual Insurance Company for general liability, automobile liability, inland marine coverage, workers' compensation, and umbrella coverage (CVMIC). Property and Equipment Insurance is provided by Municipal Property Insurance Company (MPIC)

### **Public Safety**

The Village of Harrison contracts with the Calumet County Sheriff's Department for public safety. CCSD has dedicated officers that are funded by the Village to service the Village. Fire and EMS service is provided by Harrison Fire/Rescue.

### **Zoning and Planning**

The Village of Harrison employs an Assistant Village Planner and the Village Manager to review zoning and land division requests. After the staff review, the requests are then forwarded to the Planning Commission for review and then on to the Village Board for final approval. All zoning and platting must comply with ordinances.

### **Purchasing and Disposals**

The Village usually receives quotes projects and purchases exceeding \$5,000 up to \$25,000. For construction projects over \$25,000, the Village issues request for bids pursuant to Wisconsin State Statutes. An example of this would be the purchase of a truck or piece of machinery, or seal coating of the streets. Staff follows the “Purchasing and Disposal Policy” and the provisions of Wis. Stats 62.15 to make the best use of the Village's resources.

### **Investments and Debt Management**

The Finance Director/Treasurer invests in local banks and other investment instruments deemed legal by Wisconsin law. Wisconsin law only allows municipalities to invest money in ways that are absolutely secure (no way to lose any of the principle of the investment). Certificates of Deposit and passbook savings accounts are examples of secure investments. Borrowing is performed by Board Resolution and is limited by state and federal law. The State of Wisconsin limits the Village's general obligation borrowing capacity to 5% of the Village's equalized value.

### **Annual Audit**

The Village contracts with a public accounting firm to perform the annual financial audit of the Village. The final audit report is presented to the Board for review.

### **Water and Sewer**

The Village of Harrison is serviced with sewer and water by Harrison Utilities and the Darboy Joint Sanitary District. The Village of Harrison Board of Trustees oversees the operations of Harrison Utilities. The Darboy Sanitary District has an independent board of directors. The remaining portions of the village not serviced by private well (regulated by the Wisconsin DNR) and private septic systems (regulated by Calumet County.)

### **Village Attorney**

The Village contracts with the Herrling and Clark Law Offices in Appleton. They provide advice and counsel when asked and serves at the discretion of the Village Board. It is best for Board members to get Village Board approval before speaking with the Village Attorney. Free legal advice is offered through the League of Wisconsin Municipalities.

## **VILLAGE PERSONNEL**

The Village currently has the following full-time positions:

### **Administration:**

- Village Manager
- Assistant Village Manager/Planner
- Finance Director/Treasurer
- Village Clerk
- Deputy Clerk/Deputy Treasurer/HR Officer
- Accountant
- Program Assistant
- Administrative Assistant

### **Fire:**

- Fire Chief
- 3 Deputy Chief's (Part-Time)
- Community Risk Reduction Officer
- Fire/EMS Volunteers

### **Community Development:**

- Assistant Planner
- Building Inspector

### **Public Works:**

- Public Works Operation Manager
- Engineering Tech/Code Enforcement Officer
- Lead Public Works Foreman
- 3 Maintenance Workers
- Park Supervisor
- Parks Maintenance Worker
- Part-time Summer Help

### **Harrison Utilities:**

- Utilities Office Manager
- Billing Clerk
- Operations Lead
- 2 Utility Operators

## **VILLAGE BOARD**

1. Scott Handschke – Village President  
N9608 Emerald Ln. Appleton,  
WI 54915  
Phone: 920-841-6415
2. Julene Baldwin – Trustee  
N9275 Harwood Rd  
Kaukauna, WI 54130  
Phone: 920-841-1918
3. Frank Thiel - Trustee  
W4909 Harrison Rd.  
Hilbert, WI 54129  
Phone: 920-841-7570
4. Mike Brantmeier - Trustee  
N7686 State Road 114,  
Menasha, WI 54952  
Phone:920-841-7076
5. VACANT – Trustee
6. Matt Lancaster - Trustee  
W5828 Sweet William Dr.  
Appleton, WI 54915  
Phone:920-841-7459
7. Mark Van Hefty - Trustee,  
W5925 Moonflower Dr.  
Appleton, WI 54915  
Phone:920-841-3818

## **CODE OF ETHICS FOR VILLAGE BOARD:**

- I will be motivated primarily by an earnest desire to serve my municipality and the people of my community in the best way.
- I will endeavor to attend all Board meetings.
- I will recognize the expenditure of municipal funds is a public trust, and I will endeavor to see that all such funds shall be expended efficiently, economically and for the best interest of the municipality.
- I will not use the municipality or any part of a municipal program for my own personal advantage or for the advantage of my friends and family.
- I will do everything possible to maintain the integrity, confidence, and dignity of the office of a Board member.
- I will listen to what other members of the Village Board and other individuals or groups may have to say before making final decisions.
- I will endeavor to avoid rancor and bitterness, to observe proper decorum and behavior, to encourage full and open discussions in all matters with my fellow members of the Board, to treat them with respect and consideration and not withhold or conceal from them any information or matter in which they should be concerned.
- I will make no derogatory remarks, in or out of Board meetings, about members of the Board or their opinions, but I reserve the right to make honest and respectful criticism.
- I will recognize that authority rests with the Board in legal session and not with individual members of the Board.
- I will abide by majority decisions of the Board once they are made and will accept and support them as long as I remain a member of the Board.
- I will not discuss confidential business of the Board in my home, on the street, or in my office; the place for such discussions being the Board meeting or Committee meeting thereof.
- I will endeavor to keep informed on all local, state, and national developments of municipal significance.
- I will consider it unethical to pursue any procedure calculated to embarrass a fellow Board member, a member of the municipal staff, or another local government body.
- I will associate myself with members of the Boards both personally and in conferences for the purpose of discussing municipal problems and cooperating in the solution of them.

## **Special Voting Requirements Imposed by State Law**

### **Majority of all members**

- Spring primary: 8.05(4)(a)
- Removal of village officers by board: 17.13(1) and (2)
- Approval of deputy treasurer: 61.261
- Acquisition of public utility or bus system: 66.0803(2)(b)
- Creation of civic center: 66.0919(1)

### **2/3 of all members**

- Reduction of library board in 2nd and 3rd class villages: 43.54(3) (2/3 vote only)
- Changing to 4th Class city: 61.189(1)
- Rejection of all public construction bids: 61.54(1)
- Budget alterations: 65.90(5)(a)
- Adoption of charter ordinances: 66.0101(2)
- Certain annexation ordinances and proceedings: 66.0217(2)(8)(a); 66.0219
- Authorization for clerk to issue check in excess of available or appropriated funds: 66.0607(7)
- Relief from conditions of gift or dedications to village: 66.1025
- Approval of urban redevelopment plan": 66.1303(4); blight elimination plan: 66.1333(6)(b)2; modifying redevelopment plan: 66.1333(11)(b); housing and community development authority: 66.1335
- Overnight parking restrictions without signs in each block: 349.13(1)

### **3/4 of all members**

- Initial determination to pay salaries to the president and trustees: 61.32
- Zoning amendments when protest petition is filed: 61.35; 62.23(7)(d) (3/4 of members voting)
- Detachment of territory: 66.0227(2)
- Establishment of utility districts: 66.0827(3)

## Definitions of Parliamentary Terms

The following definitions have been taken from the City of Madison's "Common Council Handbook," 1985 Edition, p. 37:

**Accept, Adopt, Approved.** Applied to reports and motions agreed upon; not to be confused with "received."

**Adjourn.** To bring the meeting to a close.

**Agenda.** The order of business to be brought up at a meeting,

**Amend.** To change or modify a motion by striking out, adding, or substituting.

**Chair.** The presiding officer at a meeting,

**Commit.** To refer to a committee.

**Debate.** To discuss the pros and cons of a motion

**Floor, Obtain the.** When a member is recognized by the Chair, he or she has the

floor. **Main Motion.** The motion that introduces the business or a proposal to the

body for action. **Majority.** More than half the votes cast.

**Pending and Immediately Pending.** The question before the body for discussion and action.

**Point of Order.** A question concerning a breach of parliamentary rules.

**Postpone indermitely.** A motion to suppress, eliminate or "kill" the main motion.

**Precedence.** Priority in rank.

**Previous Question.** A call to close debate and take the vote

**Table a Motion.** To put aside the pending question temporarily.

**Ticket.** A slate of candidates for office.

**Yield.** Concede to, to be outranked by, give way to.



## **VILLAGE OF HARRISON**

### **RULES AND PROCEDURES FOR BOARD MEETINGS**

#### **Meetings**

##### **A. Regular Meetings.**

1. Regular meetings of the board shall be held on the last Tuesday of the month in the Community Room at the Harrison Municipal Building, W5298 State Park Road at 6:00 pm.
2. Meeting dates and times may be changed by a majority vote of the board.
3. All meetings require an agenda.
4. All motions need to be based on agenda items.

##### **B. Special Meetings.**

1. Any two trustees/supervisors may call a special meeting by filing a written notice with the village clerk. The clerk, in turn, shall immediately notify each village board member of the date, time and purpose of the special meeting.
2. A special meeting may be called, without notice, at regularly convened board meeting if a quorum is present. A special meeting may also be called if all members consent to the holding of such a meeting.
3. Special meetings shall be deemed regular meetings for the purpose of transacting any business that may be permitted by law.

#### **Preparation of Agenda**

The Village President along with staff shall be responsible for determining those items which shall be placed on the agenda for each board meeting. Any two board members may request in writing that the Village President include any item appropriate for Village Board action on the agenda for any meeting. The request must be made at least five business days prior to the meeting.

#### **Presiding Officer**

The presiding officer shall preserve order, conduct the proceedings of the board, and be its parliamentarian. If a board member does not follow the board's rules, the presiding officer may, on his or her own motion, or shall, at a member's request, call the offending member to order. The board, if appealed to, shall decide the matter. The presiding officer may speak on any question, make any motion, and vote on all matters submitted to the board for consideration.

## **Quorum Required**

A quorum is necessary for the transaction of any village board business. A majority of the members elect shall constitute a quorum.

## **Call to Order**

The village president shall at the hour appointed call the trustees to order. The village president shall preside at all meetings of the board. If the village president is absent from the meeting, the clerk shall call the board to order and preside until the board selects another trustee to preside at the meeting.

## **Absence of Members**

If a board member for any reason cannot attend a regularly scheduled meeting, he or she shall notify the clerk or village president.

## **Reading of Ordinances**

All proposed ordinances shall be read before the board may vote on any of them. Each ordinance shall be read:

1. At the time of its initial introduction (title only);
2. Immediately prior to the board's actual vote on it (title only).

## **Point of Order**

Any board member may raise a question or point of order. The point of order must be raised at the time of the alleged breach of order occurs. The presiding officer shall in turn, immediately rule on the question of order, subject to an appeal to the board. The appeal may be sustained by a majority vote of the members present, excluding the presiding officer.

## **Adjournment.**

Any board member may move to adjourn a meeting. If any agenda item is not considered before a motion to adjourn is adopted, it shall automatically be referred to the board's next regular meeting, unless the motion provides for a specific date and hour.

## **Reconsideration of Question**

Any member who voted with the prevailing side on any question may move for reconsideration of the vote immediately after the vote at the same meeting.

## **Order of Business**

The business of the board shall be conducted in the following order:

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Hearing (if any).
5. Correspondence or Communications from Board or Staff
6. Public Comments.
7. Reports
  - a) Harrison Fire and Rescue
  - b) Calumet County Sheriff's Dept.
  - c) Village Manager
  - d) Village Finance Director/Treasurer
  - e) Planning and Zoning
  - f) Parks and Trails
  - g) Public Works / Engineering
  - h) Harrison Utilities
  - i) Village Clerk
8. Corrections and Approval of the Previous Meeting Minutes
9. Payment of Bills and Claims.
10. Appointments.
11. Unfinished Business from Previous Meeting.
12. New Business for consideration or action.
13. Future Agenda Items.
14. Closed Session (if any).
15. Adjournment.

## **Oder of Action**

1. Introduction
2. Opening Discussion
3. Motion
4. Final Discussion
5. Clerk to repeat the Motion
6. Vote

## **Introduction of Business**

### **A. Introduction Requirements.**

All ordinances, resolutions, memorials or other communications shall be in writing, contain a brief statement of their content, indicate the name of the presenting member, and prior to their consideration by the board, be delivered

to the clerk. Any trustee may require at any time the reading in full of any matter while it is before the board.

**B. Filing.**

Each proposed ordinance or resolution shall be filed in the office of the clerk at least 5 business days prior to that scheduled board meeting at which the measure is to be introduced. If for good cause this pre-filing is impractical, the board may waive this requirement. The village clerk is responsible for postings, minutes and records.

**C. Reintroduction Restricted.**

No proposed ordinance or resolution, having once been defeated, may again be introduced in the same or in the substantially same form until 90 days after the date when the ordinance or resolution was defeated.

**D. Availability to the Board.**

Agenda and packets are available online on Thursday prior to the meeting date. Hard copies are available to pick up on Monday prior to the meeting.

**E. Unofficial Meeting Minutes**

Board and/or staff are not to publicly disclose any items of a Village Board meeting until the meeting minutes are approve and published, outside of normal business.

**F. Meeting Minutes.**

The village clerk or designee is responsible for recording and maintaining all meeting minutes. Minutes are to be presented and approved at the following regular meeting and posted as timely as possible.

**Voting**

**A. Termination of Debate.**

Any member wishing to terminate the discussion can ask to move a vote if the majority of the members present agree. The board would then vote on any pending amendments and then on the main question.

**B. Majority Vote Required.**

A majority vote shall be necessary for passage or approval, unless a larger number is required by law. In all other cases, a majority of the votes cast shall be necessary for board action, provide a quorum has voted.

**C. Abstentions.**

1. A board member shall not vote on any proposed ordinance, order, resolution or proposition in which he or she has a direct pecuniary or

- personal interest not common to other board members.
2. A board member who abstains from voting shall not be counted for determining members present.

**D. Vote Change.**

A board member may change his or her vote on a matter up to the time the next item is introduced.

**Manner of Deliberation**

**A. Method.**

No board member shall address the board until recognized by the presiding officer. The board member shall then address the presiding officer and keep all remarks to the question under discussion. The trustee shall also avoid personal confrontation when speaking.

**B. Recognition of Board Member.**

When two or more members simultaneously seek recognition, the presiding officer shall name the member who spoke first.

No motion shall be withdrawn without the consent of those trustees making and seconding the motion.

**C. Termination of Debate.**

Any member wishing to terminate the debate if the majority of the members present agree. The board would then vote on any pending amendments and then on the main question.

**Suspension of Rules**

These rules or any part of them may be suspended in connection with any matter under consideration by a recorded vote of two-thirds (2/3) of the members present.

**Amending of Rules**

By a record vote of two-thirds (2/3) of all the members of the board, these rules or any part of them may be amended.

**Robert's Rules of Order to Govern Board**

In the absence of a standing rule, the board shall be governed by *Robert's Rules of Order Newly Revised*, unless contrary to state law.

**CHARTER ORDINANCE NO. 1**  
**ORGANIZATION OF THE VILLAGE OF HARRISON**

**WHEREAS**, on February 19, 2013, a referendum was held in which the majority of electors in the proposed Village of Harrison, Calumet County, Wisconsin, voted in favor of incorporating into a Village; and,

**WHEREAS**, on March 8, 2013, the Wisconsin Secretary of State issued a Certificate of Incorporation legally establishing and recognizing the Village of Harrison,

**NOW, THEREFORE**, pursuant to Wis. State Stats. §66.0101, and other applicable laws, the acting Village Board of the Village of Harrison, Calumet County, Wisconsin does hereby ordain as follows:

**SECTION 1. ORGANIZATION OF THE VILLAGE OF HARRISON.** The Village of Harrison shall be organized consistent with the following:

**1.01 THE VILLAGE BOARD**

A. Constituted

The Village Board shall consist of the Village President and six Trustees, all of whom shall be elected from the Village at large. Nomination papers shall be used for nomination to elective Village offices, pursuant to the procedures described in Wis. State Stats. §8.05(4).

B. Term of Office

1. The six trustees elected at the first election shall serve their terms, as follows:
  - a. The term of office of the three candidates receiving the highest number of votes in the first election shall be two (2) years ending with the spring election in 2015.

- b. The term of office of the three candidates receiving the remaining votes shall be for one (1) year ending with the spring election in 2014.
  - c. Thereafter, the term of office of all Trustees shall be two (2) years with three (3) trustees being elected in even numbered years and three (3) trustees being elected in odd numbered years.
2. The term of the Village President elected at the first election shall be for two (2) years ending with the spring election in 2015. Thereafter, the Village President shall be elected in odd numbered years for a term of two (2) years.

C. Compensation

- 1. The compensation for the Village Trustees and Village President shall be determined pursuant to Wis. State Stats. §61.193.

**1.02 MEETINGS**

A. Regular Meetings

Regular meetings of the Village Board shall be determined by majority vote of the Village Board.

B. Special Meetings

- 1. Special meetings of the Village Board may be called by the Village President or two members of the Village Board pursuant to Wis. State Stats. §61.32
- 2. Appropriate public notice of any such meeting shall be given according to Wisconsin State Statutes.
- 3. All meetings shall comply with the notice and other requirements of the Wisconsin Open Meeting Law.



### 1.03 PRESIDING OFFICER

A. Designated

The Village President shall preside at all Village Board meetings. In the absence of the President, the Village Clerk shall call the meeting to order and preside until the Trustees present elect one of their members as the temporary presiding officer. If the President appears while the meeting is in session, the temporary presiding officer shall vacate the chair.

B. Duties

The presiding officer shall preserve order and decorum, decide all questions of order and conduct for the proceedings of the meeting in accordance with the parliamentary rules contained in the latest revision of *Robert's Rules of Order* and/or *A Guide to Parliamentary Procedure for Local Governments in Wisconsin*, unless otherwise provided by statute or by these rules.

C. Decisions, Appeals From

Any member may appeal from a decision of the presiding officer. Such appeal is not debatable and shall be sustained by a  $\frac{3}{4}$  majority vote of the members present, excluding the presiding officer.

### 1.04 ROLL CALL QUORUM

A. Roll Call: Procedure When Quorum Not in Attendance

As soon as the Village Board is called to order, the presiding officer shall proceed to call the names of the members, noting who is present and who is absent, and the result will be recorded the same in the proceedings of the Board. If there is not a quorum present, the fact shall be entered in the minutes and the Board will adjourn.

B. Quorum

A majority of the members of the Village Board shall constitute a quorum. The President shall be counted in computing a quorum. A majority vote of all members of the Board in favor of any proposed ordinance, resolution, or appointment shall be necessary for passage or approval, unless a larger number is required by statute, law, or other applicable rule.

**1.05 APPOINTED OFFICIALS**

A. Village Manager

1. There is hereby established the office of Village Manager for the Village of Harrison, Wisconsin. The Village Manager shall be appointed by the Village Board and shall be solely responsible to the Village Board. The Village Manager shall be appointed solely based on merit with due regard for training, experience, ability and general qualifications for performing the duties of the office.
2. Unless otherwise provided in a written agreement between the Village Board and the Village Manager, he/she shall be appointed by the Village Board for an indefinite term subject to termination at the discretion of either the Village Board or the Village Manager upon 60 days' prior written notice. The Village Manager may, at any time, be removed from office by a majority vote of the entire Village Board.
3. The Village Manager shall be the chief administrative officer of the Village responsible only to the Village Board. The Village Manager shall have authority, within statutory, ordinance, or policy limits, to assure the efficient and effective organization and operation of all Village departments and services. The Village Manager shall be responsible for the proper administration of the affairs of the Village, pursuant to statutes, ordinances, and resolutions of the

Village Board, with powers and duties as follows. The Village Manager shall:

- a. See that all laws, ordinances or resolutions of the Village Board subject to enforcement by him/her or by officers subject to his/her discretion and supervision are faithfully executed.
- b. Develop Village personnel policies and procedures, including a plan of administrative organization, and be responsible for all Village personnel functions, including appointment for merit, counseling, motivation, development, discipline and suspension or discharge of employees; provided however that the Village Manager may designate a department head to handle any of these duties within his/her respective department.
- c. Have the duty to make recommendations to the Village Board for the appointment of administrative officers appointed by the Village Board.
- d. Supervise and coordinate the functions and duties of all administrative officers and, when he/she deems it necessary, discipline, suspend or remove any administrative officer of the Village, except for the Village Attorney and Fire Chief; provided, however, that any appointed personnel who are so discharged shall have the right to request that the Administrative Committee review their discharge.
- e. Except for the purpose of inquiry, the Village Board and its members shall deal with the administrative services solely through the Manager, and neither the Board nor any Trustees shall give orders to any subordinate of the Village Manager either publicly or privately.

- f. Be an ex-officio member of all boards, commissions and committees appointed by the President or Village Board pursuant to law, but without a vote.
- g. Have authority to review all records, routines and working hours for all employees, administer fringe benefits plans and recommend to the Village Board administrative control routines that will best promote efficiency and economy.
- h. Recommend to the Village Board for adoption such measures as the Village Manager may deem necessary or expedient to carry out the terms and conditions of any contracts in which the Village is interested or in which it is a party.
- i. Be the purchasing agent for the Village and, in ordinary course of business, make or authorize the purchase of materials and supplies necessary for the Village, as provided for in the annual budget, following the procedures set forth in Wis. State Stats. §66.0901 and §66.0131.
- j. Prepare or cause to be prepared, plans, specifications, or estimates for public work, as directed by the Village Board.
- k. Prepare and submit the annual budget and capital improvement program to the Village Board.
- l. Keep the Board fully advised as to the financial condition of the Village through submission of periodic reports as requested by the Village Board.
- m. Be in charge of obtaining all outside financial assistance requested by the Village Board.
- n. Keep the Village Board advised concerning the needs of the Village, its administration, business and affairs, including such matters as pertain to its future growth and development.

- o. Have the responsibility for the operation and maintenance of all Village-owned property, lands, public buildings, public ways, improvements and equipment.
  - p. Perform such other duties as may be prescribed by this article or any other ordinance or resolution of the Village Board.
- 4. All officers and employees of the Village shall cooperate with and assist the Village Manager of the Village of Harrison so that the affairs of the Village will be most economically and harmoniously administered.

B. Village Clerk

- 1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects to not to be governed by those portions of Wis. State Stats. §61.19 and §61.23 which relate to the selection and tenure of the Village Clerk.
- 2. The Village Clerk shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Clerk may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.
- 3. The powers and duties of the Village Clerk shall be as prescribed by Wis. State Stats. § 61.25.

C. Village Treasurer

- 1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects to not to be governed by those portions of

Wis. State Stats. §61.19 and §61.23 which relate to the selection and tenure of the Village Treasurer.

2. The Village Treasurer shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Treasurer may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.
3. The powers and duties of the Village Clerk shall be as prescribed by Wis. State Stats. § 61.26.

D. Village Assessor

1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects to not to be governed by those portions of Wis. State Stats. §61.19 and §61.23 which relate to the selection and tenure of the Village Assessor.
2. The Village Assessor shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Assessor may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.
3. The powers and duties of the Village Assessor shall be as prescribed by Wis. State Stats. § 61.27.

E. Police Services: Marshal/Constable

1. Pursuant to Wis. State Stats. § 61.195, the Village of Harrison hereby abolishes the offices of Marshal and Constable.

This Charter Ordinance shall take effect sixty (60) days after its passage and publication in the manner provided by Wis. State Stats. § 66.0101.

**PASSED AND ADOPTED** by a unanimous vote of the interim Village Board of the Village of Harrison, Calumet County, Wisconsin, this 26<sup>th</sup> day of March, 2013.

Date Introduced: 03/26/2013

Date Adopted: 03/26/2013

Date Published: 04/05/2013

By: John Sloten, Chairman

Attest: Jennifer Weyenberg, Clerk

EXHIBIT A: FUTURE LANDUSE PLAN (TO BE PROVIDED)



