

CHAPTER 2 THE GOVERNING BODY

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2.01 MEETINGS.

- (1) REGULAR MEETINGS. (Am. Ordinances #646; #792; #849; #1235).
 1. Regular meetings of the Council shall be held in the Council chambers of the Municipal Building on the 2nd Tuesday of each month at 7:00 P.M., except when the day so designated shall fall on a legal holiday or if the day so designated shall fall immediately after a legal holiday or on Election Day, then such meeting shall be held as changed by the consent of the Common Council.
 2. Additionally, there shall be one final meeting for the old Council and an organizational meeting for the new Council on the third Tuesday in April of each year.
- (2) SPECIAL MEETINGS. (Amd. Ord. #1235) Special meetings may be called by the Mayor by written notice to each member delivered to him personally or left at his usual abode at least 6 hours before the meeting; provided, such notice of meeting may be waived by any member. In addition, six Council members may petition the Mayor to hold a Special Council Meeting. At such meetings of the Council, no business shall be transacted by that for which the meeting shall have been called, unless approved by six Council members.
- (3) MEETINGS TO BE PUBLIC; PUBLIC NOTICE. Except as provided in §19.85, Wis. Stats., all meetings of the Council, committees thereof, and City boards and commissions shall be open to the public and public notice given as required by §19.84, Wis. Stats.

2.02 QUORUM AND ATTENDANCE. When the presiding officer shall have called the members to order, the City Clerk shall proceed to call the roll, by wards numerically, noting who are absent. If a quorum is present, two thirds of the Council membership being a quorum, the Council shall proceed to business, and if there is not a quorum present, the Mayor, or in his absence the President of the Council, may order the attendance of absentees and if within 30 minutes no quorum appears, the Council may adjourn. All members are expected to be present at all meetings of the Council, regular and special, and are expected to attend all meetings of the committees, regular or special, to which they are appointed or elected. The Chief of Police, City Attorney and Director of Public Works are expected to attend all meetings of the Council.

2.03 ORDER OF BUSINESS. At all stated meetings, the following order shall be observed for disposing of business before the Council:

- (1) Roll Call
- (2) Approval of agenda
- (3) Action on minutes
- (4) Action on bills
- (5) Audience participation.
- (6) Reports of standing and special committees, including introduction of legislation

- (7) Presentation of letters, petitions, remonstrances and memorials
- (8) Reports of officers
- (9) Unfinished business
- (10) Other new business
- (11) Adjournment

2.04 COMMITTEES. (Rep. & Recr. Ord. #1205; Amd. Ord. #1225; Amd. Ord. #1344)
(1) Appointment of the standing committees of the Council shall be appointed by the Mayor annually at the time of the organization of the new Council. Each Committee will have membership as described in (2) below, with a chair and vice chairperson designated by the Mayor. Sub-committees as designated in (2) below shall be appointed annually by the Committee Chairperson.

The Mayor and all Council members shall be an ex-official member of all committees and shall be allowed to vote at all meetings.

The standing committees shall be as follows:

- a) Public Works
- b) Parks, Recreation and Leisure Activities
- c) Finance and Personnel
- d) Planning
- e) Economic Development
- f) Capital Equipment and Projects Committee
- g) Revolving Loan Fund Committee

(2) Jurisdiction and Membership of Committees.

- a) Public Works Committee. The Committee shall be responsible for policies and oversight of the Public Works Department and the Sewerage Utility. In addition to all matters assigned by the Council or to the Board of Public Works by law it shall be responsible for all public works construction, all streets and alleys, sewers, sidewalks and bridges under control of the City; the operation of the Wastewater Treatment Plant and Collector System, the Storm Water System, maintenance of City controlled right of way including leaf and brush pickup, snowplowing, street sweeping, and the maintenance of all public trails.

The Chairperson of the Public Works Committee may form sub-committees, which shall report back to the Public Works Committee, for any purpose involving facility planning, and road safety [including street signage, marking and traffic control.]

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Membership on such committees is not restricted to Committee members and may include citizens or staff. Each sub-committee must be reappointed annually.

The Chairman may appoint a standing committee member as a liaison to the Utility Commission.

b) Parks, Recreation & Leisure Activities (Amd. Ord. #1266, Amd. Ord. #1354)

The Committee shall be composed of 5 Alderpersons appointed by the Mayor, 2 citizens and 1 Student Member, appointed by the Mayor or the Parks, Recreation & Leisure Committee Chairperson. Citizen members and Student Member shall serve a renewable two-year term.

The Committee shall be responsible for policies and oversight of the Parks and Recreation Department, Washington Center, Fitness and Aquatics Center, and trail planning. In addition, to all matters assigned by the Council it shall be responsible for the repair and maintenance of all City Buildings and Grounds, all Park construction, maintenance, and scheduling of all recreational programming [youth, adult & senior], all swimming pool and fitness activities, all Senior services including the Federal Nutrition Program and Senior/Disabled transportation. It shall also oversee the Local Government Access Channel ensuring that all fees collected as a result of Cable Franchises be allocated to the operation of government access broadcasting via cable TV and/or the Internet.

The Committee shall also act as the municipal Tree Board and be responsible for oversight of all urban and field forestry operations within the City limits.

The Chairperson may appoint Committee members as liaisons to the Library and Museum Board and the Cemetery Commission.

c) Finance and Personnel Committee

The Committee shall be composed of 5 Alderpersons. The Committee shall review and recommend policy regarding insurance, assessment, retirement, investments, finance, licensing, audit, bonding and department planning, personnel, compensation and discipline. It shall provide oversight to the offices of Administrator, Clerk, Treasurer, and Assessor.

In addition it shall suggest to the Council appropriate policies regarding its rules, agendas, special meetings, overall organization (including committee and department structure) and monitor and strive to improve City-County-Town-State relations.

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The Committee shall hear all employee grievances and grievances related to licensing issues. It shall also oversee all public welfare programs under control of the City. The Chairperson may appoint a member to serve as liaison to the Police and Fire Commission.

d) Planning Committee

In addition to the duties assigned to the Plan Commission by statute and in Chapter 17, the Plan Commission shall act as the Planning Committee and shall set policy and provide oversight to the Building Inspector over statutory duties, those assigned by this code and the enforcement thereof.

Membership of the Planning Committee shall be the same as the Plan Commission. The Chair of the Planning Committee may appoint members to serve as liaisons to County or Regional Plan Commissions.

e) Economic Development Committee (Amd. Ord. #1344)

The Committee shall be composed of 4 Alderpersons appointed by the Mayor, 3 citizen members and two students appointed by the Mayor or the Committee Chairperson.

The Committee shall be responsible for Policy and oversight of the City Administrator's Economic Development activities including business attraction and retention, marketing, tourism, industrial park development and maintenance, riverfront development and Downtown development.

The Chairperson may appoint Committee members to serve as liaison to County or Regional Economic Development organizations, or a liaison to New London based Economic Development organizations and committees.

f) Capital Equipment and Projects Committee (Amd. Ord. # 1245, Amd. Ord. # 1344)

The Committee shall be composed of the Committee of the Whole.

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The Committee shall in conformance with the adopted Budget, prioritize the expenditure of Capital Equipment & Projects funds and refer these expenditure items to City Council for their final approval or denial.

g) Revolving Loan Fund Review Board

The Committee shall be comprised of five members as follows: Two alderpersons and three citizen members at least one of which is an officer of a local bank. The Committee is to perform analysis of requests for loans from the City's Economic Development Revolving Loan Fund. Using guidance from the Revolving Loan Fund Manual, the Committee shall recommend when to grant or deny loans to Council, and if granted, for how much and over what terms.

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- 2.05 ORDINANCES AND RESOLUTIONS. (1) TITLE. The style of all ordinances shall be: "The City Council of the City of New London do ordain as follows." No bylaw or ordinance shall contain more than one subject which shall be clearly explained in its title.
- (2) READING OF PROPOSED ORDINANCES. No ordinance shall be put on for final passage on the same day on which it was introduced unless by a suspension of the rules. Upon the second reading of the ordinance, the presiding officer shall declare it ready for adoption.
- (3) APPROPRIATIONS OR PAYMENTS. All bylaws and ordinances and all resolutions and orders for the appropriation or payment of money shall require, for their passage or adoption, the concurrence of a majority of all the aldermen.
- 2.06 PARLIAMENTARY RULES. (1) SPEAKING BEFORE THE COUNCIL
Every member, previous to his speaking, shall arise and address the presiding officer and shall not be interrupted except by a call or order.
- (2) MOTIONS. When a motion is made, it shall be stated by the chair, or, if in writing, shall be read by the Clerk-Treasurer.
- (3) MEMBER CALLED TO ORDER. When a member is called to order by the presiding officer, he shall take his seat and not proceed without leave of the Council.
- (4) ROBERT'S RULES. (Amd. Ord #1255) Meetings of the Council shall be conducted according to Robert's Parliamentary Rules of Order with the exception related to voting by members of the Council as set forth in Section (5)(c) below.
- (5) VOTING.
- (a) Form of Question. "As many as are of the opinion (as the case may be) say aye: contrary, no:" and in doubtful cases, the presiding officer may direct or any member may call for a division.
- (b) Aye and No Vote. The ayes and noes maybe required by any member and the Clerk-Treasurer shall call the roll by wards numerically with each subsequent call of the roll beginning with the Council member who voted second on the previous call of the roll and following in the same order until all members have voted. Such procedure shall be continued from meeting to meeting. On confirmation and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the City or any fund thereof and final action on all ordinances, the vote shall be by ayes and noes. All aye and no votes shall be recorded in the minutes.
- (c) (Cr. Ord. #1255) A member of the Council, who attends a meeting of the Council, other than in person due to health concerns, may vote on any business to come before the Council.

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(d) Tie Votes. The presiding officer shall, in all cases, be entitled to be put and lost, shall vote in case of a tie. It shall be in order for any member who voted in the majority on any question or for any member who voted in the negative when the Council was equally divided to move a reconsideration vote on the same or next succeeding regular meeting of the Council. A motion to reconsider, having not again be in order.

(6) PETITIONS, ETC., TO BE REDUCED IN WRITING. All petitions, memorials, resolutions and other papers, prior to being handed to the Clerk—Treasurer, shall have a brief statement of their contents endorsed upon them together with the name of the person presenting the same.

2.07 OFFICERS' AND EMPLOYEES' EXPENSES. The Mayor, when required to leave the City on business of the City, and also other City officials and department heads given leave for such purpose by the Council or by the Mayor, shall be reimbursed for their actual expenses, e.g. travel, meals and hotel, upon the filing of a regular and itemized voucher. Advancements prior to the meeting or out of town business are permitted, but not encouraged, and may be made if the amount is known to the applicant. If advancement is made, upon his return he must file an expense voucher. Then if there is any excess left over proper allowable expenses, such sum shall be returned to the Clerk—Treasurer and a receipt obtained therefore. Such receipt shall be attached to the travel expense statement and if advances were not adequate, the City will pay the balance of the voucher.

Any officer or employee going to out-of-City meetings at City expense shall give a verbal or written report to the Council at the next meeting following his return. However, this provision does not apply to those officers or employees under the jurisdiction of the following commissions: Police and Fire, Cemetery, Library, Planning and New London Electric and Water Utility. They shall make their report to their respective commissions.

2.08 (Rep. Ord. #801)

2.09 SUSPENSION OF RULES. The assent of 2/3 of all the members of the Council shall be required to suspend, alter or modify any of the foregoing rules.

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2.10 (1) COMPENSATION FOR MAYOR, ALDERPERSONS, AND ATTORNEY (Ord. #922, Amd. Ord. #1183; Amd. Ord. #1343; Amd. Ord # 1388)

(2) That the compensation for Mayor, Alderpersons, and Attorney elected after May 1, 2018 shall be as follows:

- a) Mayor \$6,400 per year (Amd. Ord. #1343)
- b) Alderpersons \$3,000 per year (Amd. Ord. #1343)
- c) Attorney \$20,000 per year (Amd. Ord. #1284)
Effective 5/2014

(3) That additional compensation for Mayor and Alderpersons after May 1, 2018 shall be as follows:

Mayor	\$30 per meeting attended (\$35 if Chair)
Alderpersons	\$30 per meeting attended, whether a member of the committee or not, and must be appointed as a representative of the City (\$35 if Chair)
Citizen Members	\$30 per meeting attended for Parks & Rec Committee and Economic Development Committee

(4) The fiscal year for compensation of elected officials begins with May. Elected officers shall be paid one twelfth of their base salary each month. To be eligible for additional compensation elected officers must attend and place signature on attendance sheet. Attendance sheets are to be approved by the Chair and submitted to the Payroll Department.

(5) Committees eligible for additional compensation:

- Council, Special Council, Budget, Capital Projects, Board of Public Works, Finance & Personnel, Parks/Rec, Economic Development and Ad-Hoc Committee's
- Planning Commission: Only elected officials are eligible for additional compensation (no citizen members)