

<b>MEETING:</b>	<b>REGULAR MEETING OF THE SPECIAL COMMITTEE: VILLAGE BOARD HANDBOOK</b>
<b>DATE AND TIME:</b>	<b>Wednesday, August 23, 2023 5:00 PM</b>
<b>LOCATION:</b>	<b>Germantown Village Hall Conference Room A N112 W17001 Mequon Road</b>

**NOTICE:** Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@germantownwi.gov](mailto:comments@germantownwi.gov) by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

### **AGENDA**

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*
- IV. **APPROVAL OF MINUTES**
  - A. Minutes for Meeting of October 19, 2022
- V. **NEW BUSINESS:**
  - A. Handbook Table of Contents
  - B. Handbook Section on Village Board and Staff Relations
  - C. Village Board and Committee Meeting Schedule
  - D. Next Special Committee Meeting
- VI. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Germantown Special Committee: Village Board Handbook Meeting Minutes Wednesday October 19, 2022

1. Call to Order: Administrator Kreklow called the meeting to order at 5:36
2. Roll Call
  - a. Present: Miller, Myers, Wolter joined meeting at approximately 6:00
  - b. Absent: Kaminski

Miller served as Chair Pro Tem

3. Approval of Minutes: Motion to approve by Miller; second by Myers. Approved 2-0.
4. New Business

- a. Review of Updated Table of Contents

Committee agreed to draft table of contents as a starting point and will work through drafts of each section.

- b. Review of Updated Village Board and Staff Relations Legacy Handbook

Provided feedback on sections from Everybody's Equal through Board Member Involvement in Negotiation Meetings. Staff will update remaining sections and email to members for additional feedback.

- c. Review of Public Comment Procedures

Support Services Manager presented research on what other communities do for public comment.

3 minute time limit is most common time limit and committee supported keeping it.

5. Schedule Next Meeting: Coordinate next meeting via email.
6. Adjournment President Wolter adjourned at 6:30.

**BUSINESS OF THE SPECIAL COMMITTEE: VILLAGE BOARD HANDBOOK**

MEETING DATE: August 23, 2023

PLACEMENT: Action Item

ITEM TITLE: Handbook Table of Contents

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Handbook Table of Contents 230823

RECOMMENDATION:

ACTION BY Committee:

# Handbook for Village of Germantown

## Board Members

### Table of Contents

1. Welcome
2. Introduction
3. Elected Official Orientation
4. Function of Boards & Commissions
5. Having an Item Placed on an Agenda
6. Roles & Responsibilities
7. Guidelines for Board Members
8. Board Relations
  - a. Representing the Board
  - b. Complaints from Citizens
  - c. Media Relations
  - d. Approval of Minutes
  - e. Ordinance/Resolution Preparation
  - f. Roles in Discussion/Negotiations
  - g. Private Disputes
9. Village Board and Staff Relations
  - a. Favoritism
  - b. Board Orders
  - c. Use of Village Resources
  - d. Incomplete Staff Work
  - e. Board Member Involvement in Negotiation Meetings
  - f. Office Visits
  - g. Personnel Complaints
10. Open Meetings and Public Records
11. Rules of Parliamentary Procedure

12. Roberts Rules of Order Simplified
13. Ethics
14. Budgeting, Tax Bills and Assessments
15. Insurance
16. Overview of Village Departments and Operations

**BUSINESS OF THE SPECIAL COMMITTEE: VILLAGE BOARD HANDBOOK**

MEETING DATE: August 23, 2023

PLACEMENT: Action Item

ITEM TITLE: Handbook Section on Village Board and Staff Relations

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Board\_Staff Relations DRAFT 230823

RECOMMENDATION:

ACTION BY Committee:

## **VILLAGE BOARD AND STAFF RELATIONS**

**Everybody's Equal.** All Board members will receive the same information about a matter... particularly as it relates to business items for your consideration as a body. No one will receive different or "special" information that would tend to put one Board member at an advantage over the others. Staff reports, per se, will be prepared for the entire Board to avoid such problems.

**Favoritism.** Individual Board members may have more of an interest in some departmental functions than others. However, that should not give cause for staff to show special deference to certain Board members. Every Board member is to be treated equally; no favoritism is to be demonstrated. Be cooperative and responsive, but do not play favorites.

**Board Orders.** No Board member is to individually "order" the department heads, and others, to do anything.

**Use of Resources.** Staff resources are limited. Those resources the Village has are fully devoted to carrying out Board-determined priorities and programs. There are no resources available to pursue individual Board members' special requests. Resources will be used as a matter of establishing a proper relationship with the entire Board. There will be a number of occasions when a Board member will call or e-mail and request information. To the extent that it is available, the information is to be furnished. However, staff is not to launch into a special research effort that could divert limited resources from working on the priorities of the entire Board. Requests of this nature should be directed to one of the Village Board Standing Committees or the Village Administrator.

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

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

Office Visits. Board members are welcome to frequent the Village Hall. Usually, these visits will be for business matters (to ask a question, forward a-complaint, check your bin, etc.). "Social" visits will be made from time to time. These are fine. However, "socializing" is discouraged to the extent that it interferes with staff's schedule or disrupts normal staff activities and workflow. For the Board members: do not disturb or demand the attention of the entire office staff. Likewise, the administrative staff should not let this happen.

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

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

**BUSINESS OF THE SPECIAL COMMITTEE: VILLAGE BOARD HANDBOOK**

MEETING DATE: August 23, 2023

PLACEMENT: Action Item

ITEM TITLE: Village Board and Committee Meeting Schedule

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

RECOMMENDATION:

ACTION BY Committee:

**BUSINESS OF THE SPECIAL COMMITTEE: VILLAGE BOARD HANDBOOK**

MEETING DATE: August 23, 2023

PLACEMENT: Action Item

ITEM TITLE: Next Special Committee Meeting

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

RECOMMENDATION:

ACTION BY Committee: