

**Community Development Authority  
of the City of Greenfield**

**By-Laws  
and  
Rules of Procedure**

**1. GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTIONS**

The Community Development Authority of the City of Greenfield shall be governed and controlled by Statutes of the State of Wisconsin, and as the same may hereafter be amended; by all ordinances of the City of Greenfield as they relate to the Authority, and as such ordinances may hereafter be amended and adopted; and by the within rules of procedure. All provisions of the Wisconsin Statutes, ordinances or resolutions of the City of Greenfield as may be enacted from time to time, shall take precedence over the rules of procedure.

**2. GENERAL POWERS AND DUTIES**

The Authority shall exercise all powers conferred, except that of Eminent Domain, and perform all duties imposed, by state and local ordinance of the City of Greenfield, and shall perform such further and other duties as may properly from time to time be required by the Common Council.

Specific action taken related to the following powers shall be subject to review and approval by the Common Council.

- a. Acquisition of land
- b. Issuance of debt
- c. Hiring of staff
- d. Expenditure of any funds in excess of \$10,000
- e. Amendments, deletions, or additions to Section 2 of these By-Laws

**3. OFFICERS AND THEIR DUTIES**

**Presiding Officers.** The presiding officer of the Authority shall be designated as Chairperson and shall be elected annually at the meeting of the Authority in April of each and every year. To act in the absence of the Chairman, the Authority shall elect a Vice-Chairman to preside at the meeting. The presiding officer shall preside at all meetings of the Authority and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; shall conduct the meetings in accordance with the within rules; shall have such powers and duties as may be necessary for conduct of orderly meetings; and such other powers and duties as herein assigned to him, or as may be assigned to him.

**Treasurer.** The Authority shall annually elect a Treasurer from among its members. The Treasurer of the Authority shall handle and keep a record of financial dealings of the Authority. The Treasurer may utilize the Finance Director and/or Finance Department staff as required to carry out the Authority tasks.

Secretary. The Director of Planning and Economic Development shall serve as the Secretary/Executive Director and advisor and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work of the Authority; to keep accurate notes of all matters coming before the Authority; to receive and file all communications, applications, request any and all documents directed to the Authority; to mark each document so received with the official filing stamp of the Authority; to publish or mail, as the case may be, all notices and advertisements required by law or as directed by the Authority; to prepare and mail to each member of the Authority not later than the Friday prior to the meeting, a summary statement of the nature of each item on such agenda and a copy of the minutes of the last meeting. The secretary may utilize such members of the City staff as may be made available by the Mayor to accomplish his/her tasks.

#### 4. AGENDA

The Director of Planning and Economic Development shall prepare the agenda, with direction from the Chairperson.

#### 5. MEETINGS

Meetings. Meetings shall be held at the City Hall or other location as designated by the Authority at its last meeting. Meetings shall commence at a time and date as determined by the Authority or when necessary, at the call of the chairperson. Meeting times are subject to change only by consensus of the members.

Special meetings. Special meetings may be called by the presiding officer whenever in his judgment such meeting is necessary, and the presiding officer shall call such special meeting whenever he is requested to do so by at least three (3) members of the Authority. Such request may be made orally. Notice of such special meetings shall be given by announcement thereof at any regular meeting and by written or telephone notice as hereinafter provided, to such members not present at such meetings, by written notice mailed not less than 48 hours before the time fixed for such hearing; or by telephone notice not less than 24 hours before the time fixed for such hearing. Any business which could be done at a regular meeting may be done at such special meeting.

Quorum. A quorum for all meetings shall consist of four members and the presiding officer shall be included in such a count.

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

Call to Order  
Public Hearings  
Approval of Minutes of Previous Meeting  
Old Business  
New Business  
Person desiring to be heard  
Adjournment

## 6. VOTING

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

Disqualification of members to vote in the event that any member shall disqualify himself to vote on any matter, he shall, nonetheless, be counted in determining whether a quorum is present, but his disqualification shall not decrease the number of votes required for passage of any motion, resolution, or the taking of any other action.

## 7. PUBLIC HEARINGS

The Order of Business for holding public hearings shall be as follows:

- 1) A brief statement by the Executive Director as to the name of the applicant for relief, his address, the nature of the request, and the manner in which notice of the hearings was given.
- 2) Presentation of the applicant of his request including any maps, documents and the like, not previously filed.
- 3) Statements of all other persons in favor of granting the request.
- 4) Statement in rebuttal by opposing the request.
- 5) Statements in rebuttal by the applicant and by other persons favoring the request.
- 6) Statements in rebuttal by opposing the request.
- 7) Statements and subsections by any persons not previously heard, but only on matters not previously discussed.
- 8) Closing of the hearings or, if necessary, adjournment of the hearing to a fixed future date.

Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless he states his name and address. The presiding officer shall briefly explain the Order of Business. He shall have the right prior to the hearing to announce that each person's statement shall be limited to a specified period of time, and that rebuttals shall be limited to a specified period of time, and he shall have the right to terminate any statement when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane.

Appearance. All persons desiring to be heard shall be heard, in person or by attorney.

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

## 8. DECISION

All final decisions by the Authority shall be in writing and shall be the form of an order or decisions duly adopted by resolution. All such decisions shall be signed by the presiding officer,

attested by the secretary, and shall thereupon be filed with the records of the case. The date on which the written decision is filed in the case shall be deemed the date of filing of the decision. The Executive Director shall promptly thereafter mail a copy of the decision to the applicant or petitioner or his attorney and to every other interested public official.

**9. RECOMMENDATIONS TO THE COMMON COUNCIL**

The Common Council should review recommendations. Recommendations to the Common Council may be by resolution or in such other form, as the Common Council deems appropriate. Upon adoption of any recommendation, the secretary shall deliver a copy of the same to the Common Council. Each such recommendation shall contain a full and complete recital of reasons therefor.

**10. AMENDMENT OF RULES**

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

8. Planning Commission Meeting held March 10, 1998

Planning-3/10/98

Item #6 It was moved by Alderman Stone, seconded by Alderman Ochnikowski, to approve the placement of a temporary trailer to be located at 12100 West Howard Avenue, Key #564-9982-001, subject to staff comments. Motion carried unanimously.

Placement of temp. trailer @ 12100 W. Howard Ave.

9. Finance Committee Meeting held March 11, 1998

Finance Committee 3/11/98

It was moved by Alderman Stone, seconded by Alderman Ochnikowski, to approve the following:

Item #3 Schedules of disbursements in the amount of \$243,907.79; \$130,376.30; \$45,752.65; \$12,948.38; \$11,433,642.85 and (\$4,605.89)

Schedules of Disbursements

Item #4 Mileage reimbursements in the amount of \$705.45

Mileage reimb.

Item #8 Transfer of funding in the amount of \$10,000 from Project EN9806, West Coldspring Road reconstruction to Project EN9810, storm sewer in South 35th Street from West Coldspring Road to 800 ft. north

Transfer funding from Proj. EN9806 to Proj. EN9810

On a roll call vote, the motion carried unanimously.

10. Community Development Authority Meeting held March 12, 1998

CDA - 3/12/98

Item #2 It was moved by Alderman Ochnikowski, seconded by Alderman Broitzman, to approve the By-Laws and Rules of Procedure for the Community Development Authority. On a roll call vote, the motion carried unanimously.

By-Laws & Rules of Procedure for CDA

11. Council Representative appointments:

C.C. Rep. Appts. NEXT AGENDA

No appointments were made. The following Council Representative appointments are to be placed on the next Common Council agenda:

a. Mayor appointments, confirmed by Council:

One member to the Board of Telecommunications (Due to resignation of Alderman Broitzman)

b. Council appointments:

Council representative to the Board of Health (Due to resignation of Alderman Broitzman)

12. Appointments to various committees and commissions:

Committee Appts. NEXT AGENDA

No appointments were made. The following committee appointments are to be placed on the next Common Council agenda:

a. Mayor appointments, confirmed by Council:

(1) Two members to the Board of Telecommunications for a term to expire 5/1/98 (Sandra Ovshak; David Kobylnski)