

BYLAWS OF THE  
REDEVELOPMENT AUTHORITY  
OF THE TOWN OF LEDGEVIEW, WISCONSIN

Adopted \_\_\_\_\_, 2010

ARTICLE I - THE AUTHORITY

1. Name of Authority. The name of the Authority shall be Redevelopment Authority of the Town of Ledgeview, Wisconsin.
2. Seal of Authority. The Authority shall have no seal.
3. Offices of the Authority. The principal offices of the Authority shall be at the Municipal Building in Ledgeview, Wisconsin. In addition, the Authority may, from time to time, have offices at such other place or places as it deems necessary. The location of the Authority's principal offices may be changed by appropriate resolution of the Authority.

ARTICLE II - GENERAL RULES, POWERS AND DUTIES

1. General Rules by Statutes, Ordinance or Resolutions. The Redevelopment Authority of the Town of Ledgeview shall be governed and controlled by the Statutes of the State of Wisconsin, as the same may hereafter be amended; by all ordinances of the Town of Ledgeview as they relate to the Authority, as such ordinances may hereafter be amended or adopted, and by these Bylaws. All provisions of the Wisconsin Statutes, and all ordinances or resolutions of the Town of Ledgeview as may be enacted from time to time, shall take precedence over the Bylaws.
2. General Powers and Duties. The Authority shall exercise all powers conferred and perform all duties imposed by state law and local ordinance of the Town of Ledgeview, and shall perform such further and other duties as may properly from time to time be required or conferred by the Town of Ledgeview.

Specific action taken relating to the following powers shall be subject to review and approval by the Town Board:

- (a) Acquisition of land;
- (b) Eminent Domain;
- (c) Issuance of debt;
- (d) Hiring of staff;
- (e) Expenditure of any funds in excess of \$10,000; and
- (f) Amendments, deletions or additions to these Bylaws.

### ARTICLE III - OFFICERS

1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson and a Secretary (who shall be Executive Director) who shall be elected or appointed as hereinafter set forth

- (a) Chairperson. The Chairperson shall preside at all meetings of the Authority. The Chairperson and Executive Director are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so. At each meeting, the Chairperson shall submit such recommendations and information as the Chairperson may consider proper concerning the business, affairs, and policies of the Authority.
- (b) Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson, and in case of the resignation or death of Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall appoint a new Chairperson.
- (c) Secretary. The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office.

The Secretary shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairperson. The Secretary shall keep regular books or accounts showing receipts and expenditures and shall render to the Authority, at least quarterly (or oftener when requested), an account of the Authority's transactions and also of the financial condition of the Authority. The Secretary shall give such bond for the faithful performance of the Secretary's duties as the Authority may determine.

- (d) Executive Director. The Executive Director shall serve as Secretary to the Authority and shall be the chief administrative officer of the Authority and shall direct, manage and supervise the Authority's administrative operation and

technical activities in accordance with and subject to the direction of the Authority.

- (e) Deputy Executive Director. The Deputy Executive Director shall be appointed whenever necessitated by the business needs of the Authority to serve as the Deputy Secretary to the Authority and shall perform the duties of the Executive Director and Secretary in the Executive Director's absence.

2. Additional Duties. The officers of the Authority shall perform such other duties and functions as from time to time are required by the Authority or by the Bylaws or rules and regulations of the Authority.

3. Election or Appointment. The Chairperson and Vice-Chairperson shall be elected from among the Commissioners of the Authority immediately following adoption of these Bylaws and thereafter at the first regular or special meeting of the Authority held in the month of January each calendar year and shall hold office until the next succeeding first day of January, or until their successors are elected and qualified.

The Executive Director and Deputy Executive Director (if appointed) shall be appointed by the Authority. Any persons appointed to fill the office of Executive Director or Deputy Executive Director, or any vacancy therein, shall have such term as the Authority fixes.

4. Vacancies. Should the offices of Chairperson or Vice-Chairperson become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

#### ARTICLE IV - AGENDA AND MEETINGS

1. Agenda. The Town Clerk shall prepare the agenda with direction from the Chairperson.

2. Meetings. The Chairperson of the Authority may call all meetings when the Chairperson deems it expedient. All regular and special meetings of the Authority shall be held in the Municipal Building in Ledgeview, Wisconsin, or in such other public place as the Authority deems appropriate and is physically accessible to persons with disabilities.

All regular and special meetings, hearings, records and accounts of the Authority shall be conducted or maintained in compliance with the provisions of the Wisconsin Open Meetings Law, the Wisconsin Public Records Law, and the ordinances of the Town of Ledgeview, Wisconsin to the extent such laws or ordinances are applicable.

3. Special Meetings. The Chairperson of the Authority shall call a special meeting upon the request of two members of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered in person, by facsimile or by e-mail to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call.

4. Order of Business.

(a) Agenda. The Secretary shall prepare an agenda for each meeting. The order of business shall generally be as follows:

- (i) Roll call (recognition of guests optional)
- (ii) Flag pledge
- (iii) Approval of Minutes
- (iv) Communications and public appearances
- (v) Routine business
- (vi) Detailed business
- (vii) Business by the Commissioners
- (viii) Secretary's report.

5. Motions. The name of the maker of the motion and the second to the motion shall be duly recorded in the minutes of the meeting.

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

7. Voting. The voting on all questions coming before the Authority shall be by voice unless a roll call vote is requested by a member of the Authority.

8. Parliamentary Procedure. The procedures for Authority meetings shall be governed by Robert's Rules of Order.

## ARTICLE V - PUBLIC HEARINGS

1. Order of Business. The order of business for all public hearings shall be as follows:

- (a) A brief statement by the Executive Director as to the name of the applicant for relief, address, nature of the request, and manner in which notice of the hearing was given.

- (b) Presentation by the applicant of his or her request, including any maps, or other documents not previously filed.
- (c) Statements of all other persons in favor of granting the request.
- (d) Statements by those opposing the request.
- (e) Statements in rebuttal by the applicant and by other persons favoring the request.
- (f) Statements in rebuttal by those opposing the request.
- (g) Statements and objections by any persons not previously heard from only on matters not previously discussed.
- (h) Closing of the hearings or, if necessary, adjournment of the hearing to a fixed future date.

2. Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless the person states the person's name and address. The presiding officer shall briefly explain the order of business, and shall have the right prior to the hearing to announce that each person's statement and any rebuttal shall be limited to a specified period of time. The presiding officer 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.

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

4. Withdrawal of Application. At any time prior to a motion to grant, refuse or refer an application or petition, the applicant may withdraw the 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.

## ARTICLE VI - SUBCOMMITTEES

1. Subcommittees. The Authority may establish standing subcommittees of the Authority which shall make recommendations to the Authority on matters referred to the subcommittees by the Authority.

2. Appointments. Appointments to any standing subcommittee shall be made by the Chairperson of the Authority at the first regular or special meeting of the Authority held in the month of January in each calendar year. The Chairperson of the Authority shall

designate the Chairperson of each of the standing subcommittees at the time of appointment. Standing subcommittee members shall hold office until the next succeeding first day of January, or until their successors are appointed.

3. Other Subcommittees. The Authority may establish other subcommittees as may be required from time to time. Appointments to additional subcommittees shall be made by the Chairperson of the Authority and shall have such term of office as the Authority fixes.

## ARTICLE VII - AMENDMENTS

1. Amendments to Bylaws. The Bylaws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular special meeting. Adoption of an amendment shall be by a two-thirds vote of the Commissioners of the Authority.

## ARTICLE VIII - DECISIONS OF THE AUTHORITY

1. Decisions of the Authority. All final decisions of the Authority shall be in writing and shall be in the form of an order or decision 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 application. The date on which the written decision is filed in the application 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/her attorney and to every interested public official.

## ARTICLE IX - RECOMMENDATIONS TO THE TOWN BOARD

1. Recommendations. Recommendations shall be reviewed by the Town Board. Recommendations to the Town Board may be by resolution or in such other form as the Town Board deems appropriate and upon adoption by any recommendation, a copy of the same shall be delivered by the Secretary to the Town Board. Each such recommendation shall contain a full and complete recital of reasons therefor.

## ARTICLE X - MISCELLANEOUS

1. Suspension of Rules. The Authority by unanimous vote may suspend any of its rules or Bylaws except as otherwise provided under the ordinances of the Town of Ledgeview, Wisconsin or other applicable state or local law.