



*A great place to grow!*



*Updated: August 2023*



# Board Member Welcome Packet



SCAN TO VIEW DIGITAL FILE

2828 Allouez Ave.  
Bellevue, WI 54311

(920) 468-52250  
[VillageOfBellevueWI.gov](http://VillageOfBellevueWI.gov)

# WELCOME & CONGRATULATIONS!

Hello and welcome,

You are now a Village of Bellevue Trustee. You have chosen to take an initiative that rises above any complacency. Thanks to your commitment, you are one of a select few that has led this community since becoming a signed community in 1857. During the first 166 years, we have gone from a sleepy jurisdictional boundary to a community of nearly 16,000! Whether your involvement is geared towards community infrastructure improvements or the success of area businesses, you have embarked on a tenure that will help keep Bellevue the gem of the region.

As the Village Administrator, I am tasked with building a sustainable government through steady and levelheaded leadership; this includes direct oversight of individual departments, projects and Village Staff. As a new Trustee, you are charged with creating policy that helps promote Bellevue's ongoing success. A Trustee is tasked with general oversight of the community and high-level planning with the rest of the Board while providing targeted advice on any number of Commissions or Committees. Your thoughtful input is vital.

We have developed this onboarding packet to provide you with a better understanding of the Village process and structure.

Though each term is short, the impact you will make will endure. This packet will help you understand the steps to create policy and aid in your efforts to continue improving Bellevue. I am excited to work with you in the coming years and will work tirelessly to provide you with all the information you need to succeed as a Trustee.

My door has been and will always remain open.

Kindest regards,



**Benjamin Krumenauer**

*Village Administrator*

(920) 593-5512 | [bKrumenauer@VillageOfBellevueWI.gov](mailto:bKrumenauer@VillageOfBellevueWI.gov)

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# THE VILLAGE OF BELLEVUE

A progressive community within the Green Bay Metropolitan Area, the Village of Bellevue is one of Brown County's fastest-growing municipalities, with approximately 16,000 residents. Bellevue is a great place to grow your family, your business and enjoy a high quality of life. The Village is a full-service municipality offering quality municipal services while maintaining combined local municipal tax and utility rates that are among the lowest compared with the other incorporated communities in the Brown County area.

## *Our Mission*

As elected officials and employees of the Village of Bellevue we are **dedicated** to serving our community by providing **quality** public services, implementing **innovative** policies and being **responsive** to everyone who lives, works and visits our community. Our purpose is to make Bellevue the best place to raise a family, own a business and enjoy a high quality of life. To accomplish this purpose effectively, we share a commitment to work together to hold ourselves **accountable**, to maintain the highest **integrity** and to **lead** by example.

## *Our Values*



Dedication



Quality



Innovation



Responsiveness



Accountability



Integrity



Leadership

## *Social Media Pages & Hashtags*



BellevueWisconsin



@BellevueWI

#BellevueWI



BellevuePRFWisconsin



@village-of-bellevue

#VillageOfBellevue



BellevueDogPark



@BellevueDogPark

#BellevuePRF



FriendsBellevueParks

#BellevuePublicWorks



Village-of-Bellevue-Police

#BellevueCommunityDevelopment

## Buildings



### VILLAGE OFFICES/PUBLIC WORKS

2828 Allouez Ave  
Bellevue, WI 54311  
**(920) 468-5225**

- Staff Offices
- Municipal Garage

**May-September**  
M-TH: 7 a.m. - 4:30 p.m.  
F: 7 a.m. – Noon

**October-April**  
M-F: 7:30 a.m. - 4:30 p.m.



### VILLAGE HALL/PUBLIC SAFETY BUILDING

3100 Eaton Road  
Bellevue, WI 54311  
**(920) 884-1077**

- Village Hall
- Municipal Court
- Law Enforcement
- Fire Station #9

**Year Round**  
M-TH: 9 a.m. - 5 p.m.  
F: 9 a.m. – Noon



### COMMUNITY CENTER/PUBLIC WORKS ANNEX

1811 Allouez Ave  
Bellevue, WI 54311

- Community Events & Classes
- Rental on Weekends
- Public Works Garage

***\*Not Staffed***

## Phone Directory

Village Board		
<b>Steve Soukup</b> <i>Village President</i> (920) 469-2527 <a href="mailto:sSoukup@VillageOfBellevueWI.gov">sSoukup@VillageOfBellevueWI.gov</a>	<b>Dave Kaster</b> <i>Village Trustee</i> (920) 336-0221 <a href="mailto:dKaster@VillageOfBellevueWI.gov">dKaster@VillageOfBellevueWI.gov</a>	<b>Jackie Krull</b> <i>Village Trustee</i> (920) 264-7918 <a href="mailto:jKrull@VillageOfBellevueWI.gov">jKrull@VillageOfBellevueWI.gov</a>
<b>Tom Murphy</b> <i>Village Trustee</i> (920) 288-2622 <a href="mailto:tMurphy@VillageOfBellevueWI.gov">tMurphy@VillageOfBellevueWI.gov</a>	<b>John Sinkler</b> <i>Village Trustee</i> (920) 301-3915 <a href="mailto:jSinkler@VillageOfBellevueWI.gov">jSinkler@VillageOfBellevueWI.gov</a>	
Administration & Finance		
<b>Benjamin Krumenauer</b> <i>Village Administrator</i> (920) 593-5512 <a href="mailto:bKrumenauer@VillageOfBellevueWI.gov">bKrumenauer@VillageOfBellevueWI.gov</a>	<b>Michelle Seidl</b> <i>Director of Finance - Clerk/Treasurer</i> (920) 593-5511 <a href="mailto:mSeidl@VillageOfBellevueWI.gov">mSeidl@VillageOfBellevueWI.gov</a>	<b>Dawn Novak</b> <i>Deputy Clerk/Treasurer</i> (920) 593-5501 <a href="mailto:DawnN@VillageOfBellevueWI.gov">DawnN@VillageOfBellevueWI.gov</a>
Community Development	Parks, Recreation & Forestry	Public Works Department
<b>Andrew J. Vissers, AICP</b> <i>Director of Community Development</i> (920) 593-5508 <a href="mailto:AndrewV@VillageOfBellevueWI.gov">AndrewV@VillageOfBellevueWI.gov</a>	<b>Kyle Casper, CPRP</b> <i>Director of Parks, Recreation &amp; Forestry</i> (920) 593-5515 <a href="mailto:kCasper@VillageOfBellevueWI.gov">kCasper@VillageOfBellevueWI.gov</a>	<b>Teal Spellman, PE</b> <i>Director of Public Works</i> (920) 593-5507 <a href="mailto:tSpellman@VillageOfBellevueWI.gov">tSpellman@VillageOfBellevueWI.gov</a>
<b>Michelle Du Chateau</b> <i>Assistant Planner/Zoning Administrator</i> (920) 593-5506 <a href="mailto:mDuChateau@VillageOfBellevueWI.gov">mDuChateau@VillageOfBellevueWI.gov</a>	<b>Jess Harkcom, CPRP</b> <i>Recreation Supervisor</i> (920) 593-5516 <a href="mailto:jHarkcom@VillageOfBellevueWI.gov">jHarkcom@VillageOfBellevueWI.gov</a>	<b>Eric Woodke</b> <i>Street Superintendent</i> (920) 593-5518 <a href="mailto:eWoodke@VillageOfBellevueWI.gov">eWoodke@VillageOfBellevueWI.gov</a>
<b>Barb Kopperud</b> <i>Superintendent of Inspection</i> (920) 593-5505 <a href="mailto:BarbK@VillageOfBellevueWI.gov">BarbK@VillageOfBellevueWI.gov</a>	<b>Tyler Schiesser, ISA-CA</b> <i>Parks &amp; Urban Forestry Foreman</i> (920) 593-5524 <a href="mailto:tSchiesser@VillageOfBellevueWI.gov">tSchiesser@VillageOfBellevueWI.gov</a>	<b>Mike Mahloch</b> <i>Utility Superintendent</i> (920) 593-5503 <a href="mailto:mMahloch@VillageOfBellevueWI.gov">mMahloch@VillageOfBellevueWI.gov</a>
<b>Doug Tenor</b> <i>Building Inspector</i> (920) 593-5504 <a href="mailto:DougT@VillageOfBellevueWI.gov">DougT@VillageOfBellevueWI.gov</a>	<b>Steve Dart</b> <i>Facilities &amp; Grounds Laborer</i> (920) 593-1993 <a href="mailto:sDart@VillageOfBellevueWI.gov">sDart@VillageOfBellevueWI.gov</a>	<b>Jake Fischer</b> <i>Engineer Technician</i> (920) 593-5517 <a href="mailto:jFischer@VillageOfBellevueWI.gov">jFischer@VillageOfBellevueWI.gov</a>
<b>Tim Hennig</b> <i>GIS/IT Manager</i> (920) 593-5514 <a href="mailto:TimH@VillageOfBellevueWI.gov">TimH@VillageOfBellevueWI.gov</a>		<b>Chet Morton</b> <i>Public Works Foreman</i> (920) 593-1695 <a href="mailto:cMorton@VillageOfBellevueWI.gov">cMorton@VillageOfBellevueWI.gov</a>
Municipal Court		
<b>Hon. Ron Metzler</b> <i>Judge</i> (920) 593-1696 <a href="mailto:pMetzler@VillageOfBellevueWI.gov">pMetzler@VillageOfBellevueWI.gov</a>	<b>Pam Cornelius</b> <i>Court Clerk</i> (920) 593-1697 <a href="mailto:pCornelius@VillageOfBellevueWI.gov">pCornelius@VillageOfBellevueWI.gov</a>	<b>Pam Watzka</b> <i>Court Clerk</i> (920) 593-1697 <a href="mailto:pWatzka@VillageOfBellevueWI.gov">pWatzka@VillageOfBellevueWI.gov</a>
Public Safety		
<b>Dustan Peterson</b> <i>DEO II</i> (920) 593-1699 <a href="mailto:dPeterson@VillageOfBellevueWI.gov">dPeterson@VillageOfBellevueWI.gov</a>	<b>Meredith Desmond</b> <i>DEO I</i> (920) 593-1698 <a href="mailto:mDesmond@VillageOfBellevueWI.gov">mDesmond@VillageOfBellevueWI.gov</a>	<b>GB Metro Fire Station No. 9</b> (920) 593-5526

## ***Village Partners***

The Village maintains select partnerships that provide additional professional services and/or beneficial relationships. Typically, these “contracted” services allocate resources that it is not reasonable for the Village to provide internally. Many of these partners operate under various forms of service agreements.

### **ADMINISTRATION & FINANCE**

*Village Assessor*

**Fair Market Assessments**

<http://www.assessordata.net/>

*Village Attorney*

**Ronald F. Metzler**

### **PUBLIC SAFETY**

*Animal Control*

**Shane Lestrud | Village of Howard**

*Bellevue Police Department*

**Brown County Sheriff**

<https://www.browncountywi.gov/government/sheriffs-office/general-information/>

*Bellevue Fire & Emergency Medical Services*

**Green Bay Metro Fire Department**

<https://greenbaywi.gov/157/Fire>

### **MISCELLANEOUS**

**Bellevue Business Association**

<https://www.bellevuebiz.biz/>

### **COMMUNITY DEVELOPMENT**

*Transit*

**Green Bay Metro**

<https://greenbaywi.gov/231/Metro-Transit>

### **PUBLIC WORKS**

*Garbage & Recycling Pick-Up*

**Harters Fox Valley Disposal**

<https://www.hartersfvd.com/commercial-services>

*Village Engineer*

**Cedar Corp**

<https://www.cedarcorp.com/>

*Wholesale Water*

**Central Brown County Water Authority**

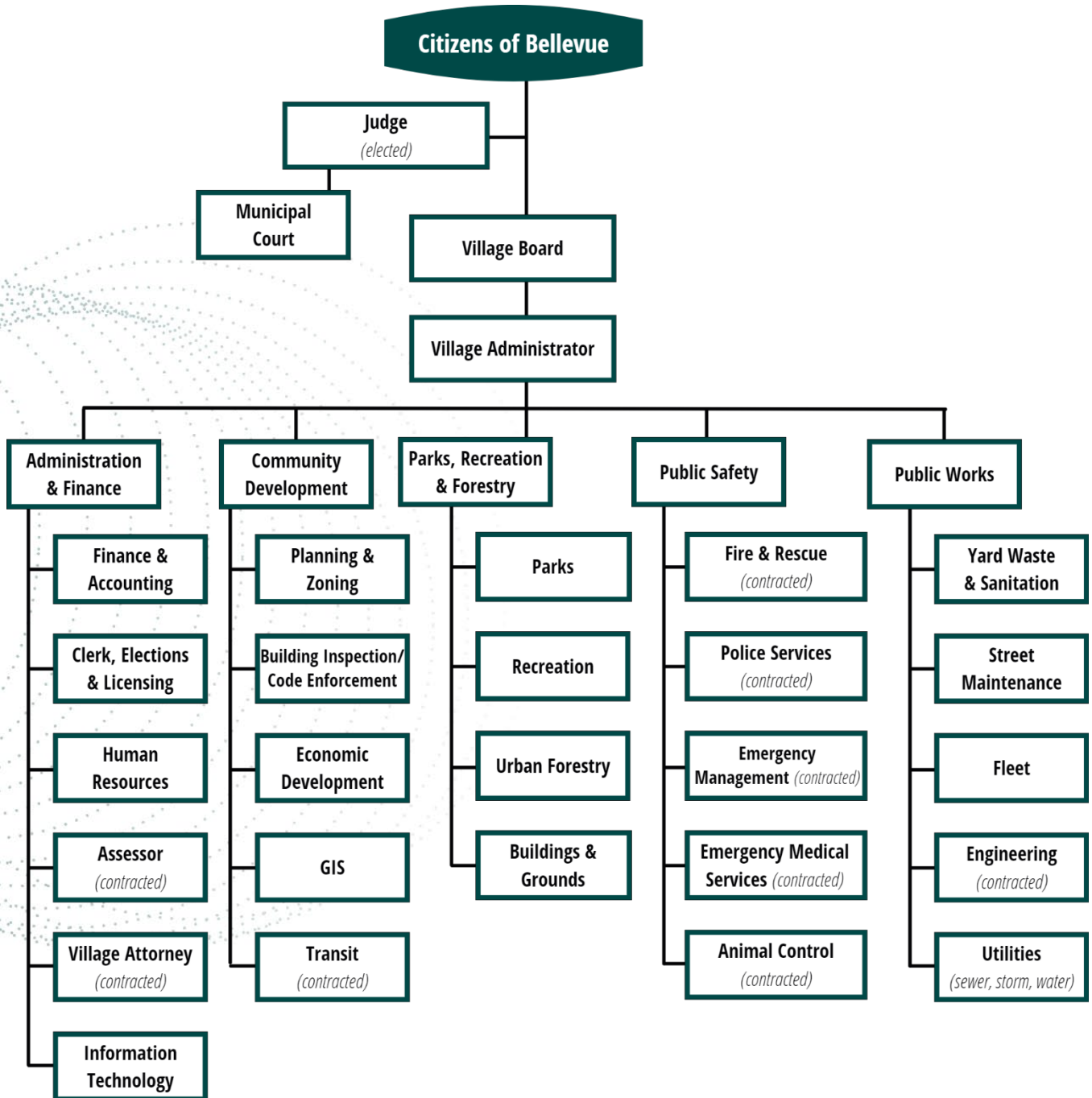
<https://www.cbcwaterauthority.com/>

*Sewer Treatment*

**NEW Water**

<https://www.newwater.us>

## Functional Organizational Chart



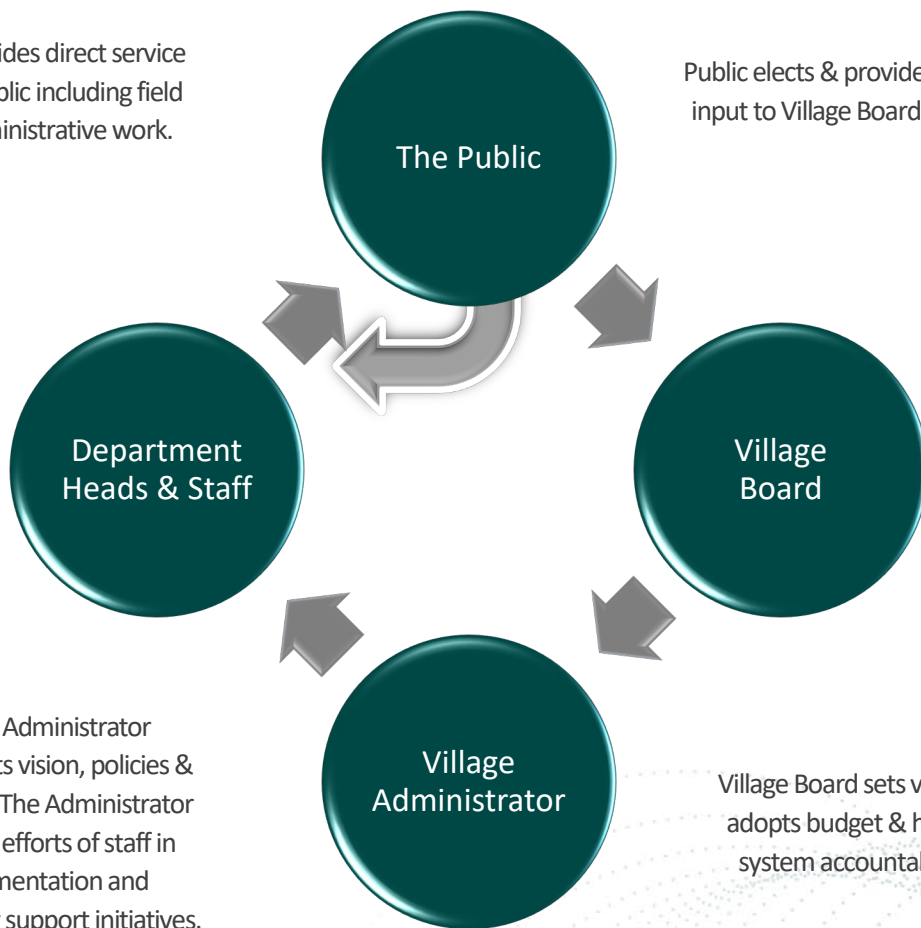
# VILLAGE BOARD & STAFF ROLES

The Village Board and Staff function as a bridge connecting critical services, community programs and discretionary services to the community at large. Community needs are prioritized through existing programs (the public to staff) or as a new policy initiative derived from Village Board guidance. The Village Board sets all policies and laws (Village Code), while Village Staff provides direct community support by implementing developed policies and rules.

*VILLAGE STAFF ARE THE MAIN POINT OF CONTACT FOR THE PUBLIC/COMMUNITY NEEDS & CONCERNS.*

Staff provides direct service to the public including field and administrative work.

Public elects & provides input to Village Board.



*VILLAGE BOARD SERVES AS A BRIDGE BETWEEN COMMUNITY NEEDS & STAFF BY PROVIDING POLICY DIRECTION*

Village Administrator implements vision, policies & programs. The Administrator supports efforts of staff in implementation and community support initiatives.

Village Board sets vision, adopts budget & holds system accountable.

*VILLAGE ADMINISTRATOR SERVES AS A BRIDGE BETWEEN VILLAGE BOARD & STAFF*

## Staff & Board Communication

We're digital. Well, as much as we can be. Electronic documents and communication have two advantages: **ease of retrieval** and **access**! As a board member, you will receive an iPad from the Village; this will be your primary way of communicating & information sharing as opposed to texting. You will receive 99% of your information in the following methods.



**Administrator Report**



**Board Packet**



**Email**



**Committees & Commissions**




**Staff Reports**

### *Welcome Tip*

Need to be excused from a board meeting due to planned vacation or sudden illness? Please inform the Village President, Village Clerk or the Village Administrator

## SAMPLE STAFF REPORT TEMPLATE

 <b>MEMORANDUM</b> Date: February 1, 2023	
<b>To:</b> Village Administrator <b>Cc:</b> Village Board <b>Fm:</b> <u>Insert Name, Title</u> <b>Re:</b> <b>STAFF REPORT ON ...ALL CAPS...CLOSELY MATCH ITEM AS LISTED ON THE AGENDA</b>	<b>FISCAL IMPACT</b> 1. Is There a Fiscal Impact? <b>YES/NO</b> 2. Is it Currently Budgeted? <b>YES/NO</b> 3. If Budgeted, Which Line? <b>Be specific</b> 4. Amount: <b>Be Specific</b>
<b>BACKGROUND INFORMATION</b> XXX	<b>COMMUNICATION PLAN</b> 1. Will there be Additional Resident Communication? <b>YES/NO</b> <b>Be specific, bullet points OK</b> 2. Others (employees, other jurisdictions, media, etc.)? <b>YES/NO</b> <b>Be specific, bullet points OK</b>
<b>POLICY ISSUE</b> XXX More heading options as may be necessary -- customize to topic	<b>REQUESTED MOTION</b> "Motion to APPROVE or DENY..." "This Agenda Item is for DISCUSSION ONLY, no action is required."
<b>PRIOR ACTION/REVIEW</b>	<b>ATTACHMENTS</b> • List -- be clear as to match what will be included in the Board packet
<b>OPTIONS &amp; ANALYSIS</b>	
<b>POLICY ALTERNATIVES</b>	
<b>RESIDENT, STAFF, VILLAGE... IMPACTS</b>	
<b>FISCAL IMPACT REVIEW</b>	
<b>LEGAL REVIEW</b>	
<b>CONSISTENCY WITH STRATEGIC PLAN, POLICIES, ETC.</b>	

## Defining Roles

### VILLAGE BOARD | ROLE: POLICY

The Village Board has direct management and control of all Village property, finances, contracts and public services. The Board has the responsibility and power to enact the general good order of the Village to provide for the public's health, safety, welfare and convenience. To do this, the Board may carry its powers into effect by developing policy & guidance, regulations & laws and other statutory powers, including levying funds for the support of and in the community's best interest.

#### KEY RESPONSIBILITIES

- Set the strategic direction of the community
  - Identify priorities, goals and services
- Enact ordinances and policies
- Capital Improvement Plan (CIP)
- Strategic Plan – Comprehensive Plan
- Approve budget, tax levy and fees
- Approve contracts
- Appoint and provide oversight to Village officials, as outlined in the Village Ordinances

### Welcome Tip

The Staff is here to support your role on the Village Board. We love all questions and are committed to making this a rewarding experience.

**Communication is key!**

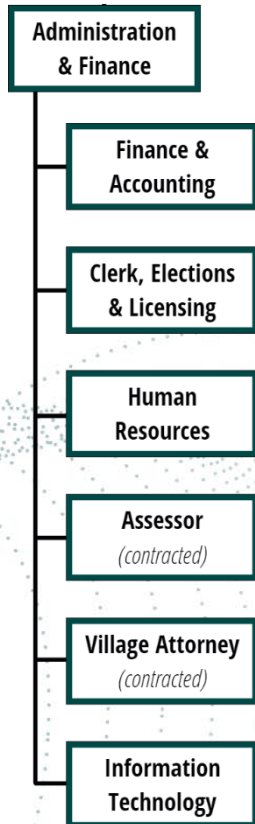
### VILLAGE ADMINISTRATOR | ROLE: ADMINISTRATION

The Village Administrator is the Village's Chief Administrative Officer responsible for implementing the Board's policies and priorities. The Administrator supports the work of the Village Board by coordinating official business and providing leadership and direction to the organization. The Administrator is actively involved in economic development projects and maintains the Village's robust business environment. The Administrator oversees the management of department-led projects and activities, leads the Executive Leadership Team, serves as the head of Human Resources and is visible in the community representing the Village. The Administrator works to be sensitive to competing values and helps the community strike an attractive balance for current and future community members.

#### KEY RESPONSIBILITIES

- Assist Village Board in determining strategic priorities for the community
  - Provide technical expertise to assist the Board in vetting policy decisions
  - Implement policy decisions made by the Board
- Work with Department Heads to oversee the day-to-day operation of the Village
- Represent and advocate for the Village with intergovernmental partners and stakeholders
- Monitor legislative activity impacting the Village, including contract negotiation and regional associations
- Direct oversight of the development and implementation of Village finances and budget programs
- Oversees human resources, including compensation and benefits, employment policies and performance management
- Develop, implement, and oversee policies, procedures, plans and projects on behalf of the Village

## ADMINISTRATION & FINANCE DEPARTMENT



The Administrative & Finance Department includes the offices of the Village Administrator and Clerk/Treasurer.

The Department is responsible for a variety of administrative and financial functions for the Village, including the following:

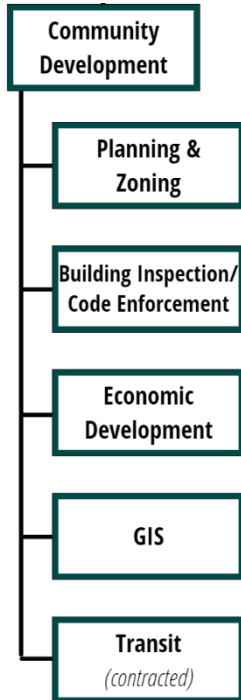
- Budget preparation and management
- Financial oversight and compliance
- Payroll and accounting functions
- Village Board management
- Human Resources
- Elections
- Statutory Clerk-Treasurer duties

### *Welcome Tip*

We put a ton of time into our media and website presence. Make sure to visit our website for the most up to date information ranging from permits to pets.

Departmental  
webpage 

## COMMUNITY DEVELOPMENT



The Community Development Department aligns several traditional village functions under a single umbrella. Those functions include:

- Planning & Zoning
- Building Inspection
- Economic Development
- Geographic Information Systems (G.I.S.)

The Community Development Department works closely with other Village Staff, the Board, the Plan Commission and the Zoning Board of Appeals.

### *Welcome Tip*

Regular Meetings of the Plan Commission and Zoning Board of Appeals are available in an in person and virtual setting.

**This is where the development starts!**

Departmental  
 Webpage 

## PARK, RECREATION & FORESTRY

### Parks, Recreation & Forestry

#### Parks

The Village of Bellevue Parks, Recreation and Forestry Department provides recreational programs and activities for youth, adults and seniors.

In addition, the department is responsible for 13 parks and open space areas totaling over 326 acres, of which approximately 100 acres are developed for public use in the form of athletic facilities, shelters, playgrounds, walking trails, etc.

#### Recreation

Other primary responsibilities include routine maintenance of facilities & equipment, providing support services for special community events, park development and managing the Village's urban forest.

#### Urban Forestry

##### *Mission*

Bellevue Parks, Recreation and Forestry provides essential community park, recreation & urban forestry services through quality driven, citizen-focused and fiscally responsible efforts.

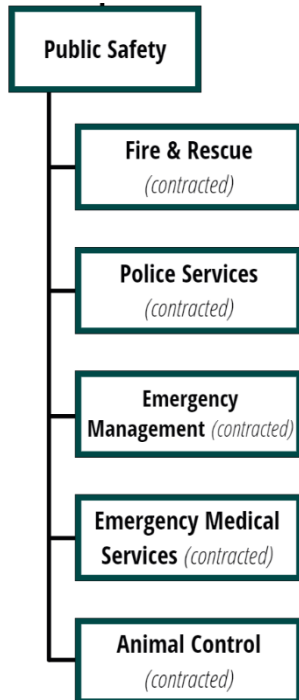
#### Buildings & Grounds

### Welcome Tip

The PRF programs are funded through revenue-generating recreation programs, Parks Impact Fees and general capital outlay. These resources are reviewed annually during the budgeting process.

Departmental  
webpage 

## PUBLIC SAFETY



### Fire & Rescue

On January 1, 2021, the Village of Bellevue Fire Department consolidated with the Green Bay Fire department to be part of the Green Bay Metro Fire Department (GBMFD). This action by the Village Board followed several months of research and analysis and will result in improved service levels and control on service delivery costs. The Village receives all services provided by the Green Bay Metro Fire Department and questions should be redirected to Green Bay Metro Fire Department.

#### *Mission*

The mission of the Green Bay Metro Fire Department is to protect and educate our community, show compassion to all and continue the honored tradition and dedication of the fire service.

- Provided Services
- Fire suppression
- Basic water and ice rescue
- Technical rescue
- Hazardous Materials Response
- Fire inspections
- Service Calls, etc.
- Carbon Monoxide, suspicious odor investigation and house lockouts

### Police Services

The Village of Bellevue contracts its law enforcement services from the Brown County Sheriff's Office, allowing for top-quality police services at an efficient rate for citizens.

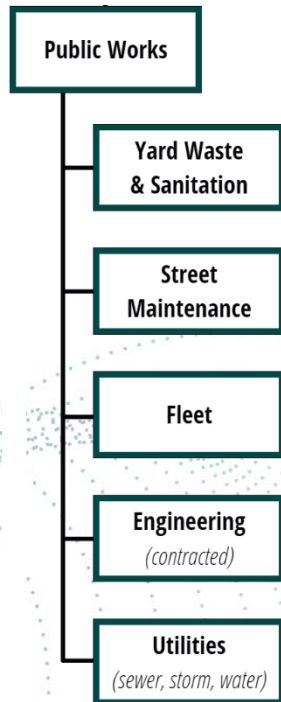
Bellevue has nine Brown County Sheriff's Deputies in rotating 24-hour & 16-hour shifts. Officers' responsibilities include responding to calls (criminal and civil), assisting other agencies, enforcing local ordinances and state statutes and addressing immediate conditions that give rise to public safety issues for Village residents.

The Village also has two "Directed Enforcement Officers" (DEO) whose responsibilities include finding long-term solutions to reoccurring community problems through community policing principles. These officers are dedicated to providing the highest quality of police protection to the residents of Bellevue and ensuring this community is a safe place to live, work and raise a family.

The Village's central patrol station is located at the Public Safety Building/Village Hall in conjunction with the Fire Department. However, this is not a walk-in police station and those who require non-emergency assistance should contact the Brown County Sheriff's Office at (920) 448-4200 (2684 Development Drive, Bellevue, WI 54311).



## PUBLIC WORKS



The Public Works Department is responsible for the maintenance of village streets and right-of-way and the operation of the sanitary sewer, storm sewer and water utilities. The Department is staffed by a Director, Street Superintendent, Utility Superintendent, Engineering Technician, six full-time laborers, and two summer assistants.

The Department operates out of two garage facilities. The main office is at 2828 Allouez Avenue and the second site is at 1811 Allouez Avenue.

Equipment maintained and operated includes seven dump trucks with snow plowing and salting attachments, two backhoes, a sewer cleaning vac-truck, a street sweeper and various other vehicles and small equipment.

### *Welcome Tip*

Public Works staff have a wide range of responsibilities in multiple fields. Staff field 24:7 coverage including on call support and community oversight.

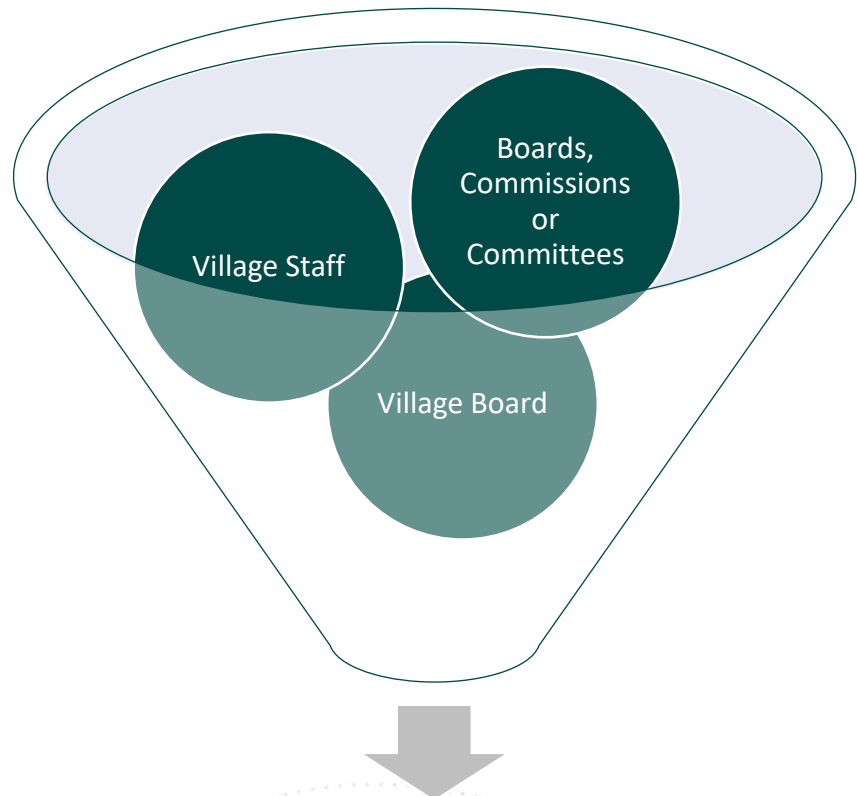
Departmental  
webpage 

# BOARDS, COMMISSIONS & COMMITTEES

## *Boards, Commissions & Committees Role*

As a Board member, you rely on sound education and guidance on all initiatives. The Village often uses other Boards, Commissions and Committees to vet through programs before Board involvement. This pre-review process vets through most questions and ensures multiple reviews before formal action. The result is a more decisive action with evidence-based decision-making.

- Advisory
- Special expertise
- Community voice and context
- Share the load
- Buffer the Village Board
- Village



Village Board, BCC's & staff will not always agree but the end results should be a well-vetted policy decision.

## Overview of Committees & Commissions

### VILLAGE BOARD

The Village Board is the lead legislative team of Bellevue. It is charged with representing all citizens honestly and fairly. The five-member Board is comprised of four Trustees and the Village President. All meetings are presided over by the Village President in partnership with each Trustee. The Board is responsible for policy creation, review and approval of budgets and capital improvement programs, contract approval and managerial oversight of all Village functions.

**MEMBERS:** FIVE (5)

**TERM LENGTH:** PRESIDENT = THREE (3) YEARS  
TRUSTEE (4) = TWO (2) YEARS

**FREQUENCY:** SECOND & FOURTH WEDNESDAY - MONTHLY

**MEETING LOCATION:** VILLAGE HALL/PUBLIC SAFETY  
BUILDING (3100 EATON RD.)

**VILLAGE CONTACT:** BENJAMIN KRUMENAUER,  
VILLAGE ADMINISTRATOR

### PLAN COMMISSION

The Village Board appoints the Plan Commission. The focus of the Plan Commission is to guide growth and development within the Village to promote its residents' health, safety and welfare. They review and provide recommendations on-site plans for new development, lot split applications and special use permits within the Village. In addition, the Commission guides the Board on rezoning requests and ordinance amendments. The Commission develops and adopts a Comprehensive Plan for the physical development of the Village to guide decision-making. Meetings are open to the public.

**MEMBERS:** SEVEN (7)

**TERM LENGTH:** THREE (3) YEARS

**FREQUENCY:** THIRD TUESDAY - MONTHLY

**MEETING LOCATION:** VILLAGE HALL/PUBLIC SAFETY  
BUILDING (3100 EATON RD.)

**VILLAGE CONTACT:** ANDREW J. VISSERS, AICP,  
DIRECTOR OF COMMUNITY DEVELOPMENT

### ZONING BOARD OF APPEALS

The Zoning Board of Appeals (BOA) is a five-member body appointed by the Village Board to hear and decide appeals, interpret the Zoning Ordinance and approve or deny variances. Another responsibility of the BOA is to provide an appeal mechanism for property owners who believe that the Village administration needs to correct the zoning ordinance. Meetings are open to the public.

**MEMBERS:** SEVEN (7)

**TERM LENGTH:** THREE (3) YEARS

**FREQUENCY:** THIRD WEDNESDAY - MONTHLY

**MEETING LOCATION:** VILLAGE HALL/PUBLIC SAFETY  
BUILDING (3100 EATON RD.)

**VILLAGE CONTACT:** MICHELLE DU CHATEAU,  
ASSISTANT PLANNER/ZONING ADMINISTRATOR

## PARK COMMISSION & FORESTRY BOARD

The Park Commission & Forestry Board is an advisory body to the Village Board to develop plans and recommend improving or enhancing the Village Park System. The Commission also promotes and guides the planting and care of trees in the road right-of-way and other public places. Meetings are open to the public.

**MEMBERS:** SEVEN (7)

**TERM LENGTH:** THREE (3) YEARS

**FREQUENCY:** SECOND MONDAY - MONTHLY

**MEETING LOCATION:** VILLAGE HALL/PUBLIC SAFETY BUILDING (3100 EATON RD.)

**VILLAGE CONTACT:** KYLE CASPER, CPRP,  
DIRECTOR OF PARKS, RECREATION & FORESTRY

## ADULT PROGRAMS COMMITTEE

The mission of the Adults Program Committee is to improve the quality of life for young at heart adults by providing social, recreational, cultural and educational opportunities within our community.

**MEMBERS:** SEVEN (7)

**TERM LENGTH:** THREE (3) YEARS

**FREQUENCY:** SECOND TUESDAY - MONTHLY

**MEETING LOCATION:** VILLAGE OFFICE (2828 ALLOUEZ AVE.)

**VILLAGE CONTACT:** JESS HARKCOM, CPRP,  
RECREATION SUPERVISOR

## ETHICS BOARD

The Ethics Board is a body of five members appointed by the Village Board. The Ethics Board reviews charges filed against members of the Village Board or Village employees. The Ethics Board is charged with the responsibility of investigating matters brought before it and making findings of fact.

**MEMBERS:** SEVEN (7) -FIVE REGULAR MEMBERS & TWO ALTERNATES

**TERM LENGTH:** THREE (3) YEARS

**FREQUENCY:** AS NEEDED

**MEETING LOCATION:** VILLAGE HALL/PUBLIC SAFETY BUILDING (3100 EATON RD.)

**VILLAGE CONTACT:** BENJAMIN KRUMENAUER,  
VILLAGE ADMINISTRATOR

## JOINT REVIEW BOARD

The Joint Review Board was established under state statute 66.1105 when creating a tax incremental district or amending a project plan in an existing tax incremental district. The board consists of one representative chosen from each of the following that has the power to levy taxes on the property within the tax incremental district; the school district, the technical college district and the county, along with one representative chosen by the village and one public member to review the proposal. A majority of the other board members select the public member and the board's chairperson before a public hearing is held.

## BOARD OF REVIEW

The Board of Review meets at the call of the Village Assessor, typically each year before June. The meeting is facilitated by the Village's Director of Finance/Clerk-Treasurer. The Board of Review carries out responsibilities related to assessing real property as provided for in [70.46 through 70.503 Wis. Stats.](#), or successor statute. The Board hears objections from property owners regarding the assessed value of their property, as determined by the Village Assessor. The Board is Quasi-judicial, meaning that the members sit as a panel of judges. Board members must decide cases based solely upon the information presented during the hearing and in conformance with [70.32 \(1\) Wis. Stats.](#), or successor statute.

**MEMBERS:** FIVE (5)

**TERM LENGTH:** AS NEEDED

**FREQUENCY:** AS NEEDED

**MEETING LOCATION:** VILLAGE HALL/PUBLIC SAFETY BUILDING (3100 EATON RD.)

**VILLAGE CONTACT:** ANDREW J. VISSERS, AICP,  
DIRECTOR OF COMMUNITY DEVELOPMENT

**MEMBERS:** SIX (6) MADE UP OF VILLAGE PRESIDENT, TRUSTEES (4) AND CLERK (MINIMUM THREE FOR QUORUM PURPOSES)

**TERM LENGTH:** AS NEEDED

**FREQUENCY:** ANNUALLY

**MEETING LOCATION:** VILLAGE HALL/PUBLIC SAFETY BUILDING (3100 EATON RD.)

**VILLAGE CONTACT:** VILLAGE DIRECTOR OF FINANCE/CLERK-TREASURER

## **Article: Roles & Authority of Governing Body Members**

This was originally written for & printed in *The Municipality* in June 2019.

Article by Maria Davis, Assistant Legal Counsel and Claire Silverman, Legal Counsel, League of Wisconsin Municipalities

League attorneys frequently receive requests for information explaining the duties and authority of governing body members (common council and village board members). Most often, these requests are prompted by situations where a governing body member's authority has been, or is being, questioned. Although the Wisconsin Statutes detail statutory authority and responsibilities for certain governing body members, such as mayors and village presidents, the statutes do not particularly detail or define the responsibilities of alderpersons and trustees.

### **Village President**

In villages, the village president is a trustee, with a vote on all matters and shares executive authority with the entire board of trustees. In contrast to mayors, village presidents are not statutorily designated as the village's chief executive officer. However, it's worth noting that there are some statutory references in statutes pertaining to cities, villages and towns, that refer to "chief executive" and include a corresponding provision defining "chief executive" to include village president.<sup>9</sup>

Some references do not contain a definition and simply refer to the chief executive office of a village.<sup>10</sup> In those instances, it is reasonable to infer the legislature is referring to the village president.

Although the president is not generally considered a chief executive officer, the president does have certain unique, statutory duties and also serves as a figure-head of sorts for the village. A village president's statutory duties include presiding at all board meetings and signing ordinances, bylaws, regulations, licenses, etc. authorized by the board.<sup>11</sup> The president also maintains peace and good order; sees that ordinances are faithfully obeyed; and in case of disturbance, riot or other apparent necessity may appoint as many special marshals as the president deems necessary.<sup>12</sup> Additionally, the president has charge of the village jail, which includes certain recordkeeping duties, but may delegate this responsibility to the village constable or a village police officer.<sup>13</sup> Unlike mayors, village presidents do not have veto power – because they always have voting authority. The statutory default

affords village boards the power to appoint "other officers."<sup>14</sup> However, some statutes specifically give the village president appointing authority for certain offices – e.g., election officials,<sup>15</sup> plan commission,<sup>16</sup> and zoning board of appeals.<sup>17</sup>

### **Alder & Trustee**

Common councils and village boards are legislative bodies. Alders and trustees are leaders, responsible for setting policy and charting the future of the municipality. Although the statutes provide some detail as to the duties and powers of city mayors and village presidents, the statutes provide no detail regarding the duties and authority of alders and trustees. This lack of detail reflects the fact that alders and trustees do not have authority in their individual capacity. Instead, the statutes address the responsibilities and powers of village boards and common councils as a whole. This is because the governing body's authority is collective; it holds power as a unit rather than through its individual members. This does not mean individual governing body members are prohibited from doing anything related to their roles outside

9. E.g., Wis. Stat. §§ 66.1007(1)(c), 66.1109(1)(c).

10. E.g., Wis. Stat. § 30.37(3).

11. Wis. Stat. § 61.24

12. Wis. Stat. § 61.24.

13. Wis. Stat. § 61.24.

14. Wis. Stat. § 61.19.

15. Wis. Stat. § 7.30.

16. Wis. Stat. §§ 61.35, 62.23(1).

17. Wis. Stat. §§ 61.35, 62.23(7)(e)2

of the common council or village board meeting setting. They may still carry out certain functions of their role as an alder or trustee. For example, governing body members can and should function as a liaison between the municipality and the members' constituents. Alders and trustees may engage with their constituents – e.g., hold listening sessions, write newsletters, survey constituents. However, certain actions remain outside the scope of the role as alder or trustee. For example, individual governing body members do not have supervisory authority over municipal employees and, as such, should refrain from directing municipal staff. While it's not necessarily inappropriate to request information from staff, governing body members should not demand that certain information be provided or actions taken unless local law authorizes governing body members to do so – such actions stray into executive authority territory.

Because there are no statutory provisions offering direction for individual governing body members, municipalities may want to consider establishing guidelines and/or developing materials to help governing body members more fully understand their roles and responsibilities. This could include a code of conduct and a training/resource manual for new (and returning) governing body members.

### **Legislative, Executive & Administrative Power**

In order for governing body members to stay within their respective roles and avoid overstepping their authority, it's helpful to understand the difference between legislative, executive and administrative powers. Here are some relatively clear examples of the different types of authority:

#### Legislative

Enactment of legislation (e.g., adopting budget, ordinance regulating keeping of animals, determining what services the municipality will provide, enacting land use regulations).

#### Executive

Directing staff, developing details relating to delivery of services the governing body has determined to provide, decisions relating to matters where legislation is silent as to details.

#### Administrative

Signing checks, carrying out specific directions.

Although the above examples are fairly clear, the line between legislative and executive authority is not always clear. In distinguishing between legislative and executive actions, a prominent municipal treatise provides as follows:

Municipal corporations ordinarily are vested with

legislative and executive powers, the latter being sometimes referred to as administrative or ministerial powers or duties. Legislative power, as distinguished from executive power, is the authority to make laws, but not to enforce them, or appoint the agents charged with the duty of such enforcement. If it can be shown that the particular act could not have been done without a law or ordinance, such act is considered as legislative. The crucial test for determining what is legislative and what is administrative has been said to be whether the ordinance is one making a new law, or one executing a law already in existence.

2A McQuillin Mun. Corp. sec. 10:6 (3d ed.) (footnotes omitted).

In *Governing Bodies* 392, the League was asked to weigh in on the difference between legislative and executive authority in a situation where the council and mayor gave staff conflicting instructions. The fire department had already used the amount appropriated as a line item in the city budget for fire department overtime. The mayor instructed the fire chief to eliminate overtime unless urgent or necessary. In response, the council instructed the fire chief to not take action to reduce overtime and to

maintain current staffing levels. We opined that the common council is a legislative, policy-making body and may not, by simple directive or order, countermand lawful orders of the mayor as chief executive that relate to the day-to-day operations of the city. The mayor was executing the budget as enacted by the council. However, the council could exercise its legislative authority and establish a new general policy (e.g., amend the budget to appropriate additional funds for overtime). The mayor would then be required to exercise his or her executive authority within the bounds of the newly established policy.

Executive authority can also include filling in details when existing legislation is silent on how the policy is accomplished.

[T]he complexities of modern life often impel legislatures to confer on executive and administrative departments the authority to make rules and regulations in order to enforce and achieve the policy intended. Thus, the making of such rules and regulations by executive and administrative departments sometimes become not a matter of mere law enforcement but of secondary law creation. However, so long as the

determination of the legislative principle remains within the control of the legislative body, the determination of the secondary structure that ensures and assists the establishment of the principle is not legislation. The idea is that the creative element delegated is exclusively limited to arrangements and procedures consistent with the substantive principle. Further, when administrative agencies are delegated regulatory power, legislative action by the agency to establish general rules and guidelines may be necessary as a condition precedent to exercise the powers in individual cases.

2A McQuillin Mun. Corp. sec. 10:6 (3d ed.) (footnotes omitted).

The following scenario may be helpful in demonstrating the differences between the various types of power and how these powers are exercised by elected governing body members in cities and villages:

1. Following a snow storm, Alderperson Smith receives several calls from angry constituents on Elm Street who are upset to see public works employees removing snow from the nearby city park when their

residential street has not yet been plowed. These constituents are upset because they are

waiting to leave for work and frustrated that clearing snow from the park has apparent priority over plowing Elm Street. Question: What are appropriate ways for Alderperson Smith to respond?

- a. Alderperson Smith calls the city's Director of Public Works (DPW) and tells the Director that plowing residential streets is more important than removing snow from city park areas and Elm Street needs to be plowed immediately.
- b. Alderperson Smith calls the Mayor, explains the situation and asks the Mayor to have the DPW get Elm Street plowed right away.
- c. Alderperson Smith pursues legislative policy setting priority for snow removal in the City.

Answer: B and C are appropriate ways for the alderperson to respond. As a legislator, it is appropriate for Smith to communicate constituent concerns to the mayor and ask the mayor, as chief executive officer, to direct city staff. It is also appropriate for the alderperson to pursue legislation that sets priority for snow removal. It is not appropriate for the alderperson to direct city staff.

2. What if the above scenario occurs in a village and, instead of Alderperson Smith, we have Trustee Smith and, instead of Mayor, we have the Village President?

Trustee Smith can communicate constituent concerns to public works staff but, like Alderperson Smith, lacks authority to direct staff individually. The trustee can appropriately pursue

legislative policy setting priority for snow removal. The main difference in a village is that unlike the mayor, a village president is not a chief executive officer and shares executive authority with the village board. So technically speaking, the village president also lacks authority to unilaterally direct employees. As a practical matter, however, in many villages the village president has more regular contact with the staff than

other trustees and does serve as a bridge between staff and the village board. In that case, it may be appropriate for the trustee to have the village president communicate the constituents' concerns to public works staff.

Hopefully a better understanding of respective roles and authority will help all governing body members be more effective leaders.

## **Article: Bad Meeting Behavior: Painting the Shed Red**

This was originally written for & printed in *The Municipality* in June 2019.

Article by Dan Hill, Retired, UW-Extension Local Government Center

Municipal board members have no authority to act on their own. Only the board has authority to act. The board acts through participatory, collective decision-making – in other words, at meetings. So, if you want to see your ideas turned into policies, you need to understand the basic principles of deliberation in a public body.

That understanding starts with Robert's Rules of Order (Robert's). Most units of government in Wisconsin have adopted Robert's as their guide for conducting meetings. Robert's spells out the rules of engagement so that debate, discussion and decision-making take place in an orderly way. Robert's balances the rights of individual members with the rights of the group.

To the uninitiated, parliamentary procedure can seem complicated and arcane, conjuring images of men in long black robes and powdered wigs, rigidly restricting participation to obstruct their opponents. The spirit of Robert's is just the opposite. Used as intended, parliamentary procedure enhances the democratic decision-making process by helping groups fairly weigh and consider the ideas and opinions of all its members.

Following the eight steps outlined below, members can place a proposal before the group, discuss the proposal's merits and vote the proposal up or down.

**Step 1. Member obtains the floor.** Members cannot simply shout out at will. They must first obtain the floor by being recognized by the chair. Depending on the formality of the group, this can be done in a variety of ways. In large, formal groups, the member stands or raises his/her hand when no one else has the floor, addresses the chair, receives recognition from the chair and then speaks in debate or makes a motion. In smaller, less formal groups, the member simply raises his/her hand and begins to speak once recognized by the chair. In a growing number of municipalities, members use electronic devices to indicate

their desire to obtain the floor. After "buzzing in," the member waits for recognition by the chair.

**Step 2. Member makes a motion.** A motion is a statement for the group to take a particular action; it is a proposal to do something. (Note: The maker of the motion should agree with the action being proposed in the motion. Robert's prohibits the maker of the motion from speaking against it. On the other hand, the maker of the motion, after listening to debate, may later decide to vote against it.)

The proper way to make a motion is to state: "I move that...(followed by the specific action being proposed)".

Motions should be precise and specific.

Avoid making "negative" motions, that is, a motion "not to do something," where a member must vote "yes" to mean "do not do this." This could easily lead to confusion and unintended results, as when it comes time to vote, each member must unravel the underlying meaning of a "yes" or "no" vote.

Avoid the use of the phrase, "so moved." While it may seem like an innocent shortcut, making a motion by merely stating "so moved" can create much confusion. Typically, this shortcut is taken in a committee setting after there has been some debate or discussion on a topic. For example, during the discussion a member merely suggests an idea for an action that the committee might take. Another member, liking this idea, then simply states "so moved," meaning, "I like that idea. Let's discuss it and vote on it." Using this shortcut is incorrect and very bad practice. It often leads to unwanted outcomes. Members end up wasting time debating (and even voting on!) different versions of the motion because each heard the original idea differently. Be specific and clear the first time.

**Step 3. Another member seconds the motion.** Another member who deems the motion worthy of consideration

says – without obtaining the floor – “I second the motion,” “I second it,” or simply “Second.” The purpose of the second is to make sure that at least two members think the issue is important enough to bring before the body. The person who seconds the motion does not necessarily agree with it, only that it should be discussed and decided upon. In fact, a member may disagree with the proposal but seconds the motion so that the body will be on record as having opposed it. Motions that do not receive a second do not move forward.

**Step 4. Chair states the question on the motion.** Once the motion has been made and seconded, the chair restates the motion. Usually the restatement follows this form, “It has been moved and seconded that...” By restating the motion, the chair ensures that everyone heard the same proposal and can, thereby, keep debate focused on the motion at hand. Here lies a turning point in the proceedings. Up until the time that the chair restates the motion, the maker of the motion owns the motion and may change it or withdraw it without the consent of the body. Once the motion has been restated by the chair, the motion belongs to the group and any modifications to the motion must have the consent of the body.

**Step 5. Members debate.** During debate members may undertake a host of possible actions, including discussion of the merits of the proposal, changing the wording of the motion, delaying action on the proposal and referring the motion to a committee.

The maker of the motion has the right to be the first to address the body. Thereafter, members obtain the floor in the usual way. Robert’s limits speeches to no more than 10 minutes, with members permitted to speak no more than twice on the same motion in the same day. (These limits on debate are relaxed for groups of a dozen members or fewer, where the rules are less formal.) While each member has the right to speak twice, no member should be allowed to speak a second time when a member who has not yet spoken desires the floor.

During debate members should:

- Address comments to the chair, not toward another member.
- Refrain from referring to the motives of other members.
- Avoid side conversations; speak only when they have the floor.
- Limit their comments to those pertinent to the issue under discussion.

**Step 5a. Amending a motion.** At times, a motion is not acceptable as is. During debate and discussion the body may then amend – alter the wording of – the motion that is already on the floor to make it satisfactory to a majority. The motion to amend takes the form, “I move to amend the motion by...” The member then has three choices: 1) inserting or adding words; 2) striking (deleting) consecutive words; or 3) striking and inserting. In making the motion to amend the member specifies the location for the deletions and/or insertions. The amendment must relate to the subject of the motion it is amending. A motion to amend may be amended. In other words, a member may move to amend a primary amendment with a secondary amendment. Primary and secondary amendments require a second and a majority vote to pass.

For example, a main motion is pending to “paint the shed red.” During discussion on this motion one of the members becomes concerned about costs. That member then makes a motion to amend the main motion by “adding the words ‘at a cost not to exceed \$5,000’ after the word ‘shed.’” The motion to amend is seconded by another member, restated by the chair and debate takes place. While discussing the motion to amend, another member moves to make a secondary amendment (amending the amendment) by “striking \$5,000 and inserting \$3,000.” This motion is seconded and restated by the chair.

Each of these motions is in order because each succeeding motion is of higher rank than the previous. The body will then dispose of these motions in reverse order. Think of

these motions as nested cups, one inside another. The most recently added cup must be dealt with first. In our example, the body will discuss and vote first on the secondary motion to “strike \$5,000 and insert \$3,000.” If this motion passes, then the amendment to the main motion becomes “at a cost not to exceed \$3,000.” If the motion fails, the amendment remains “at a cost not to exceed \$5,000.” The body would then discuss and vote on the amendment. Finally, the body returns to discussion and voting on the main motion, either as originally stated or as changed by any adopted votes to amend. In other words, the vote on each subsequent motion incorporates the changes enacted by the subsidiary motions.

**Step 6. Ending discussion and putting the motion to a vote.**

The chair does not have unilateral authority to end debate. However, the chair should pay close attention to the debate and, when it is clear that discussion is finished, ask, “Are you ready for the question?” or “Are you ready to vote on the motion?” If any member seeks to continue debate and discussion, the chair should, within reason, permit it.

A member may make a motion to close debate or “move the previous question.” Because this motion limits members’ rights, it requires a supermajority vote of two-thirds or unanimous consent to pass.

Much confusion exists regarding ending debate. Many incorrectly believe that they can unilaterally end debate by stating, “I call the question” or “Question.” The member, tired of debate, rises and states, “Madam Chair, I call the question” and expects debate to end immediately. Robert’s gives no such power to any one individual.

A member who “calls the question” does not simply end debate, with a vote taken instantly. Rather, a member may make a motion to end debate or “move the previous question.” The motion requires a second and a two-thirds majority vote to pass. Once the motion to end debate passes, the chair must put the pending motion to a vote.

If during discussion on a motion a member calls out, “I call the question,” the presiding officer should check the

member’s intent. If, indeed, the member wants to end the discussion and proceed to a vote, the presiding officer could coach the member on proper procedure and suggest that the member make a proper motion to end debate.

**Step 7. Members vote.** Once the body is prepared to vote, the chair should restate the exact wording of the motion that the body will be deciding upon. It is sound practice for the chair to state at this time the effect of an “aye” vote and of a “no” vote. The presiding officer then tells the members what method of voting will be used – voice vote or counted vote are most typical. The chair first asks for those in the affirmative, “aye,” and then the negative, “no,” responses. Counted votes may be taken by members raising their hands, standing, roll call, signed ballots, or machine. The chair should always call for the negative vote no matter how overwhelming the result may seem.

In local government, a recorded vote is highly recommended. Citizens have the right to know how their representatives have voted. In particular, substantive decisions, such as votes on ordinances, budgets and resolutions, call for visible, counted votes.

**Step 8. Chair announces results.** The chair announces the results of the vote – whether the motion passes or fails and, if known, the number of votes on each side. The announcement should also include the effect of the vote: “We will purchase the equipment” or “We will not create the proposed new position” or “We will paint the shed red at a cost not to exceed \$3,000.”

Understanding and following proper procedures during meetings can help municipal board members discuss issues in a productive way while seeing each other as collaborative problem-solvers working on behalf of residents. Individual members may even see some of their ideas turned into policy. And the shed painted red.

**Resources:**

***Robert’s Rules of Order Newly Revised, Edition 11.***  
***Robert’s Rules of Order, In Brief***

# VILLAGE BOARD MEETINGS

## *Types of Meetings*

### REGULAR MEETING

- Second & Fourth Wednesday of the month at 6:30 p.m.
- Agenda & packet distribution occurs by Friday the week before to the meeting.

### SPECIAL MEETING

- Scheduled when the Board needs additional time to discuss an issue or when a decision is necessary before the next regularly scheduled meeting.

### WORK SESSIONS

- Less formal Board gathering for information sharing or to preliminary vet ideas.
- No official business (votes) are conducted.

## *Conflict of Interest*

### Definition:

- Any member who has a financial interest in, or who may receive a financial benefit as a result of a Village Board action.

### What to do if you have a conflict of interest:

- Disclose the conflict of interest to the group
- Abstain from discussing or voting on the matter

## *Welcome Tip*

Serving on a Village Board is meant to be a rewarding experience. Each year an annual disclosure form is completed. As a general rule, if it doesn't pass the "sniff test," it should be disclosed. Staff are happy to help you with questions.

WHILE IT MAY NOT BE LEGALLY REQUIRED, CONSIDER DISCLOSING AND ABSTAINING  
IF THERE IS POTENTIAL FOR THE APPEARANCE OF CONFLICT OF INTEREST.

## Agenda Format

The Village President works with the Village Administrator to set the agenda. Village Board members may request items to be added to the agenda.

### Welcome Tip

Look to Chapter 135 of Village Municipal Code for more information.

[CLICK HERE](#)

**A. Call to Order**

*Village President starts the meeting.*

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Approve/Amend Agenda**

*Formality; approve agenda as is or propose to amend.*

**E. Consent Agenda**

*All items listed under "Consent Agenda" are considered to be routine and/or noncontroversial by the Village Board and will be approved by one motion. There will be no separate discussion. If discussion is desired by members, that item will be removed from the consent agenda and discussed separately immediately after consent agenda approval.*

**F. Public Comment**

*Public comments must be limited to items NOT on the agenda; Comments will be limited to five minutes in length. Commentators must state their name and address for the record. The Board's role is to listen and not discuss/debate comments nor take action on those comments at the Meeting.*

**G. Public Hearings**

*Agenda items where the public can comment or provide input for the Board to consider prior to action.*

**H. Presentations**

*Informational presentations from internal staff or external groups, no action is generally taken.*

**I. Communications**

*General notices or updates on correspondence from the community, outside partners or known public events items are generally not intended for discussion and require no action.*

**J. Brown County Report**

*Updates from any member of the Brown County Board of Supervisors on actions, events or items of note from Brown County.*

**K. Old Business**

*Items previously on the agenda that were not acted upon because the Board needed additional information/input to make a formal decision.*

**L. New Business**

*Items the Board is hearing about for the first time.*

**M. Staff Reports**

*General updates from staff about their department, items are not intended for discussion and require no action.*

**N. Board Comments**

*General comments from the Board, items are not intended for discussion and require no action.*

**O. Matters to be Placed on Next Agenda**

*Requests to have items added to the next agenda for consideration or discussion.*

**P. Closed Session**

*The Village Board, by majority approval, may go into closed session to discuss sensitive items as defined by Wisconsin State Statutes 19.85(1).*

**Q. Adjournment**

## Parliamentary Procedures - Roberts Rules of Order

Robert's Rules of Order is a parliamentary procedure manual that governs most organizations with boards of directors. It is a guide for conducting meetings and making decisions as a group. Communities use them to help give the structure of their meetings and help run the meeting efficiently and professionally. We follow the most recently recommended rules within the 12th edition.

### TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (*vote on this before main motion*)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (*must consider before the other motion*)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (*can reopen debate on the motion*)

### EVERY MOTION HAS SIX STEPS

1. **Motion:** A member rises or raises a hand to signal the President/Chairperson ("I move to")
2. **Second:** Another member seconds the motion
3. **Restate Motion:** The President/Chairperson restates the motion, or states there is a motion and second on the floor
4. **Debate:** The members debate the motion
5. **Vote:** The President/Chairperson restates the motion and then first asks for affirmative votes and then negative votes
6. **Announce the Vote:** The President/Chairperson announces the result of the vote and any instructions

**TIP!** If the board is in obvious agreement, the President/Chairperson may save time by stating, "If there are no objections, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." Then state vote and announce the vote.

### REQUESTING POINT OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the President/Chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of nondebatable statement) so that the other members can make fully informed votes
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct

### TIPS & REMINDERS FOR PRESIDENT/CHAIRPERSONS

Robert's Rule of Order was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled President/Chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals
- Let the group do its own work; don't over command
- Control the flow of the meeting by recognizing members who ask to speak
- Let all members speak once before allowing anyone to speak a second time
- When discussions get off-track, gently guide the group back to the agenda
- Model courtesy and respect and insist that others do the same
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order
- Give each speaker your undivided attention
- Keep an emotional pulse on the discussions
- Allow a consensus to have the final authority of the group

## DESIRED DIRECTION & ACTIONS

Action	What to say	Can speaker be interrupted?	Need a second?	Can this be debated?	Can this be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's Decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No Vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by mins."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No Vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Verify voice vote with count	"I call for a division."	No	No	No	No	No Vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

*\*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.*

## Wisconsin Open Meeting Law - Summary

### I. POLICY OF THE OPEN MEETINGS LAW

- Importance of having a public informed about governmental affairs
- Importance of vigilant application of the law
- DOJ will provide legal advice to government agencies regarding open meetings
- Most violations occur by mistake
- Open meetings law requires all meetings of all state and local governmental bodies be publicly held in places reasonably accessible to members of the public and open to all citizens at all times unless otherwise expressly provided by law

### II. OPEN MEETINGS LAW APPLIES TO EVERY MEETING OF A GOVERNMENTAL BODY

- Entities that are governmental bodies:
  - State or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule, or order. Includes advisory entities
  - A formally constituted subunit of a governmental body is a governmental body. A subunit is a separate, smaller body created by a parent body and composed exclusively of members of the parent body
- Entities that are not governmental bodies
  - Ad hoc gatherings/committees – as not created by law
  - Government agency staff – doesn't satisfy definition (staff is individual subordinates within agency)
  - Government department with only a single member
  - Bodies that are formed for or meeting for the purpose of collective bargaining with municipal or state employees
  - Bodies created by the Court
- A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body
  - Definition of a meeting applies whenever a convening of members of a governmental body satisfies two requirements:
    - There is a purpose to engage in governmental business – formal or informal action including discussion, decision or informational gathering on matters within the governmental body's realm of authority
    - The number of members present is sufficient to determine the governmental body's course of action on the business under consideration
  - Typically, governmental bodies operate under a simple majority rule in which a margin of one vote is necessary for the body to pass a proposal. Under simple majority rule, open meetings law applies whenever one-half or more of the governmental body members gather to discuss or act on matters within the body's realm of authority
- A meeting is not limited to all members being in same place – meetings by telephone or video conferencing qualifies as a convening of members if for the purpose of conducting governmental business and involves a sufficient number of members of the body to determine the body's course of action on the business under consideration
- Written communication transmitted by electronic means such as email or instant messaging may constitute a convening of members but due to the complexity of determining the communication to be a conversation or meeting, it is recommended to proceed with caution or avoid electronic communication in conducting governmental body business

- When a quorum of the members of one government body attend a meeting of another governmental body to engage in governmental business regarding a subject they have decision-making responsibility, it is considered two separate meetings and notice must be given of both meetings, although a single notice can be used if that notice clearly indicates that a joint meeting will be held and gives the names of each governmental body involved and published in each place where notices are published for the bodies
- A social occasion is not a place to conduct government business and it is strongly recommended to not talk about government body business at a social gathering

### III. TWO BASIC REQUIREMENTS OF OPEN MEETINGS LAW – ADVANCE PUBLIC MEETING NOTICE AND CONDUCTING BUSINESS IN OPEN SESSION

#### **Public Meeting Notice Requirements**

- The chief presiding officer of a governmental body or the officer's designee is responsible for public meeting notification
- Notice of each meeting must be given to the public, any members of the news media requesting it and the official newspaper designated as the primary news source for the area
  - Meeting notice to be posted in one or more places likely to be seen by the general public – advise posting at three different locations within jurisdiction that governmental body services or with a paid notice within jurisdiction. Nothing in the open meetings law prevents a governmental body from determining that multiple notice methods are necessary to provide adequate public notice of the body's meetings
- Every meeting public notice must give the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and news media thereof
  - Information in the notice must be sufficient to alert the public to the importance of the meeting, so that they can make an informed decision whether to attend – generic designations are not sufficient
  - If closed session, the notice must contain the subject matter to be considered in closed session
- Every public meeting notice must be given at least 24 hours in advance of the meeting, unless "for good cause" exists. Then notice should be given ASAP and must be given at least two hours in advance
- A governmental body, when conducting a meeting, is free to discuss any aspect of any subject identified in the public notice of that meeting, as well as issues reasonably related to that subject, but may not address any topics that are not reasonably related to the information in the notice
  - There is no requirement that a governmental body must follow the agenda in the order listed on the meeting notice unless an agenda item has been noticed for a specific time

#### **Public Meeting Notice Requirements**

- All meetings shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times
  - The policy of openness and accessibility favors governmental bodies holding meetings in public places rather than private premises. Generally speaking, places such as a private room in a restaurant are not considered reasonably accessible. A governmental body should meet on private premises only in exceptional cases where the body has a specific reason for doing so that does not compromise the public's right to information about governmental affairs

- The policy of openness and accessibility also requires the governmental bodies hold meetings at locations near to the public they serve
- The law also requires that the meeting location also be accessible for those with disabilities. The Americans with Disabilities Act and other federal laws may also require governmental bodies to meet accessibility that exceed the requirements imposed by Wisconsin's open meetings law
- All meetings must be initially convened in open session. All business of any kind, formal or informal, must be initiated, discussed and acted upon in open session, unless one of the exemptions set forth in Wisconsin statute applies
- The open meetings law grants citizens the right to attend and observe meetings of governmental bodies that are held in open session. It also grants citizens the right to tape record or videotape open session meetings as long as doing so does not disrupt the meeting
  - The law does not permit recording of an authorized closed session
- The open meetings law grants citizens the right to attend and observe meetings of governmental bodies that are held in open session but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting
  - Unless a statute specifically applies, a governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meeting
  - There are some other state statutes that require governmental bodies to hold public hearings on specified matters
  - Although not required, the open meetings law does permit a governmental body to set aside a portion of an open meeting as a public comment period
    - Such a period must be included on the meeting notice
    - During this period, the body may receive information from the public and may discuss any matter raised by the public
    - If a member raises a subject that is not on the agenda, it is advisable to limit the discussion of that subject and to defer any extensive deliberation to a later meeting so that more specific notice can be given
    - The body also may not take formal action on a subject raised in the public comment period unless that subject is also identified in the meeting notice
- No secret ballots may be used to determine any election or decision of a governmental body, except the election of officers of a body
  - If a member of a governmental body requests that the vote of each member be recorded on a particular matter, a voice vote or a vote by a show of hands is not permissible unless the vote is unanimous and the minutes reflect who is present for the vote
- The open meetings law requires a governmental body to create and preserve a record of all motions and roll-call votes at its meetings. This requirement applies to both open and closed sessions
  - As long as the body creates and preserves a record of all motions and roll-call votes, it is not required by the open meetings law to take more formal or detailed minutes of other aspects of the meeting
  - Other statutes outside the open meetings law may prescribe particular minute-taking requirements for certain governmental bodies and officials that go beyond what is required by the open meetings law

- The general legislative policy of the open meetings law is that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business – provide public with a reasonably intelligible description of the essential substantive elements of every motion made, who initiated and seconded the motion, the outcome of any vote on the motion and if a roll-call vote, how each member voted
- Nothing in the open meetings law prohibits a body from making decisions by general consent, without a formal vote. Whether a decision is made by consensus or other method, Wisconsin statute requires the body to create and preserve a meaningful record of that decision
- All meeting records, open and closed, must be open to public inspection to the extent prescribed in the state public records law unless the particular record at issue is subject to a specific statutory exemption or the custodian concludes that the harm to the public from its release outweighs the benefit to the public
  - As long as the reasons for convening in closed sessions continue to exist, the custodian may be able to justify not disclosing any information that requires confidentiality and would separate information that can be made public from that which cannot and disclose the former. Once the underlying purpose for the closed session ceases to exist, all records of the session must then be provided to any person requesting them

#### IV. CLOSED SESSION REQUIREMENTS

- If closed session contemplated at the time public notice is given, the notice must contain the subject matter of the closed session
  - If closed session not contemplated at time of public notice, that does not foreclose a government body from going into closed session to discuss an item contained in the notice
  - In both situations, a governmental body must follow the procedure set forth in Wisconsin statute before going into closed session

##### **Procedure for Convening in Closed Sessions**

- Meeting must initially be convened in open session
- Governmental body must pass a motion, by recorded majority vote to convene in closed session
  - If unanimous motion, no requirement to record votes individually
  - Before governmental body votes on the motion, the chief presiding officer must announce and record in open session the nature of the business to be discussed and the specific statutory exemption that is claimed to authorize the closed session
  - If several exemptions are relied on to authorize a closed discussion of several subject, the motion should make it clear which exemptions correspond to which subjects
- The governmental body must limit its discussion in closed session to the business specified in the announcement
- Wisconsin Statute contains 11 exemptions to the open session requirement that permit, but do not require a governmental body to convene in closed session
  - A complete list of exemptions are located within [Wisconsin State Statute 19.85](#)
  - See [Wisconsin Open Meetings Law Compliance Guideline](#) for detailed information on the exemptions.
- The open meetings law gives wide discretion to a governmental body to admit into a closed session anyone whose presence the body determines is necessary for the consideration of the matter that is the subject of the meeting.

- A governmental body vote should occur in open session unless the vote is clearly an integral part of deliberations authorized to be conducted in closed sessions under Wisconsin statutes (should vote in open session unless doing so would compromise the need for the closed session).
- A governmental body may not commence a meeting, convene in closed session and subsequently reconvene in open session within 12 hours after completion of a closed session unless public notice of the subsequent open session is given “at the same time and in the same manner” as the public notice of the prior open session.

## V. OPEN MEETING LAW ENFORCEMENT & PENALTIES

### Enforcement

- Both the Attorney General and the district attorneys have authority to enforce the open meetings law.
- A district attorney has authority to enforce the open meetings law only after an individual files a verified meetings law complaint with the district attorney.
  - The verified complaint must be signed by the individual and notarized and should include available information that will be helpful to investigators:
    - Identifying the governmental body and any members thereof alleged to have violated the law.
    - Describing the factual circumstances of the alleged violations.
    - Identifying witnesses with relevant evidence.
    - Identifying any relevant documentary evidence.
- An enforcement action brought by a district attorney or by the Attorney General must be commenced within six years after the cause of action accrues or be barred.
- Proceedings to enforce the open meetings law are civil actions subject to the rules of civil procedure, rather than criminal procedure and governed by the ordinary civil standard of proof.
  - Open meetings law enforcement action is commenced like any civil action by filing and serving a summons and complaint.
  - Open meetings law cannot be enforced by the issuance of a citation because citation procedures are inconsistent with the statutorily-mandated verified complaint procedure.
- If the district attorney refuses to commence an open meetings law enforcement action or otherwise fails to act within 20 days of receiving a complaint, the individual who filed the complaint has a right to bring an action, in the name of the state, to enforce the open meetings law.
- Although an individual may not bring a private enforcement action prior to the expiration of the district attorney’s 21 day review period, the district attorney may still commence an action even though more than 20 days have passed. It is not uncommon for the review and investigation of open meetings complaints to take longer than 20 days.
- Court proceedings brought by private relators to enforce the open meetings law must be commenced within two years after the cause of action accrues or the proceedings will be barred.

### Penalties

- Any member of a governmental body who knowingly attends a meeting held in violation of the open meetings law, or otherwise violates the law, is subject to a forfeiture of between \$25 and \$300 for each violation.
  - The Wisconsin Supreme Court has defined knowingly as not only positive knowledge of the illegality of a meeting, but also awareness of the high probability of the meeting's illegality or conscious avoidance of awareness of the illegality.
- A member of a governmental body who is charged with knowingly attending a meeting held in violation of the law may raise one of two defenses:
  - That the member made or voted in favor of a motion to prevent the violation.
  - That the member's votes on all relevant motions prior to the violation were inconsistent with the cause of the violation.
  - A member who is charged with a violation other than knowingly attending a meeting held in violation of the law may be permitted to raise the additional statutory defense that the member did not act in his or her official capacity.
  - A member of the body can avoid liability if he or she can factually prove that he or she relied, in good faith and in an open and unconcealed manner, on the advice of counsel whose statutory duties include the rendering of legal opinions as to the actions of the body.
- A governmental body may not reimburse a member for a forfeiture incurred as a result of a violation of the law, unless the enforcement action involved a real issue as to the constitutionality of the open meetings law.
- In addition to the forfeiture penalty, Wisconsin Statute provides that a court may void any action taken at a meeting held in violation of the open meetings law if the court finds that the interest in enforcing the law outweighs any interest in maintaining the validity of the action.

### Welcome Tip

#### Open, Closed and Penalties, OH MY!

Staff and Counsel are here to help. Feel free to shout out with any questions.

# FINANCIALS

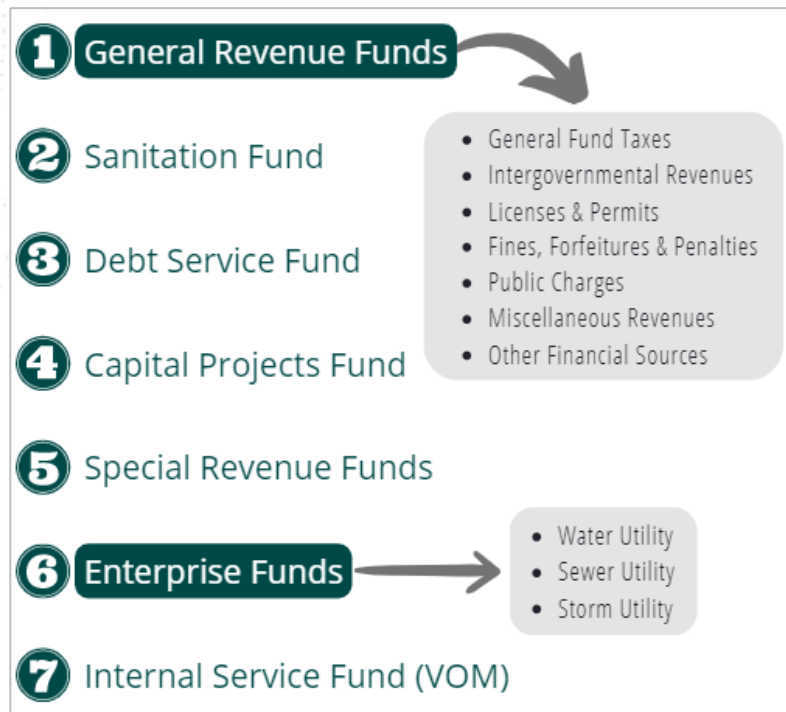
The Village develops an annual budget that provides the overarching funding mechanism for all related activities. A multi-year Capital Improvement Plan and other financial support documents supplement it. The Village continues to focus on the big picture needs and through that lens, the smaller daily expenses are accounted for; this includes balancing critical infrastructure and programming needs and respecting the community tax/rate payer.

All financial decisions are prepared with the seven core Village values in focus:

- Dedication:** Continue core municipal services with steadfast resolution
- Quality:** Provide a high-quality place to live, work and recreate
- Innovation:** Incorporate creative financing tools to maximize funding
- Responsive:** Ensure annual programs are funded to quickly and efficiently tackle community needs
- Accountability:** Be mindful of the relationship between providing community services and the cost to do so
- Integrity:** Focus on sound governance that promotes reliability in all programs
- Leadership:** Stable governance will ensure continued success and financial stability.

## How We Fund

Annual funding for Village projects is evaluated every budget cycle using prior year averages, current actuals and future projections. The Village uses this multi-year methodology to produce the annual (calendar year) budget proposals that align directly with mandates, Board programs and community needs. Overall Operating Revenues are placed into seven funds with additional breakdowns. Revenues typically align with expenditures in each fund, with the bulk of typical operations falling within the General or Enterprise categories. Traditionally the Village has borrowed on two-year cycles with odd years borrows to help combat the cost of issuance and other expenses. Borrow measures are not limited to this method when special needs or projects arise.



## How We Borrow

From time to time, the Village utilizes capital borrowing measures to fund capital projects. Like personal borrowing, we must go through various approvals and credit rankings with every measure. The big difference is the volume we borrow and the frequency. Traditionally, the Village authorizes two-year measures that fund all projects within that window. Additional borrow measures are completed as necessary and each is catered to the specific project or fund required to pay the annual premium.

TO VIEW THE VILLAGE'S ANNUAL BUDGETS & CIPS FOR THE LAST TEN YEARS: [CLICK HERE](#)

## 2022 Village Stats

### Equalized Value

Village of Bellevue  
\$1,815,532,400

5 Year  
Avg. Growth  
7.152%

10 Year  
Avg. Growth  
5.314%

### Assessed Value

Village of Bellevue  
\$1,597,360,600

### Moody's Rating

Village of Bellevue  
Aa2

### Population

2020  
Census  
15,935

% Increase  
Since 2010  
9%

2021  
Estimate  
16,122

2025  
Estimate  
17,840

### Village Mill Rate

$\frac{\text{Your Village Tax Account}}{\$1000} \times \text{Mill Rate} = \text{Your Village Tax Amount}$

per \$1,000  
in Value  
\$3.03

\$100,000  
in Value  
\$304 /yr.

Median Home  
Value (\$195,500)  
\$594.32 /yr.

\$300,000  
in Value  
\$912 /yr.

*Figures are for local municipality taxes only.*

## Budgets & CIPs

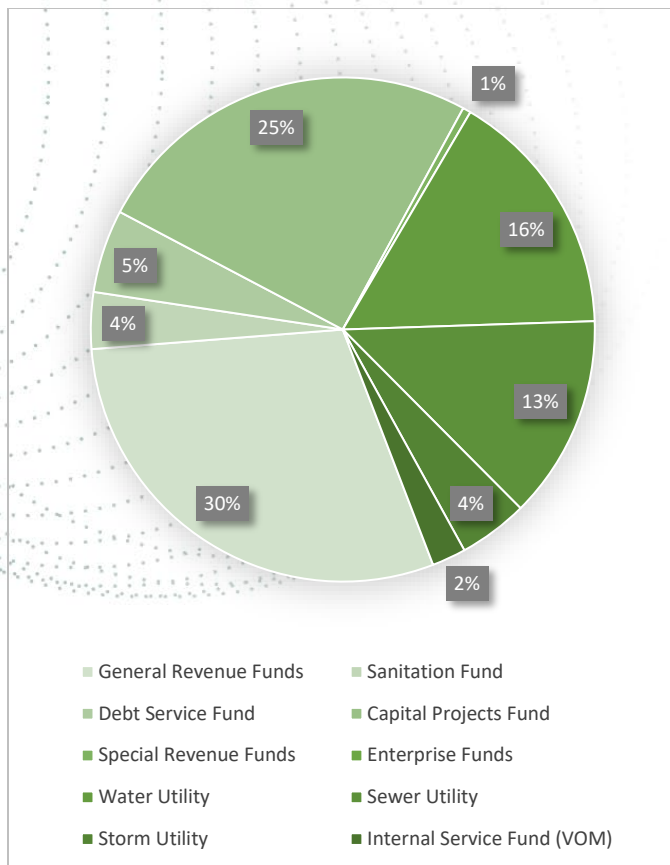
All communities in Wisconsin, including Bellevue, operate budgets on a calendar year basis. This differs from the State of Wisconsin, which funds on a Fiscal Year basis (July-June). Bellevue reviews the budget annually using a multi-step process, including staff reviews, development, Board input, fine-tuning and projections. The end product, once endorsed, receives final approval in November for the following year. This process always continues, but it is fair to say that initial work for the next budget starts in May, with the bulk of work completed between July and October.

The Village budgets are two major documents: Annual Budget and Five-Year Capital Improvement Plan.

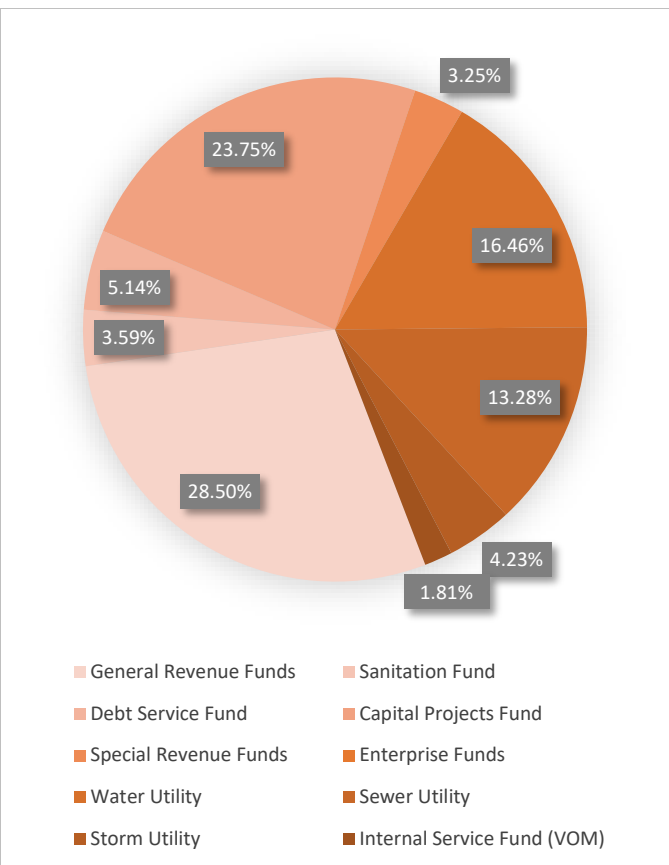
**Annual Budget:** Provides a basis for all anticipated revenues and expenditures for that budget cycle. This includes all departments and anticipated programs. From time to time, it is necessary to amend the budget due to shifts in funds to better align with expenses or unknown expenses. Once initially endorsed, the Village levy is set and recommended for approval. This approved levy is used to create local annual property taxes.

**Five-Year CIP:** Much like the annual budget, the Village's Five-Year Capital Improvement Plan (CIP) is a significant financing and project planning document needing regular reviews. Using nine project categories, it aligns project schedules with funding needs and grant awards. The CIP uses a multi-year approach and directly aligns with capital borrow measures and annual appropriations. All projects are detailed using individual cut sheets.

**2023 Overall Village Operating Revenues**



**2023 Overall Proposed Village Operating Expenses**



# IPAD POLICY

## *Purpose*

To provide mobility for Village Board Members and to enhance access to information necessary to make informed decisions and achieve operational efficiencies. iPads provided by the Village of Bellevue and are intended for Village business.

## *Definitions*

**iPad** – The iPad is a line of tablet computers designed and marketed by Apple, Inc.

**Icon** – A small picture or symbol on the iPad that serves as a hyperlink or file.

**App** – A software application used to perform a specific task from a mobile device.

**Wi-Fi** – A wireless network that allows computers to communicate over a wireless signal to access the internet.

**Broadband Access** – Technology that provides a higher internet access rate.

**iTunes** – A media player software program used for playing, downloading, and organizing digital music and video files on a mobile device, desktop or laptop. It can also manage content on iPhone, iPad or iPod devices.

## *Guidelines*

iPads are the property of the Village of Bellevue. At the end of a Village Board Member's tenure, it shall be returned to the Village within ten (10) days.

The cosmetic care of the iPad is the sole responsibility of the user. Damages due to misuse or negligence will be the responsibility of the individual Village Board Member.

The Village of Bellevue reserves the right to clear data and/or personal apps on any lost or malfunctioning iPad.

If the device is lost, stolen, or broken, the Village Board Member shall notify the IT Department immediately at (920) 593-5514. The IT Department shall take appropriate measures to protect sensitive and confidential information for security purposes.

iPads come preloaded with core applications which will be centrally managed by the IT Department and owned by the Village of Bellevue.

Personal iTunes accounts are allowed. However, all costs incurred and downloading of additional apps are the responsibility of the individual Village Board Member.

Personal information is allowed. However, the backup of data is the responsibility of the individual Village Board Member. Any personal information stored on the iPad is subject to open records requests and may be made available to the public.

In providing maintenance and updates to the iPad operating system and core applications, the Village of Bellevue is not responsible for any effect it may have on personal information stored on the iPad.

Training shall be provided to the Village of Bellevue Board Members initially and as needed or requested.

# COMPUTER, EMAIL & INTERNET USAGE

## *Overview*

The Village of Bellevue provides an iPad and email to assist the Village Board in communicating with constituents or Village Staff and viewing Village information. The following guidelines have been established to help ensure responsible technological usage.

iPad, email and data are the property of the Village of Bellevue and are subject to open records laws and are intended for business use. The Village reserves the right to monitor all use of our equipment, networks or resources, regardless of whether the use is personal. It is advisable to use the iPad and email for business-related activities only. Communications via email should be done through the Village's email system and from your email account.

While computer usage (including email) is intended for Village Board activities, incidental and occasional brief personal use may be permitted within reasonable limits. Village Board members making personal use of computers should not download large files, inappropriate content or download apps other than for business use.

Village Board Members must comply with any potentially applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) every time they use Village of Bellevue's computer networks, systems or equipment for any purpose, as well as during any times Board Members may be using their personal computer networks, systems or equipment in ways that may directly or indirectly be associated with Village of Bellevue.

## *Prohibited Usage*

Village of Bellevue strives to maintain an environment free of harassment and sensitive to the diversity of its employees and the Village Board. Therefore, the Village prohibits the use of computers, the Internet and the email system in ways that are disruptive, offensive to others, discriminatory, obscene, threatening, harassing, intimidating or harmful to morale. For example, displaying or transmitting sexually explicit images, messages or cartoons is prohibited. Other such misuse includes but is not limited to, ethnic slurs, racial comments, gender-specific comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.

Village of Bellevue's email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing or threatening messages or images
- Using Village computers for personal gain
- Using or disclosing someone else's code or password without authorization
- Sending or posting confidential information and non-public data to third parties

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Viewing or exchanging pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Refusing to cooperate with a security investigation or obstructing a security investigation
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Jeopardizing the security of the Village's electronic communications systems
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Loading personal software without permission
- Engaging in any other illegal activities
- Engaging in any other computer-related activity determined by the Village of Bellevue as inappropriate or unacceptable

The equipment and technology provided to Village of Bellevue Board Members remain at all times the property of the Village of Bellevue. To ensure compliance with this policy, the Village of Bellevue reserves the right to monitor internet traffic and retrieve and read any data composed, sent or received through our computers and stored in our computer systems.

## KEY FOBS

### *Purpose*

To provide access to Village Hall/Public Safety building for Village Board Members. Access with the key fob will permit entry in the front doors along with the side hallway to the LEFT.

### *If Lost or Having Issues*

If the key fob is lost, stolen, broken, or if you are having issues, the Village Board Member shall notify the IT Department immediately at (920) 593-5514. The IT Department shall take appropriate measures.

# GENERAL/HELPFUL DOCUMENTS

## [Code of Ethics](#)

Adopted by the Bellevue Board 9-29-1993 (§ 1.09 of the 1998 Code).

### **1. DECLARATION OF POLICY.**

- A.** High moral and ethical standards are essential to the operation of free government. A code of ethics is established for all Village officials, whether elected or appointed, paid or unpaid, all Village employees and agents of the Village, all members of Village boards and committees and persons furnishing contracted services to the Village and its boards and committees. This code establishes guidelines for ethical standards of conduct for all such officials, employees, agents, committee and board members and persons furnishing contracted services. It directs disclosure by officials, board and committee members, employees, agents and candidates for Village office of private financial or other interests in matters affecting the Village.
- B.** This code of ethics does not prohibit Village officials from having other employment and financial interests. Village officials, however, need to distinguish between inconsequential conflicts which are unavoidable and those conflicts which are substantial. The purpose of this code is to help Village officials in avoiding serious conflicts of interest and promote confidence in our local government.

### **2. RESPONSIBILITY OF PUBLIC OFFICIALS AND STANDARDS OF CONDUCT.**

- A.** Elected and appointed officials, committee and board members and employees of the Village should work for the benefit of the public and are bound to uphold the Constitution of the United States and the Constitution of the State and to carry out independently and impartially the laws of the nation, State and Village; observe in their official acts the highest standards of morality; and to discharge faithfully the duties of their office/position regardless of personal consideration, recognizing that public interests must be their prime concern. The conduct of Village officials, board and committee members, employees, agents and those furnishing contracted services to the Village should foster respect for government.
- B.** There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of this code of ethics.
- C.** The provisions of the following sections of the Wisconsin Statutes are made a part of this section and shall apply to elected and appointed officials whenever applicable, namely:

§§ 19.81-19.98	Open Meetings of Government Bodies
§ 946.10	Bribery of Public Officers and Employees
§ 946.11	Special Privileges from Public Utilities
§ 946.12	Misconduct in Public Office
§ 946.13	Private Interest in Public Contract Prohibited

### 3. DEDICATED SERVICE.

- A. A Village official, board or committee member or employee should not use his position or office to obtain financial gain or anything of substantial value for his own personal benefit other than the salary and benefits which he is due. These individuals should avoid promoting the special interests of any persons or groups other than the best interests of the Village.
- B. A Village official, board or committee member, employee, agent or person furnishing contracted services should not exceed his authority and should work in full cooperation with public officials, board and committee members and Village employees. Employees, agents and those furnishing contracted services should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

### 4. DEFINITIONS.

**Agent.** Any representative, including only those Village employees specifically designated by the Village Board, whose function is to bring about, modify, affect, accept performance of or terminate contractual obligations between the Village and third persons. All other non-designated full or part-time Village employees are specifically excluded from this definition.

**Financial Interest.** Any interest which shall yield directly a monetary or other material benefit to the official, employee or agent or to any person employing or retaining the services of the official, employee or agent.

**Immediate Family.** The officials or employee's spouse and any relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than 1/2 of his support from the official or employee.

**Improper Conduct.** Any violations of this section.

**Official.** Any elected or appointed office holder of the Village. These include, but are not limited to, Village President, Trustees, Clerk-Treasurer and Assessor.

**Person.** Any natural person, corporation, partnership or joint venture.

**Relative.** A person related by blood as a first cousin or closer in kinship; a person related by blood to one's spouse as a first cousin or closer in kinship; or a person who through adoption is related to oneself or one's spouse as a first cousin or closer in kinship.

### 5. FAIR AND EQUAL TREATMENT.

- A. Use of Public Property. No official, employee or agent shall request or permit the use of motor vehicles, equipment, materials or property of the Village for personal convenience or profit.
- B. Obligation to Citizens. No official, employee or agent shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

## 6. CONFLICT OF INTEREST.

- A. Financial or Personal Interests Prohibited.** No official, employee or agent, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties in the public interest contrary to the provisions of this section or would tend to impair his independence of judgment or action in the performance of his official duties.
- B. Specific Conflicts Enumerated.**
- 1) Incompatible Employment -** No official, employee or agent shall engage in or accept private employment or render service for private interest when his official duties or would tend to impair such officials, employee's or agent's independence, judgment or action in the performance of his official duties, unless otherwise permitted by law and unless disclosure is made as herein provided.
  - 2) Disclosure of Confidential Information.** No official, employee, board or committee member or agent shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall such official, employee or agent use such information to advance the financial or other private interest of himself or others.
  - 3) Gifts and Favors.**
    - a.** No elected or appointed official or agent shall accept anything of value, whether in the form of gift, service, loan, thing or promise, from any person which may tend to impair his independence of judgment or action in the performance of his duties. No elected or appointed official or agent shall grant in the discharge of his duties any improper favor, service or thing of value. Any elected or appointed official or agent who receives, directly or indirectly, any gift or gifts having an aggregate value of more than \$50 within any calendar year from any person who is known by such official to be interested directly or indirectly in any manner whatever in business dealings with the Village upon which the official or agent has any influence or input or over which the official or agent has any jurisdiction, discretion or control, shall disclose the nature and value of such gifts to the Ethics Board by January 20 next following the year in which the gift or gifts are received. A gift or favor made or granted to a member of an officials or agent's immediate family shall be deemed made or granted to the official.
    - b)** No elected or appointed official or agent may solicit or accept, either directly or indirectly, from any person or organization money or anything of value if it could reasonably be expected to influence the officials actions or judgments or be considered a reward for any action or inaction on the part of the official. Campaign contributions are an exception and should be carefully documented and handled in accordance with the provisions of the Wisconsin Statutes.
    - c)** An elected or appointed official or agent is not to accept hospitality if after consideration of the surrounding circumstances it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest or a member of the guest's immediate family was a Village official. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
    - d)** Gifts received by an elected or appointed official or agent under unusual circumstances should be referred to the Ethics Board within ten (10) days of receipt for recommended disposition.

- 4) **Contracts with the Village.** No official, employee or agent of the Village who, in his capacity as such official, employee or agent, participates in the making of a contract in which such official, employee or agent has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the part of such official, employee or agent shall enter into any contract with the Village, unless pursuant to §946.13, Wis. Stats., the contract is awarded through a process of public notice and competitive bidding. Employment contracts with the Village are excepted from this provision.
- 5) **Representing Private Interests Before the Village.** No official or employee shall appear on behalf of any private person, other than himself, his spouse or minor children, before any Village agency or municipal court. However, a member of the Village Board may appear before Village agencies on behalf of his constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations.
- 6) **Employment of Relatives.** No official, employee or agent, except as designated by the Village Board, shall participate in a discussion or proceeding which is held for the purpose of interviewing and/or hiring a job applicant; setting the salary, duties and/or conditions of employment of a job applicant or any employee; or firing any employee, who is a relative of such official. No official shall head a department which employs a relative. No employee shall work in a department which is headed by a relative. Any employee who on March 1, 1990, was in a position that would be in conflict with the provisions contained herein is specifically permitted to continue in such position.
- 7) **Official not to be full-time Employee.** No elective or appointive official shall be a full-time employee of the Village. Any official who on March 1, 1990, was in a position that would be in conflict with the provisions contained herein is specifically permitted to continue in such position.

## **7. DISCLOSURE OF INTEREST IN MATTERS BEFORE THE VILLAGE BOARD.**

To the extent known, all elected and appointed officials of the Village, members of its boards and committees or employees of the Village who have a financial interest in any proposed action shall disclose on the records of the Village promptly the nature and extent of such interest. To the extent known, all persons furnishing contracted services to the Village, its boards or committees who have a financial interest in any proposed action shall, to the extent the proposed action relates to the contracted services provided or to be provided, disclose on the records of the Village promptly the nature and extent of such interest. Any other official, employee or agent who has a financial interest in any proposed action and who participates in discussion with or gives an official opinion or recommendation to the Village Board or any board or committee shall disclose on the records of the Village promptly the nature and extent of such interest.

## **8. DISCLOSURE OF CERTAIN FINANCIAL INTERESTS.**

- A. **Initial Statement of Economic Interest.** In addition to the financial and personal disclosures required by sub. (7), all elected and appointed officials of the Village and such other officials, agents and employees of the Village as shall from time to time be designated by the Ethics Board and confirmed by the Village Board shall file with the Clerk-Treasurer a statement of financial and/or personal interests within a time period specified by the Ethics Board. Individual members of boards and committees, including members of the Ethics Board, may be required to file a statement of financial and/or personal interest within a time period specified by the Ethics Board if the Ethics Board determines that it is necessary in the evaluation of a formal written complaint charging any member of a board, committee or commission with a conflict of interest.

- B.** Time Limit for Filing Initial Statement. Within ten (10) days after a person becomes a candidate for any elective Village office or prior to appointment to such office, such person shall file a statement of financial and/or personal interests with the Village Clerk-Treasurer, unless he has previously filed a statement within the same calendar year. In this case, he may file an updated version.
- C.** Updating of Initial Statement. Initial statements shall be updated annually and filed with the Village Clerk by May 15. The Clerk-Treasurer shall provide the necessary forms to such officials by May 1.
- D.** Failure to Comply with Filing of Disclosure Statement. A person required to file a statement of interests under this subsection who has not complied with pars. (b) or (c) shall not receive any salary or compensation from the Village, nor have his name appear on a ballot or take an oath of office until he has filed the proper statement. The Village Clerk-Treasurer is directed to strike from the ballot the name of any candidate who fails to comply with the provisions of par. (b).
- E.** Form of Statement. A person filing any statement of financial and/or personal interests under this policy shall file the statement on a form prescribed by the Ethics Board to the Village Board, the form to be as follows:

  - 1)** The name and address of the person, spouse and any person who receives more than half of his support from the person filing and his spouse and all names they use in business or any professional practice.
  - 2)** The name of all corporations and other business interests in which the person, spouse or minor children hold any office or directorship or own or control, directly or indirectly, 5% or more of the outstanding stock or business ownership. The name and address of all those holding records title or 5% or more of the interest in such corporation or business.
  - 3)** The names of the employers of the person and spouse and a brief statement of the nature of the employment.
  - 4)** A description of all parcels of real estate within the Village and adjoining towns, excluding a personal residence, in which the person, spouse or minor children own any interest, including an option or purchase contract. The name and address of all those holding records title or 5% or more of the interest in such real estate.
  - 5)** The name of all persons, excluding ancestors, immediate family and lineal descendants, to whom the person filing, spouse or minor children owe a debt of \$10,000 or more, excluding debts on a personal residence and property used primarily for personal recreation. The names of all individuals (excluding ancestors, immediate family and lineal descendants) businesses or corporations who are indebted \$10,000 or more to the person filing.
  - 6)** Any license or permit issued by the Village to the person, spouse or minor children. Burning, animal and bicycle permits may be excluded.
  - 7)** The name and address of all persons, firms and corporations who have given gifts within the past 12 months if the collective value of the gift is \$500 or more if the giver is now engaged or has within the last 12 months engaged in business dealings with the Village. Gifts received from ancestors, immediate family and lineal descendants may be excluded.
  - 8)** The name and address of all firms and corporations from whom the individual or his family have received earned income of \$1,000 or more in the past 12 months other than from employment as listed in subparagraph. 3. above if such entity has at any time within the last three (3) years done, is now doing or is likely to do, business or engage in any transactions with the Village.

#### **9. CAMPAIGN CONTRIBUTIONS.**

Campaign contributions shall be reported by all candidates for official and employee positions in the Village in strict conformity with the provisions of the Wisconsin Statutes.

#### **10. ETHICS BOARD.**

- A.** There is hereby created an Ethics Board for the Village. (a) Structure and Method of Appointment. The Ethics Board shall consist of five (5) members, including one (1) Trustee, excluding the Village President and two (2) alternates. Upon prior request of the Village Board, the Village Attorney shall furnish the Board whatever legal assistance is necessary to carry out its functions.
- B.** Membership. The members of the Ethics Board shall be appointed by the Village President and confirmed by the Village Board. Terms of office shall be three (3) years, except that when initial appointments are made, one (1) shall be appointed for one (1) year, two (2) for two (2) years and two (2) for three (3) years. If any member of the Ethics Board petitions the Board for an advisory opinion regarding his conduct, such member shall be excluded from sitting in his own case.
- C.** Leadership and Procedures. The Ethics Board shall elect, its own chairman and vice-chairman and shall develop written rules of procedure which shall be submitted to the Village Board for approval.
- D.** Amendment to Code of Ethics. The Ethics Board may make recommendations to the Village Board with respect to amendments to this section.
- E.** Investigations.
  - 1)** Upon written sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this section, the Ethics Board shall conduct a public investigation.
  - 2)** The complaint shall be filed with the Village Clerk-Treasurer, except that if the complaint is of improper conduct of the Clerk-Treasurer, it shall be filed with the Village President. Upon the filing of a written complaint, the Village Clerk-Treasurer shall promptly forward to the Ethics Board a copy of the complaint and the personal/financial disclosure statement of each person who is complained about.
  - 3)** Upon conclusion of the ethics investigation, the Ethics Board shall, in written findings of fact and conclusions based thereon, offer an opinion concerning the validity of the complaint. If reasonable grounds exist which in the opinion of the Ethics Board lead the Board to believe that improper conduct has occurred, the Ethics Board shall refer the matter to the Village Board for further action, which may, but need not, include recall proceedings, discharge or referral to appropriate law enforcement agencies.
  - 4)** Once the investigation is completed, the Ethics Board may issue a summary of the complaint and its opinion for the public record.

- F. Release of Information. If the Ethics Board finds reasonable grounds to believe that improper conduct by an elected official of the Village, a member of a board or committee, an employee or agent or a person furnishing contracted services to the Village, its boards or committees, subject to this section or by a member of the Ethics Board and further finds that there is a probable violation of the Wisconsin Statutes, the Ethics Board shall authorize the release to the District Attorney of any information, records, complaints, documents, reports and transcripts in its possession, if such release is material to any matter being investigated or prosecuted by the District Attorney. The person cited by the findings of the Ethics Board may request the Ethics Board to withhold any information, records, documents reports and transcripts that were placed before the Board on behalf of his defense. The Ethics Board shall grant such a request.
- G. Report of Improper Conduct. The Ethics Board shall be required to report a reasonable belief of improper conduct only when there has been a vote of 4/5 of the members of the Ethics Board, except the cause of its own member or in an abstention, when 3/4 shall be sufficient.
- H. Applicability of Code. When an official, employee or agent has doubt as to the applicability of a provision of this section, such official, employee or agent should apply to the Ethics Board for an advisory opinion. The official, employee or agent shall have the opportunity to present his interpretation of the facts at issue and of the applicability of the provisions of this section before such advisory decision is made. This section shall be operative in all instances covered by its provisions, except when superseded by an applicable statutory provision and statutory action is mandatory or when the application of a statutory provision is discretionary, but determined by the Ethics Board to be more appropriate or desirable.

#### **11. DISTRIBUTION OF CODE.**

The Village Clerk-Treasurer shall provide copies of this section annually to elected and appointed officials, candidates for political office and the designated employees of the Village who are required to file disclosure statements annually and shall keep at least one copy permanently on file for the use of the public. All employees shall receive a copy when they are hired.

#### **12. OPEN MEETING POLICY.**

- A. Wisconsin has expressed its policy requiring open meetings of government bodies. The law with regard with regard to open meetings is embodied in Subchapter V of Chapter 19 of the Wisconsin Statutes. The declaration of policy is set forth in §19.81, Wis. Stats. That declaration of policy is: "In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business. To implement and ensure the public policy above expressed, all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law."
- B. Exceptions to the Open Meeting Law. Any governmental body may convene in closed session under certain exemptions which are set forth in §19.85, Wis. Stats. The exemptions offer the governmental body the opportunity to consider matters in closed session when the public welfare requires secrecy. The exemptions set forth in §19.85 allow the governmental body and the members thereof to avoid discussing such matters in open session when the public welfare requires secrecy and an exemption apply.

**C. Duty.**

- 1) To benefit from the right bestowed upon the members of the governmental body by §19.85 to convene in closed session, that benefit should not be made valueless by members of the governmental body prematurely disseminating closed session information to members of the public prior to the reason for the closed session having been extinguished. It is the responsibility of each Trustee to uphold the right so given and to not publish the same until the purpose of the closed session has been extinguished.
- 2) All Trustees have a duty to refrain from disseminating information circulated during a closed session convened under on or more of the exemptions provided in §19.85, Wis. Stats. and properly noticed. This duty is a continuing duty until the reason for the closed session has been extinguished. A violation of this duty is considered neglect of duty.
- 3) No Trustee shall directly or indirectly disseminate any information discussed at a properly authorized, noticed and convened closed session in such a manner as to potentially alter or affect the deliberative process until the reason for the closed session has been extinguished.

- D. Enforcement.** Violation of this section shall constitute neglect of duty and shall subject the violator to penalties and sanctions as listed in Section 13 of this ordinance.

**13. VIOLATIONS AND PENALTIES; SANCTIONS.**

- A.** Violation of any provision of this section may constitute a cause for recall of an elected official of the Village or of a member of a board or committee and consequent removal from office or, in the case of an employee, agent or a person furnishing contracted services to the Village, its boards or committees subject to this section, may constitute cause for removal from office or employment or other disciplinary action. All matters contained in this section are subject to the Constitutions and laws of the United States and the State.
- B.** Except as otherwise provided, any person who shall violate any of the provisions of this section shall upon conviction of such violation, be subject to a penalty, which shall be as follows:
- 1) **First Offense.** Any person who shall violate any provision of this section shall, upon conviction thereof, forfeit not less than \$5 nor more than \$500, together with the costs of prosecution and, in default of payment of such forfeiture and costs of prosecution, shall be imprisoned in the county jail until such forfeiture and costs are paid, but not to exceed 90 days.
  - 2) **Second Offense.** Any person found guilty of violating any provision of this section who has previously been convicted of a violation of the same provision within one year shall, upon conviction thereof, forfeit not less than \$10 nor more than \$1,000 for each such offense, together with the costs of prosecution and, in default of payment of such forfeiture and costs shall be imprisoned in the County jail until such forfeiture and costs are paid, but not exceeding 6 months.
  - 3) **Execution Against Defendant's Property.** Whenever any person fails to pay any forfeiture and costs of prosecution upon the order of any court for violation of any ordinance of the Village, the court may, in lieu of ordering imprisonment of the defendant or after the defendant has been released from custody, issue an execution against the property of the defendant for such forfeiture and costs.

## Grievance Procedure

Adopted by the Bellevue Board 8-10-2011.

### DEFINITIONS

1. A grievance shall mean a dispute regarding the application of Village Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
  - a. the name and position of the grievant;
  - b. a clear and concise statement of the grievance;
  - c. the issue involved;
  - d. the relief sought;
  - e. the date the incident or alleged violation took place;
  - f. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
  - g. the signature of the grievant and the date.
2. The term "**days**" means regular business days, Monday through Friday, other than weekends and holidays, regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
3. A "**grievant**" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost & request, he/she may be represented by a person of his/her choice, although such representation shall not be permitted until the second step of the grievance process.
4. "**Workplace safety**" means those conditions related to physical health and safety of employees enforceable under federal or state law or Village rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
5. "**Discipline**" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
6. "**Termination**" means any involuntary termination of an employee's employment with the Village, excluding such termination due to layoff, partial layoff, reduction in force, voluntary resignation, retirement, job abandonment (no-call, no show) or termination due to the employee's lack of qualifications.

### PROCEDURES

#### First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the Village Administrator.

An employee who has been notified of termination may process the grievance commencing at Step 3.

In cases where the Village Administrator serves as the employee's immediate supervisor, the employee shall commence at Step 1 and proceed to Step 3 for appeal to the Independent Hearing Officer.

### **Second Step**

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the Village Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the Village Administrator, he/she or the designated representative of the Village Administrator, will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the Village Administrator or his/her designee shall respond to the grievance in writing. The Village Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the Village Administrator is aware of other similar pending grievances, the Village Administrator may consolidate those matters and process them as one grievance.

### **Third Step**

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement forwarded to the Village Administrator particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the grievant to properly follow the process, the matter shall be referred to the Village Board who shall determine whether the matter should be processed further. If the second step decision is on the merits of the grievance only, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the Village Administrator. Any costs incurred by the IHO will be paid by the Village. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The IHO shall make evidentiary rulings utilizing a relaxed standard of evidence and may accept hearsay evidence. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the Village shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the Village Board policy or rule that forms the basis for the grievance.

### **Fourth Step**

Either party may appeal an adverse determination at the Third Step to the Village Board, by filing a written notice appealing the decision of the IHO in the Village Administrator's Office within ten (10) days of the decision of the IHO. The Village Board shall, within thirty (30) days after submission of the appeal, schedule a review of the IHO's decision. The review will be conducted by the Village Board during a closed session meeting unless an open session is requested by the employee. The Village Board may make its decision based on the written decision of the IHO or the Village Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Village Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Village Board will issue a final written decision which shall be binding on all parties.

## TIMELINES

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute a waiver of the grievance and will be considered resolved on the basis of the Village's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

## EXCLUSIVE REMEDY

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Village Board policy or directive, to resolve the matter.

## Purchasing Matrix Summary (Financial Policy No. 04-2011)

Publications Required?		PURCHASES LESS THAN \$2,500	PURCHASES \$2,500 to \$4,999.99	PURCHASES \$5,000 to \$9,999.99	PURCHASES \$10,000 <i>(not Wis. State covered)</i>	PUBLIC CONST CONTRACT <sup>1</sup> (Wis. Stats. 61.54, 62.15, 66.0903) \$5,000 to \$25,000		\$25,000 +		PROFESSIONAL SERVICES <sup>1</sup>
Wisconsin Statute	N/A	N/A	N/A	N/A	N/A	N/A	Class I Notice must be given before award. Per Wis. Statute Ch. 985.	Class II Notice must be published, inviting bids. Per Wis. Statute.		N/A
Village Policy	N/A	N/A	N/A	N/A	Class I, posting & Village website. Invitations to qualified bidders. Advertising 10 days prior to opening.	Consider Class I Notice inviting quotes/proposals.	Consider Class I.  Village website. Invitations to qualified providers.			
Competitive Bids Required?										
Wisconsin Statute	No	No	No	No	No	No	YES		No	Multiple proposals is desirable.
Village Policy	No	Min. of two (2) quotes.	Min. of three (3) quotes. <i>(exceptions provided in policy)</i>	YES	Min. of two (2) quotes.	Min. of three (3) quotes.	Per Wis. Statute.			
Method of Solicitation										
Village Policy	Proper documentation of purchase only.	Phone, written or verbal quote documented.	Written quote for purchase.	Bid package shall be prepared. Bidders must be pre-qualified. Board pre-approved for VOM.	Phone, written or verbal quote documented.	Written plans & specifications. <i>(bid package)</i> Bidders should be pre-qualified.	Written plans & specifications.		RFQ/REQ defining scope of services desired and terms of engagement.	
Bids Opened Publicly?										
Wisconsin Statute	N/A	N/A	N/A	N/A	N/A	N/A	YES		N/A	
Village Policy	N/A	N/A	N/A	YES	N/A	N/A	Per Wis. Statute.		N/A	
Basis of Award										
Wisconsin Statute	N/A	N/A	N/A	N/A	N/A	N/A	Low responsible bidder. <i>(per Wis. Statute)</i>		N/A	
Village Policy	Discretion of authorized purchaser.	Discretion of authorized purchaser.	Dept. Head recommendation. Low bidder unless justified.	Dept. Head report to Administrator. Low bidder unless justified.	Low bidder unless justified.	Low bidder unless justified.	Per Wis. Statute.		Based on pre-determined evaluation criteria.	
Award Authority <sup>2</sup> <i>(assumes all purchases are budgeted for, non-budgeted items see Sec. J of Purchasing Policy)</i>										
	Dept. Head & employees authorized by Dept. Head.	Dept. Head & employees authorized by Dept. Head.	Administrator approval prior to ordering.	Administrator. Board for VOM. Dept. Head recommendation.	Dept. Head & employees authorized by Dept. Head.	Village Board.	Village Board.		Generally, Village Board upon advice of staff or selection committee. <sup>2</sup>	

<sup>1</sup> Services, the value which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic competition by cost alone. Such services include, but shall not be limited to those customarily rendered by architects, engineers, surveyors, real estate appraisers, CPA's attorneys, financial advisors, computer software applications, system development/implementation, management and other consultants, medical and social service providers, and promotional programs such as marketing and advertising.

<sup>2</sup> Professional contracted services that are included within the budget do not require prior authorization and are not indicated as needing Board approval. It is however generally advised that agreements of this nature receive Board approval. Please see the Administrator for guidance.

<sup>3</sup> For assistance on determining if a project is a public construction contract under State Statutes please see the Administrator. The Village Attorney may be contacted as necessary.

NOTES: All non-budgeted purchases (except those qualifying under Emergency Purchase Authority) shall be approved prior to award by the Village Board and may require a formal budget amendment. Credit cards shall not be used for any purchases in excess of \$1,000.

For a listing of purchases that do not require prior authorization, see Section G of the Financial Policy.



# GIS & MAPS

## *GIS Overview*

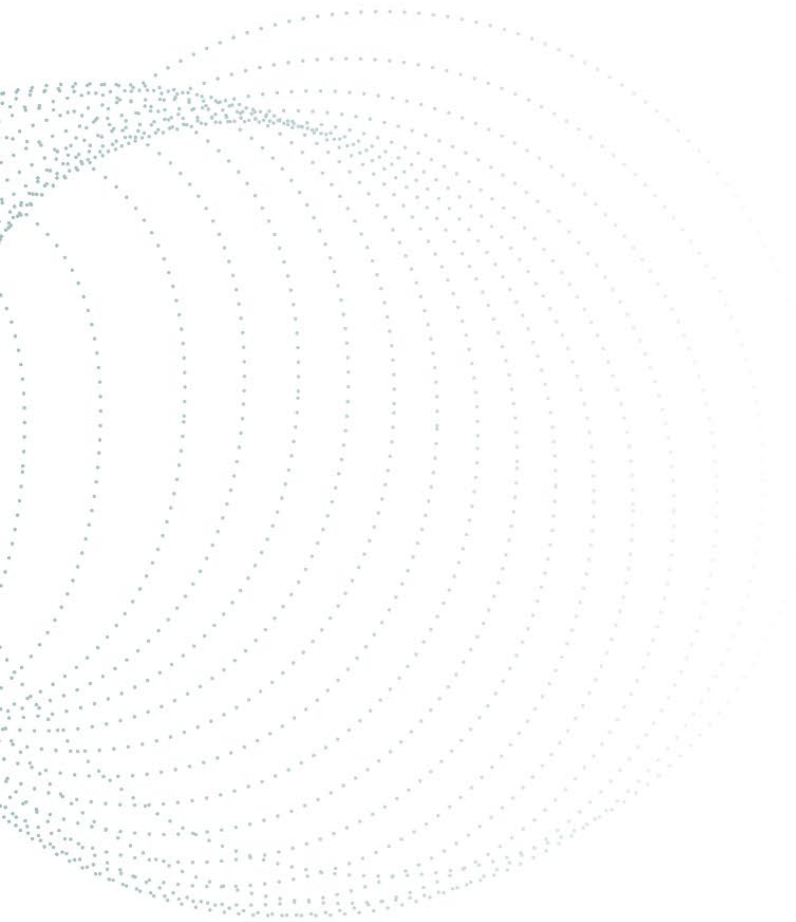
Geographic Information Systems (GIS) is a rapidly growing technological field incorporating graphical features with relational databases and tables to assess real-world information. GIS can produce paper maps quickly and efficiently and is capable of storing data in a readily accessible digital format which enables complex analysis and modeling that was not previously possible. The reach of GIS expands into all disciplines. It has been used for analyzing a wide range of issues, from prioritizing sensitive habitat species to determining optimal real estate locations for new businesses.

The Village of Bellevue developed an online interactive mapping system to help businesses, developers, government agencies and residents make sound GIS decisions. For example, suppose a commercial company is interested in establishing its operations within the Village of Bellevue. In that case, they may want to access various online GIS tools to help them make geospatial decisions regarding zoning, existing or future land uses, environmentally sensitive areas (ESAs), street access, census information, etc. Some examples of Village Staff using the technology include utilities, engineering, asset management, planning and permitting, forestry and streets.

The Village of Bellevue encourages Village Board Members to use the technology. The GIS webpage can be found here: [GIS Homepage](#). The webpage provides access to the Village's public-facing GIS interactive mapping, static PDF maps and story maps that previous interns have helped create. Not all GIS data is available to the public because of the sensitivity of the data. If you have questions about the GIS, don't hesitate to contact Tim Hennig at [tHennig@VillageOfBellevueWI.gov](mailto:tHennig@VillageOfBellevueWI.gov) or call (920) 593-5514.

***MAP: Street Map***

(remove page & insert 11x17 map)

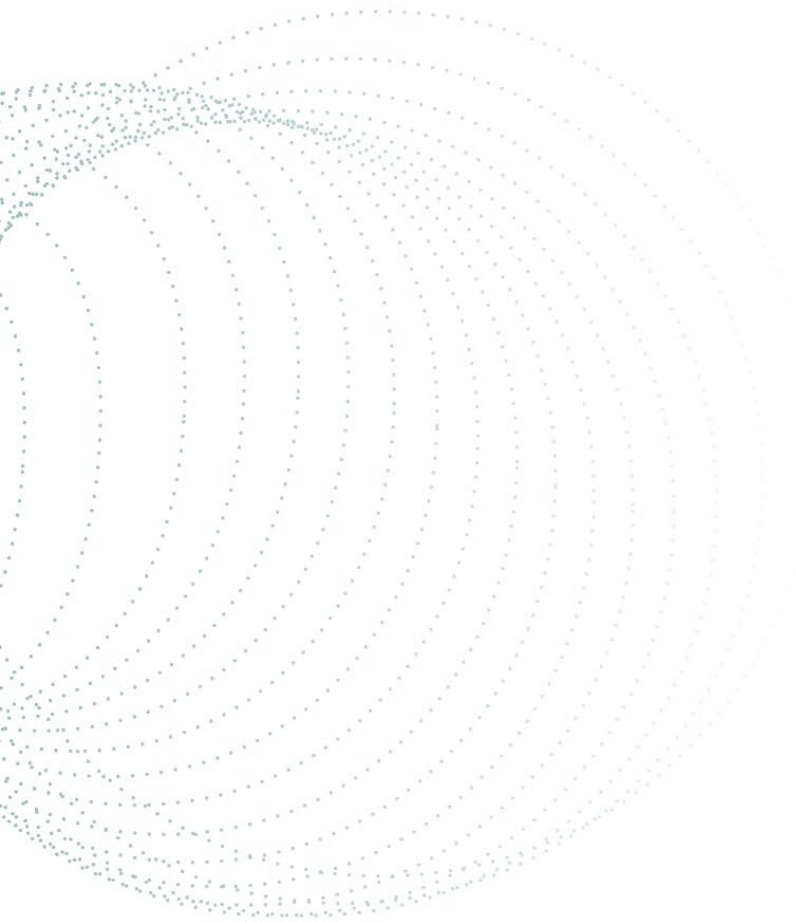


***MAP: Voting Wards***

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***MAP: Future Land Use***

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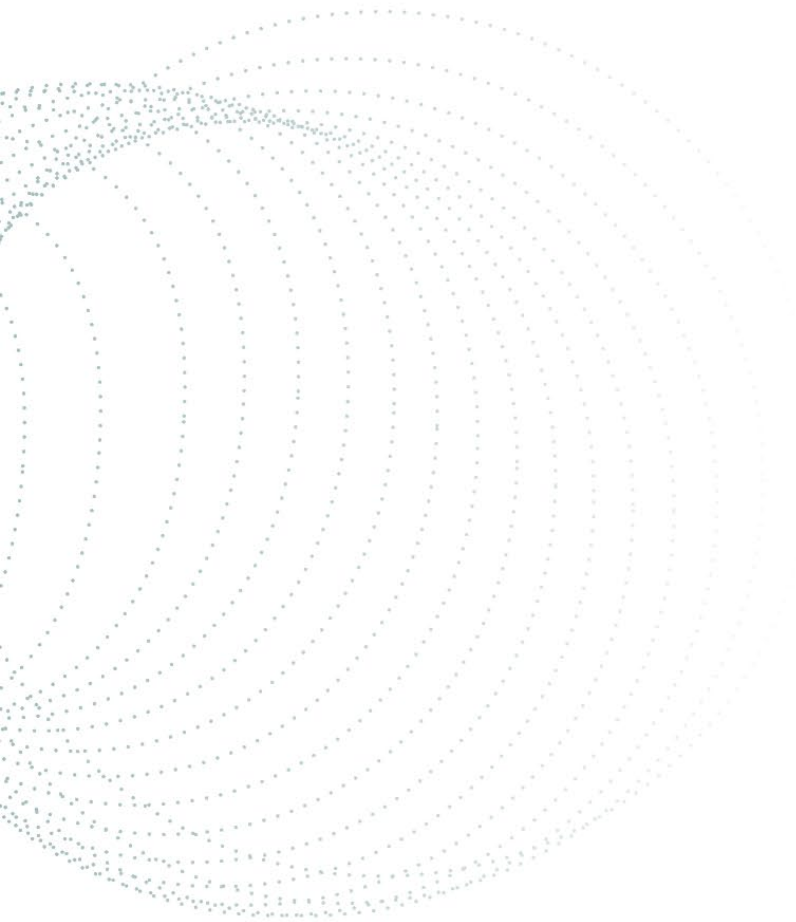


*MAP: Primary Economic Development Areas*

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***MAP: Functional Classification***

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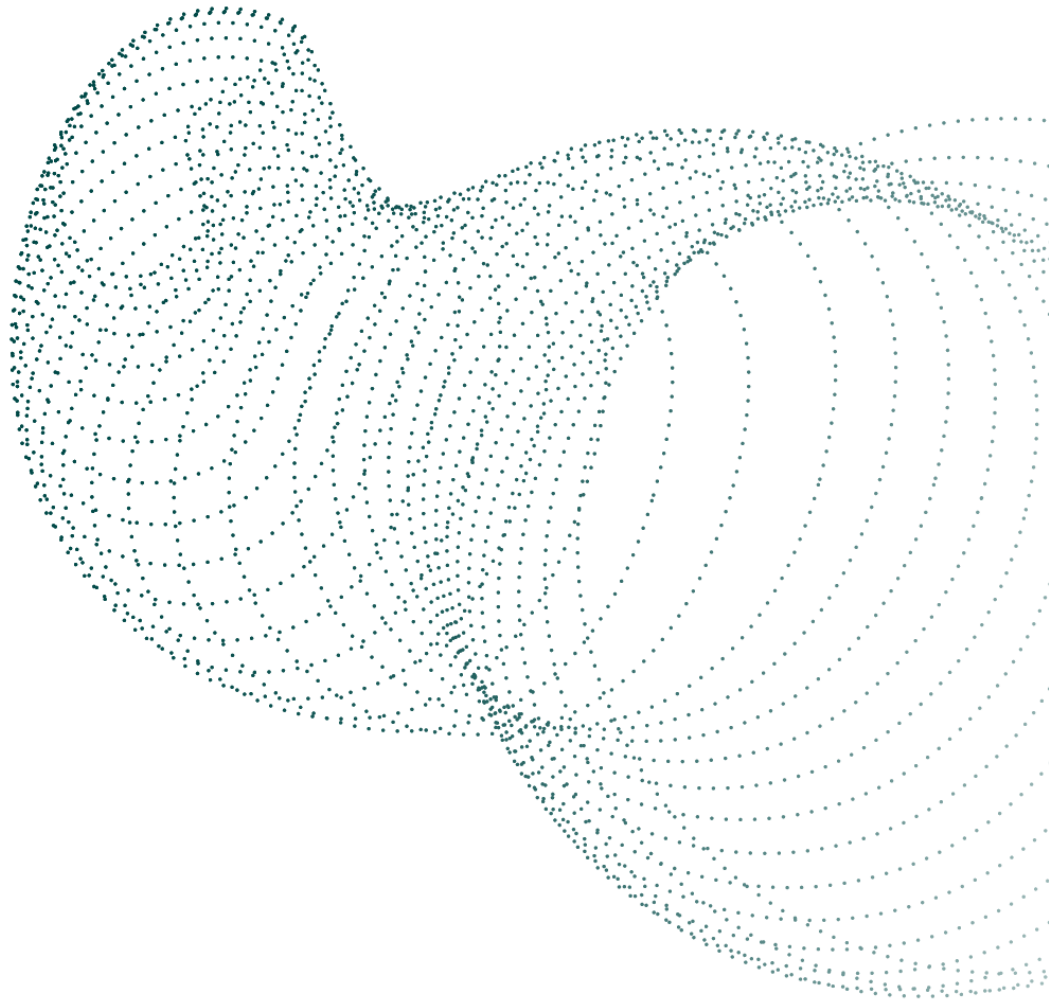


***MAP: Existing Bicycle/Pedestrian Facilities***

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*A great place to grow!*



# Thank you.



*Updated: August 2023*

2828 Allouez Ave.  
Bellevue, WI 54311

(920) 468-52250  
[VillageOfBellevueWI.gov](http://VillageOfBellevueWI.gov)