

Expectations for the Town of Kinnickinnic Town Board

The following are rules and procedures to be followed by the Town Board which shall control the Town Board's conduct and the running of general government for the Town of Kinnickinnic. If there are any provisions that are inconsistent with state statute, state law shall govern.

Time and place of meetings.

1. Regular meetings of the Board will be held at the Town Hall, located at 1271 County Road J at 7:00 p.m. on the first Tuesday of each month.
2. The meeting date, time and location may be changed by vote of the Board at least 10 days in advance of the new meeting date.
3. A special meeting may be called in writing by the Chair or by a majority of the Board, with at least 24 hours' notice.

Chairperson.

1. The Chairperson shall be responsible for the preparation of the written agenda of the Board and the agenda items shall be provided to the Clerk at least 14 days prior to the meeting.
2. The Chairperson shall communicate with the Clerk at least twice per week during normal Town Hall Office Hours to aid in resolving any outstanding Town related items.
3. The Chairperson shall recommend for appointment all temporary and permanent committees of the Town for which a specific statutory provision is not made. All appointments are subject to confirmation by a majority vote of the Board.
4. The Board may assign other duties to the Chairperson as necessary.
5. The Chairperson is expected to come to the meeting having already reviewed the Town Board Meeting packet and ready to engage in discussion on the prepared agenda items. Personal anecdotes should be minimal, and discussion should be limited to agenda topics presented.
6. The Chairperson is entitled to vote on all the questions before the Board.
7. The Chairperson will be the first point of contact for Town-related issues that need immediate action. This includes but is not limited to concerns regarding the condition of Town roads, the closing of bridges within the Town, the need to request additional road maintenance including removal of fallen trees, the filling of washouts, snow plowing, salting, and/or sanding, and security or maintenance of the Town Hall.
8. The Chairperson will receive and respond to all Town associated questions, concerns, or comments on the Town issued phone. The expectation is that calls are returned as soon as practicable with the goal being less than ~~12~~ 24 hours.
9. The Chairperson shall appoint a designee in the event he/she will not be available by phone.
10. The Chairperson is expected to check his/her Town e-mail daily to ensure critical information is acted on a timely manner.
11. Wis. Stat. § [60.24](#) sets forth additional responsibilities and duties of the Town Chairperson.

Supervisors.

1. The Town Supervisors are expected to come to all meetings having reviewed the meeting packet and ready to engage in discussion on the prepared agenda items. During discussion, personal anecdotes should be minimal, and discussion should be limited to agenda topics presented.
2. Town Supervisors are expected to answer and respond to Town resident concerns within 24 hours of receiving a call.
3. Town Supervisors are expected to check their Town e-mail at least once per day to ensure critical information is acted on a timely manner.
4. In the event Town related issues need urgent attention and the Town chair cannot be located or Town Supervisor has been nominated as designee, Town Supervisors are to act in place of Chairperson to ensure safety and security of Town resources and residents.
5. To distribute workload, questions/comments received by the Town Clerk regarding specific topics below should be directed to the Supervisors as called out below:
 - a. Supervisor 1: Comprehensive Plan, Planning Commission, Broadband, Emergency Preparation
 - b. Supervisor 2: Road Committee
 - c. Supervisor 3: City of River Falls Cooperative Boundary Agreement
 - d. Supervisor 4: Rural Fire Association, Senior Center

Attendance.

1. Town Board members are expected to attend all scheduled meetings. In the event a Town Board member cannot attend, they are to call the Chairperson of the meeting or Town Clerk to notify him/her of the absence. In the event of greater than 2 absences, the Board may take action as permitted under Wis. Stat. Ch. [17.13](#)

Order of business.

1. The order of business shall be as follows:

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Statement of Public Notice
- V. Clerk's Report
- VI. Approve Minutes
- VII. Treasurer's Report
- VIII. Public Comments
- IX. New Business
- X. Old Business
 - a. Update of Plan Commission, discussion and action.
 - b. Update of the Road Committee, discussion and action
- XI. Pay Bills
- XII. Chair Announcements
- XIII. Adjourn

2. Every motion or amendment shall be reduced to writing if requested by a Board member.

3. The order of business may be changed during a meeting under suspension of the rules by a majority of the Board.

4. Additional matters may be placed on the order of business by any member of the Board or the Town Clerk; provided, that such items are added to the agenda consistent with the requirements set forth under Wis. Stat. Ch. [19](#).

Written agenda.

1. The Clerk is authorized and instructed to prepare a written agenda for each meeting under the direction of the Chairperson. Supervisors wishing to place an item on the agenda shall have it to the Clerk 14 days in advance of the meeting.
2. The agenda, along with appropriate attachments, shall be made available for each Board member at least two business days before the meeting.
3. Items for action, not appearing on the written agenda or not delivered with the agenda shall be out of order and shall not be considered for action by the Board at that particular meeting.
4. A matter not on the agenda brought before the Board for an important reason of timing, may be heard by the Board and placed on the agenda for action at the next meeting.
5. For a matter not on the agenda, but considered to be an emergency, the two-hour notice requirement of Wis. Stat. § [19.84](#)(3) shall be followed.

Procedures at meetings.

1. The names of members making and seconding motions and amendments will be entered in the minutes. The vote of each member on each question shall be recorded.
2. A unanimous oral vote will be recorded as an “all in favor”.
3. On a tie vote the matter loses.
4. The Chairperson shall recognize the Clerk, Treasurer, Town Attorney, Supervisors or employee of the Town at any time to speak on a matter under consideration.
5. Public comment guidelines for speaking are as follows:
 - a. The comment period is open to those who wish to speak on any subject matter. Speakers shall remain civil and not engage in personal attacks of individuals. If the item commented about is not on the agenda, Supervisors shall not discuss the item. If the item is on the agenda, Supervisors may discuss the item when it comes up for consideration.
 - b. Each speaker is limited to a maximum of three minutes in length or as announced or modified by the Chairperson.
 - c. No further public comments will be allowed during the rest of the meeting unless approved by the Chairperson whose decision may be appealed to the Town Board and which may be overturned by a majority vote.
 - d. If the comments are specific to an item being dealt with under a Public Hearing listed on the agenda, the Chairperson will ask that the speaker to hold his or her comments until the Public Hearing is called.
 - e. If comments are specific to an item listed on the agenda, the Chairperson may ask the speaker to hold their comments until that item on the agenda is called.
 - f. The Chairperson shall have the discretion to limit the overall time of public comment if necessary.

Motions.

1. A motion is a proposal for the Board to take action. Only motions made by Board members are in order. When a motion or question is under consideration, no other motion shall be entertained except:

- a. To adjourn;
- b. To lay on the table;
- c. For the previous question;
- d. To postpone to a day certain;
- e. To commit to committee;
- f. To amend or to substitute;
- g. To postpone indefinitely.

These motions take precedence in the order in which they stand in this section.

2. A motion to adjourn, lay on the table, or for the previous question is not debatable.
3. A substitute is open to amendment the same as the original proposition.
4. If an amendment or substitute is lost, another motion that is substantially the same shall not be in order.
5. In the absence of a specific rule of the Board, the rules of parliamentary practice included in the most recent edition of Robert's Rules of Order govern the action of the Board.
6. When a motion or question has once been determined, any member who voted with the prevailing side may move reconsideration of the vote, but the motion must be made and acted upon at the same or next meeting.

Emergency Responsibilities.

A municipal Emergency Operations Plan (EOP) plan has been developed to provide procedures for the Town of Kinnickinnic government to respond to various types of emergencies or disasters that could affect the community. Town officials have primary responsibility to undertake comprehensive management of emergencies in order to protect life and property from the effects of emergency events.

Roles and responsibilities of the town board members, town clerk, town treasurer, and assessor are identified in the EOP.

The Town of Kinnickinnic line of succession with authority to act on behalf of the Town in the event of natural or man-made disasters or emergencies is as follows:

1. Chairperson
2. Supervisor # 1
3. Supervisor # 2
4. Supervisor # 3
5. Supervisor # 4
6. Town Clerk

Amendment and suspension of rules.

The rules of the Board may be amended only by a majority vote of the members of the Board.