

A decorative title frame featuring a central rectangular panel with a double-line border. The frame is adorned with holly leaves and berries, and a ribbon-like element at the top. The text is centered within the panel.

HANDBOOK
for
Boards, Commissions,
and Committees

VILLAGE OF WAUNAKEE

HANDBOOK FOR BOARDS, COMMISSIONS, AND COMMITTEES

Purpose

The *Handbook for Board, Commission, and Committee Members* is compiled to provide an easily accessible reference guide. The handbook provides board, commission, and committee members with a basic understanding of Wisconsin laws for the operation of governmental bodies, provisions that generally apply to members of governmental bodies, and fundamental parliamentary rules and procedures.

A basic knowledge of the laws, provisions, and procedures affecting governmental bodies is essential. The committee structure in Waunakee is evolving, so more decisions are being made at that level. Because many matters can be decided in board, commission, and committee meetings and because those recommendations are helpful to the Village Board, Village matters frequently will be referred to the appropriate governmental body for action.

A listing and brief description of all Village boards, commissions, and committees is included in this handbook. The handbook should be referenced any time you have a question or concern regarding the responsibilities, composition, or scheduled meeting time of a Village governmental body.

Revised October 2017

PERTINENT WISCONSIN LAWS

Open Meetings Law

The Village Board and other municipal governmental bodies are subject to the Open Meetings Law. A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power, or duties delegated to that body. A meeting is subject to the law whenever the governmental body meets for official purposes. Social or chance gatherings not intended to avoid the law may or may not be considered a meeting depending on the circumstances. When one-half or more of the members of a governmental body are present, however, a meeting is “rebuttably presumed” to be for official purposes.

Public Notice. The heart of the Open Meetings Law is the requirement that all meetings of a governmental body be preceded by an official public notice. It is the responsibility of the governmental body’s chairperson and/or administrative staff person to assure that public notice is provided. Public notice should be provided in the following manner:

- As required by state statutes;
- Notice shall set forth the time, date, place, and subject matter of the meeting, including any closed session; and
- Notice shall be made public at least 24 hours prior to the commencement of such meeting, or 2 hours under special circumstances.

Closed Session. Generally, meetings of governmental bodies must be held in open session. Nevertheless, meetings may be closed for a number of purposes as allowed by Wisconsin Statute 19.85(1):

- To deliberate after a quasi-judicial hearing;
- To consider the discipline of an employee of the Village;
- To consider other employment issues, such as promotion, performance, and compensation;
- To deliberate or negotiate the purchase of public properties, or conduct other business whenever competitive or bargaining reasons require a closed session;
- To discuss personnel issues that could adversely effect an employee’s reputation; and
- To confer with legal counsel, when pertinent.

Closed sessions that are planned in advance must be presented in the public notice. The presiding officer must announce the nature of the business in addition to the statutory provision that authorizes the closed session.

The discussion in closed session must be limited to the topics for which the meeting was closed. Additionally, the governmental body may not reconvene in open session until 12 hours after

completion of the closed session, unless the body indicates in its original public notice that it intends to return to open session.

Other Meetings. Governmental body members must be very careful when discussing Village Board or governmental business with other members outside of a properly noticed meeting. Whenever a majority of the members of one governmental body plan to attend the meeting of another governmental body, public notice **must** be given that the majority of the body will be attending.

For meetings of other governmental bodies where a quorum of the Village Board may be present, a public notice is included on the agenda. The purpose of the notice is to inform the public that a quorum of the Village Board may be present, but that the Trustees will take no official action.

Penalties. Violations of the Open Meetings Law may be prosecuted by the district attorney, attorney general, or by a private individual, if the district attorney does not take the case. Members who violate the law are personally subject to a fine of between \$25 and \$300.

Policy. It is the Village's policy to conduct meetings in open session whenever possible, even if one of the closed meeting exceptions may apply. Closed sessions may be used only when necessary.

Public Records Law

It is policy of the State of Wisconsin and the Village that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of its officers and employees. Providing the public with such information is an essential component of representative government. Thus, the Public Records Law is to be interpreted in every instance with a presumption of complete public access.

The Wisconsin State Statutes define "public record" as "any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority." Sec. 19.32(2), Stats. "Authority" includes any Village office, elective official, agency, board, commission, committee, or department. All handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes, and computer printouts that are produced or maintained by any Village officer, official, or employee as a function of the job is a public record.

If the Village or an individual representing the Village withholds a record or a part of a record, or delays granting access to a part of a record after a written request for disclosure is made, the requester is authorized to bring an action against a municipality asking the court for the release of the record. If the requester who brought the action prevails in court, there may be an award of reasonable attorney's fees, damages of not less than \$100 and other actual costs to the requester. These costs and fees are the liability of the Village and not of an individual member.

Prohibited Acts

The following is a list of criminal restrictions and other prohibited acts placed upon persons serving as local public officials. You can reference this list in the *Handbook for Wisconsin Municipal Officers*.

1. A municipal officer may not participate in the making of a contract in which the officer has a direct or indirect pecuniary interest in or perform in regard to that contract some function requiring the exercise of discretion on the officer's part.
2. A municipal officer may not solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the officer's vote, official actions, or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the officer.
3. A municipal officer may not ask for or accept from any person or use in any manner or for any purpose any free pass, or any privilege withheld from any person for the traveling accommodation or transportation of any person or property or for the transmission of any message or communication or any product or service from a public utility.
4. A municipal officer may not directly or indirectly accept any property or personal advantage, which officer is not authorized to receive, pursuant to an understanding that the officer will act in a certain manner regarding any matter which is pending or might come before the officer or that the officer will do or omit to do any act in violation of the officer's lawful duty.
5. A municipal officer may not hold an intoxicating liquor wholesaler permit or, with respect to the issuance or denial of retail licenses under sec. 125.51, do any act that violates the state ethics code for local government officials.
6. A member of the Board of Review, may not intentionally fix the value of any property assessed in the district, or intentionally agree with any other member of such board to fix the value of any such property at less or more than the true value thereof, or who intentionally omits or agrees to omit from assessment, any property liable to taxation in such district, or otherwise intentionally violates or fails to perform any duty imposed upon the member by law relating to the assessment of property for taxation.
7. A municipal officer may not perform an act which he or she knows is in excess of the officer's lawful authority or which the officer knows the officer is forbidden by law to do in the officer's official capacity.
8. A municipal officer, acting under color of law, may not deprive a person or entity of a constitutional right.
9. A municipal officer may not participate in a meeting held in violation of the Wisconsin Open Meetings Law.
10. A municipal officer may not sell or procure for sale or possess or have under its control for sale to any municipal employees any article, material, product, or merchandise of whatsoever nature, excepting meals, public services, and such specialized appliances and paraphernalia as may be required for the safety or health of the employees.

Misconduct in Office

Any municipal officer who:

- intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's office within the time or in the manner required by law;
- or does an act which the officer knows is in excess of lawful authority or which is known to be forbidden by law;
- or exercises a discretionary power in a manner inconsistent with the duties of officer or the rights of others and with intent to obtain a dishonest advantage for the officer or another;
- or intentionally and materially falsifies an entry in an account, record book, return, certificate, report, or statement;
- or intentionally solicits or accepts for the performance of any service or duty anything of value which the officer knows is greater or less than is fixed by law,

is guilty of misconduct while in office. Sec. 946.12, Stats.

Conflict of Interest

No municipal officer may use or permit the use of Village vehicles, equipment, materials, or property for personal convenience or profit, except when the services are available to the public generally or are as provided by Village policy.

No municipal officer may engage in any business transaction with the Village, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the officer's duties or will tend to impair the officer's independence or judgment or action in the performance of official duties.

Any municipal officer or who has a substantial financial interest, including employment, in any business entity entering into, proposing to enter into, or bidding on any transaction with the Village, or as part of the officer's duties will be making an official decision or recommendation significantly affecting a business competitor, client or regular customer, must disclose the interest to the membership of the Village Board to be recorded in the minutes of that body. Upon such disclosure, it is advised that the municipal officer should abstain from voting on the matter and from participating in the discussion of the matter.

Municipal officers should not represent private interests before the Village Board or other governmental bodies. Additionally, no municipal officer shall disclose confidential information concerning the property, government affairs of the Village, or use the information to advance financial or other private interests. Gifts and favors should not be accepted when their receipt impairs independence of judgment or action in the performance of official duties.

GENERAL PROVISIONS FOR ALL BOARDS, COMMISSIONS, AND COMMITTEES

Boards, commissions, and committees may conduct investigations, make detailed studies of pending proposals (ordinances, resolutions, etc.), keep in close contact with the work of the various municipal departments and officers, and otherwise perform detailed work that the entire governing body cannot feasibly accomplish, or which if handled by the entire board, would unduly prolong meetings. The actions of a board, commission, or committee must have prior authorization of, or be subsequently ratified by, the Village Board.

Composition

The members of Village of Waunakee boards, commissions, and committees are appointed annually in April or May. The Village President nominates the members of these governmental bodies, and the Village Board confirms the nominations. The Village Administrator, as established by ordinance, sits on several boards, commissions, and committees. The Village President also designates the chairperson of each governmental body. No confirmation vote is required for the chairperson.

Village boards, commissions, and committees are comprised of a mix of Village Trustees, the Village President, citizen representatives, and ex-officio, non-voting, Village employees.

All Trustees must serve on at least one standing committee. The Village President is an ex-officio member of each standing committee, and may be appointed to serve as a member of specific committees.

The Village President may appoint special board, commissions, or committees as advisable or as provided by Village Board resolution, stating the number of members and the subject, to perform duties as may be assigned from time to time.

Qualifications of Members

The Village does not have a comprehensive set of guidelines describing the qualifications of potential members. During the nomination and confirmation process, however, the Village President and Village Board do consider what assets a potential appointee can bring to the governmental body. Unless otherwise specified, appointments are for four year terms.

Chairperson Responsibilities

The Village President appoints board, commission, and committee chairpersons. The chairperson ensures the governmental body functions properly, that there is full participation during meetings, that all matters are discussed, and that effective decisions are made and carried out. The chairperson provides leadership and works with the administrative staff person to effectively plan and conduct the meeting.

Generally, meeting minutes should be prepared in a timely fashion by the administrative staff person and a copy provided to the Village Clerk's office.

Compensation of Members

Board, commission, and committee members pay is \$25 per meeting. Board of Review meeting pay is set at \$30. Meetings must be attended in order to receive payment. Payment for meetings is based on an annual schedule and is confirmed base on meeting minutes. Mileage for meetings and seminars outside of the Village is reimbursed at the current IRS rate.

Ex-Officio Members

Ex-officio members of Village boards, commissions, and committees who are of non-voting status, consist of the Village Administrator and administrative staff persons. They serve in a staff liaison/assistant capacity.

Removal of Members

The Village Board retains the right to remove any member of a board, commission, or committee from that body whenever the removal is in the best interest of the Village. A member can be removed for cause, but only after a hearing is conducted by the Village Board and a majority of its members agree that removal is warranted.

Members of boards, commissions, and committees are required to attend a minimum of two-thirds of the meetings held in a calendar year. Failure to comply with this standard may result in the removal and replacement of the official found to be in noncompliance.

Duties of Committee Members

Do . . .

- Listen to and understand each issue
- Be honest with committee members
- Contribute facts, figures, and feelings
- Stay tied to committee decisions

Don't . . .

- Be late
- Be unduly argumentative
- Be unduly negative
- Jump discussion track

ROBERT'S RULES OF ORDER

Parliamentary Procedures

The following guide to parliamentary procedures is included to assist you in your board, commission, or committee proceedings. The materials presented below are excerpts from the latest edition of *Robert's Rules of Order*. Please refer to the handbook located at Village Hall with any questions.

Parliamentary procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. The parliamentary procedure is important because it is a time-tested method of conducting business at meetings and other public gatherings.

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

1. Call to order
2. Roll call of members present
3. Reading/approving of minutes of last meeting
4. Officer's reports
5. Committee reports
6. Special orders—important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

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

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions

There are four basic types of motions. They include:

1. Main motions
2. Subsidiary motions
3. Privileged motions
4. Incidental motions

Motions are presented as follows:

1. Obtain the floor
 - a. Wait until the last speaker has finished
 - b. Address the chairperson by saying, “Mr./Ms. Chairperson”
 - c. Wait until the chairperson recognizes you
2. Make your motion—stated in the affirmative
3. Wait for someone to second your motion or for the chairperson to call for a second
4. Motions can be referred to a committee (a motion needs a second and is debatable); the motion should include
 - a. What committee
 - b. What the committee is to do
 - c. When the committee is to report to the members
5. If there is no second, your motion fails
6. The chairperson restates your motion
 - a. The chairperson will say, “It has been moved and seconded that we . . .” thus placing your motion before the membership for consideration and action
 - b. The membership then either debates your motion or may move directly to a vote
 - c. Once your motion is presented to the membership by the chairperson it becomes “assembly property” and cannot be changed without the consent of the members
7. Expanding your motion
 - a. The time for you to speak in favor of your motion is at this point, rather than at the time you present it
 - b. The mover is always allowed to speak first
 - c. All comments and debate must be directed to the chairperson
 - d. Keep to the time limit for speaking if one has been established
 - e. The mover may speak again only after other speakers are finished unless called upon by the chairperson
8. Putting the question to the membership
 - a. The chairperson asks, “Are you ready to vote on the question?”
 - b. If there is no more discussion, a vote is taken
 - c. A motion to move the previous question may be adopted

A voice method of voting on a motion has been established by the Village of Waunakee. The chairperson asks those in favor to say “aye” and those opposed to say “no.” Any member may move for an exact count. Following the vote, the chairperson will announce the vote. For example, if a motion passes, the chairperson will announce, “The ayes have it. The motion is carried.”

There are two other motions that are commonly used that relate to voting:

1. Motion to table
2. Motion to postpone indefinitely

Robert's Rules of Order has the following to say about committees:

1. Can only do what the Village Board or ordinance has authorized
2. Can bring ideas before the Village Board in a report that includes a motion at the end
3. Committee reports include only the information with which the majority of the committee agrees

VILLAGE BOARD

Village of Waunakee government consists of the Village Board; the Village President; a variety of board, commissions, and committees; administrative and supervisory officers; and a municipal judge.

The elected officials are the Village President and six Trustees, who together comprise the Village Board. The Village Board acts as the legislative arm of the Village government. The Village Board's general statutory powers include the management and control of Village property, streets, municipal services, and finances. The Village Board has the authority to act for the health, welfare, and convenience of the public through licensing, levying taxes, making appropriations, and other necessary means.

The Village Board's regular meetings are held twice each month, scheduled for 6:00 p.m., on the first and third Mondays. The Village President and Trustees are elected to two-year terms.

The Village President is elected at-large in the spring of odd-numbered years. The Village President is a voting member of the Village Board and serves as its presiding officer. The Village President also signs resolutions, ordinances, and other legal documents. The Village President has the statutory responsibility of maintaining peace and good order and ensuring that ordinances are obeyed.

VILLAGE OF WAUNAKEE COMMITTEES

Finance Committee

The Finance Committee recommends financial related contracts and services, oversees Village financial policies, and prepares the annual operating and capital budget.

The Finance Committee consists of three voting members. Trustees make up the voting body. The Finance Director serves as an ex-officio, non-voting member on the committee.

Meetings are scheduled as necessary.

Parks and Recreation Committee

The Parks and Recreation Committee was established to plan for and provide direction regarding the Village's park and recreation programs. Their responsibility includes making recommendations regarding the care, maintenance, and development of Village parks. The committee provides advice to the Village Board and Community Services Director about future recreational programs.

The Parks and Recreation Committee consists of seven voting members. Three Trustees and four citizen representatives make up the voting body. The Community Services Director serves as an ex-officio, non-voting member on the committee.

Meetings are scheduled for 5:30 p.m. on the first Wednesday of every month.

Police Committee

The Police Committee provides counsel to the Police Department in administrative matters that relate to community concerns and public policy.

The Police Committee consists of seven voting members. Three Trustees and four citizen representatives make up the voting body. The Police Chief serves as an ex-officio, non-voting member on the committee.

Meetings are scheduled as necessary.

Public Works Committee

The Public Works Committee advises the Village Board on recommended repairs, replacements, and additions necessary to properly maintain the Village's infrastructure. As the Village grows, the committee will study and review technical advancements in all phases of public works before making recommendations to the Village Board on replacement of outdated facilities and

equipment. The committee works closely with the Village Engineer on current and future projects that are within the Village's jurisdiction.

The Public Works Committee consists of seven voting members. Three Trustees and four citizen representatives make up the voting body. The Village Engineer and Superintendent of Public Works/Parks serve as ex-officio, non-voting members on the committee.

Meetings are scheduled for 6:00 p.m. on the fourth Tuesday of every month.

Senior Services Committee

The Senior Services Committee is responsible for advising the Village Board on Village programs and services for the senior population. The mission of the Waunakee Senior Center is to provide services that promote positive attitudes toward aging. The Center will provide advocacy, programs and services that assist seniors to maintain their dignity and remain independent in their own homes and community. In addition to management responsibilities, the committee should also serve as an advocate on behalf of older adults in Waunakee.

The Senior Services Committee consists of six voting members. Two Trustees and four citizen representatives make up the voting body. The Senior Services Director serves as an ex-officio, non-voting member on the committee.

Meetings are scheduled as necessary.

Village Center Advisory Committee

The Village Center Advisory Committee reviews and recommends direction on facility policies, procedures, hours of operation, fee structure, and general budget preparation. They are charged with seeking input from, and making recommendations that represent the opinions of, the general community as it pertains to the management and operation of the Village Center. The basic purpose is to give citizen input to staff and board members on policies and procedures governing the Village Center.

The Village Center Advisory Committee consists of seven voting members. Two Trustees, four citizen representatives, and one representative from the Town of Westport make up the voting body. The Community Services Director and Recreation Supervisor serve as ex-officio, non-voting members on the committee.

Meetings are scheduled as necessary.

Other Committees

As deemed necessary, the Village Board or the Village President can authorize the establishment of ad hoc committees. A committee's duties or objectives are set forth at the time it is created by the Village Board. Committee members are appointed by the Village President and confirmed by the Village Board. Ad hoc committees are terminated at the completion of the committee's objectives.

VILLAGE OF WAUNAKEE BOARDS

Board of Appeals

The Board of Appeals hears requests for special exceptions or variances to the Village Zoning Ordinance. The board is a quasi-judicial body that decides appeals on decisions of administrative officials of the Village. Sec. 62.23 Wisconsin Statutes.

The Board of Appeals consists of five voting members. Five citizen representatives make up the voting body. Each citizen representative serves a three-year term. Two citizen representatives are appointed as alternates.

Meetings are scheduled as necessary.

Board of Review

The Board of Review is a quasi-judicial body that hears and decides appeals of property assessments. The Village Board, by ordinance, specifies the manner of appointment and fixes the salaries of the members.

The Board of Review consists of seven voting members. The Village Clerk and six citizen representatives make up the voting body. Two citizen representatives are appointed as alternates.

Meetings are scheduled as necessary.

Library Board

The Library Board has general supervision and exclusive control over the operations of the public library. Sec. 43.54 and 43.57, Wisconsin Statutes.

The Library Board consists of seven voting members. One Trustee and six citizens (one being the school district administrator or his/her appointee) make up the voting body. Each citizen representative serves a three-year term.

Meetings are scheduled for 7:45 a.m. on the second Friday of every month.

VILLAGE OF WAUNAKEE COMMISSIONS

Joint Planning Commission

The Joint Planning Commission was created as a result of the intergovernmental cooperation agreement between the Village of Waunakee and the Town of Westport. The Joint Planning Commission supervises, subject to the governing bodies of both the Village and the Town, the activities of the two municipalities that fall within the Joint Planning Area.

The Joint Planning Commission has the authority to approve extensions of sanitary sewer and water service in the joint planning area, in addition to the authority to approve the creation and maintenance of surface drainage/stormwater management facilities. This intergovernmental planning commission may also explore and recommend to both governing bodies an equitable plan for revenue sharing within the joint planning area.

The Joint Planning Commission consists of six voting members, three from each municipality. The Village members are the citizen representatives on the Village Planning Commission and are appointed to staggered, three-year terms. The Village Engineer serves as an ex-officio, non-voting member on the commission.

Meetings are scheduled for 6:00 p.m. on the first Tuesday following the second Monday of every month.

Planning Commission

The purpose of the Planning Commission is to help guide “appropriate” future development of the Village through the preparation, adoption, and amendments of the Village’s Master Plan, the Five-Year Capital Improvement Plan, and implementing regulations (e.g. zoning ordinances). The Planning Commission has various duties ranging from recommending updates to the Village’s Master Plan and zoning regulations to recommending rezoning of Village properties.

The Planning Commission consists of seven voting members. The Village President (required by law), two Trustees, and four citizen representatives make up the voting body. Each citizen representative serves a three-year term. The Village Engineer and planning consultant serve as ex-officio, non-voting members on the commission.

Meetings are scheduled for 6:00 p.m. on the second Monday of every month.

Police Commission

The Police Commission is granted substantial statutory powers, duties, and responsibilities. Sec. 62.13, Wisconsin Statutes. The Commission has the authority to appoint, suspend, or remove the Chief of Police; approve all appointments made by the Chief; adopt, modify, and repeal rules governing the eligibility for appointment and promotion; approve competitive exams used for appointment

and promotion; approve the list of those eligible for appointment and promotion; suspend the Chief or subordinates pending the filing and hearing of charges; hear charges against the Chief or subordinates, make findings and determinations, and impose penalties; and hear appeals of disciplinary actions taken by the department.

The Police Commission consists of five voting members. Five citizen representatives make up the voting body. Each citizen representative serves a five-year term. The Chief of Police serves as an ex-officio, non-voting member on the commission.

Meetings are scheduled as necessary.

Tourism Commission

The Tourism Commission was developed for the purpose of administering the Village's room tax revenues for tourism promotion and development. It is the responsibility of the Commission to review tourism related policies and recommend room tax funding allocations to the Village Board, including administering the Village's annual Tourism/Betterment Grant process.

The Tourism Commission consists of five voting members. The Village Administrator/Economic Development Director or designee, the Chamber of Commerce Director or designee, two citizen representatives, and one member of the Wisconsin Hotel and Motel Industry make up the voting body.

Meetings are scheduled for 9:00 a.m. on the second Monday of every other month.

Utilities Commission

The Waunakee Utilities Commission is responsible for the entire charge and management of the Water and Light Utility and the Sewer Utility. The Commission shall have full authority to supervise the operation of the utilities under the general control and supervision of the Village Board. The Water and Light Utility is regulated by the State of Wisconsin Public Service Commission. The Sewer Utility is not a regulated utility.

The Waunakee Utilities Commission consists of seven voting members. Two Trustees and five citizen representatives make up the voting body. The Trustees serve one-year terms, while the citizen representatives are appointed to staggered two-year terms. The Commission President and Secretary are chosen by the commission.

Meetings are generally scheduled for 5:30 p.m. on the fourth Monday of every month, but this schedule may be modified from time to time.

Waunakee Economic Development Commission

The Economic Development Committee has been established to preserve and enhance the economic vitality of our community. Economic development is an essential component of growing communities. For that reason, the committee has decided to focus on two areas in need of economic planning and guidance: the downtown commercial district and the industrial/business park.

Encouraging development in Waunakee is one objective of the committee. The committee is well aware of the negative externalities that certain kinds of development can impose. The development decisions that the committee makes will be judged not only on the economic impact that the business has on the Village, but on the social ramifications that it will impose as well.

A second objective of the committee is to prepare a plan that provides the Village with a development "blueprint." With the "blueprint," future development and redevelopment decisions will be based on the requirements and restrictions set forth in the document.

The Economic Development Committee consists of seven voting members. Two Trustees, one citizen member of the Plan Commission, and four citizen representatives make up the voting body. The Village Administrator and Village Engineer serve as ex-officio, non-voting members on the committee.

Meetings are scheduled for 5:00 p.m. on the second Monday of every other month and may meet in conjunction with the Community Development Authority.

VILLAGE OF WAUNAKEE AUTHORITIES

Community Development Authority (CDA)

The Community Development Authority was created by the Village Board for the purpose of carrying out blight elimination, slum clearance, and urban renewal programs and projects. The CDA of the Village of Waunakee is governed and controlled by Wisconsin Statutes and Village ordinances. The authority elects the chairperson, vice-chairperson, executive director, and deputy executive director.

The Community Development Authority consists of seven voting members. Two Trustees, and five citizens representing local and area financial institutions and businesses make up the voting body. The executive director and deputy executive director serve as ex-officio, non-voting members on the commission.

Meetings are scheduled as necessary and may meet in conjunction with the Economic Development Committee.

MEETINGS

First Monday

6:00 p.m. Village Board

First Tuesday

6:00 p.m. Joint Planning Committee (following second Monday)

First Wednesday

5:30 p.m. Parks and Recreation Commission

Second Monday

9:00 a.m. Tourism Commission (every other month)

5:00 p.m. Waunakee Economic Development Commission (every other month)

6:00 p.m. Planning Commission

Second Thursday

7:30 p.m. WWDDVS EMS District

Second Friday

7:45 a.m. Library Board

Third Monday

6:00 p.m. Village Board

Fourth Monday

5:30 p.m. Utilities Commission

7:30 p.m. Waunakee Fire District

Fourth Tuesday

6:00 p.m. Public Works

As Needed

Board of Appeals

Board of Review

Community Development Authority

Finance Committee

Police Commission

Police Committee

Senior Services Committee

Village Center Advisory Committee