

CHAPTER 2- ADMINISTRATION

Sec. 2-92. Meetings—Order of business.

- (a) The village board of agenda shall be consistent with Robert's Rules of Order, Newly Revised, latest edition, unless otherwise provided by statute.
- (b) In the absence of the clerk, the president shall appoint a trustee to record the minutes of the meeting.

(Ord. of 2-14-2015, § 2-2-3.04)

Sec. 2-94. Meetings—Rules of order.

- (a) The president, at the stated hour, shall call the meeting to order. He shall preserve order and decorum, decide all questions of order, and conduct the proceeding of the meeting in accordance with the parliamentary rules contained in the Robert's Rules of Order, Newly Revised, latest edition, unless otherwise provided by statute.
- (b) Any member has the right to appeal from a decision of the presiding officer. No appeal shall be debatable, and the appeal may be sustained by a majority of the members present, exclusive of the president.

(Ord. of 2-14-2015, § 2-2-3.06)

Sec. 2-96. Meetings—Matters submitted to the board.

- (a) All ordinances, resolutions, communications and other matters submitted to the village board shall be read and referred to by title and author and referred to the appropriate committee by the president or may be considered immediately by the board.
- (b) Any trustee may require the reading in full of any matter at any time it is before the board.
- (c) All bills and other financial claims against the village shall be presented to the board.
- (d) Each committee or board shall submit its report on all matters referred to it at the next regular meeting, unless a longer time is granted by the village board.
- (e) Minority reports may be submitted.
- (f) Any committee or board may require any village officer or employee to confer with it and supply information needed in connection with any matter pending before it.

(Ord. of 2-14-2015, § 2-2-3.08)

Sec. 2-97. Meetings—Method of voting.

Any ordinance or resolution recommended by any committee shall be approved or rejected by separate vote of the board, in accordance with Robert's Rules of Order, Newly Revised, latest edition, unless otherwise specified in statute.

(Ord. of 2-14-2015, § 2-2-3.09)

Sec. 2-99. Meetings—General rules for deliberation.

The rules for deliberation during the meeting shall be governed by Procedures for Small Boards in Robert's Rules of Order, Newly Revised, latest edition. Trustees and members of village bodies are referred to Robert's Rules of Order on matters of decorum and decision making using motions and voting procedures.

(Ord. of 2-14-2015, § 2-2-3.11)

Sec. 2-542. Selection and appointment.

- (10) *Ad hoc committees.* Ad hoc committees may be formed per Robert Rules of Order, Newly Revised, latest edition, and as delineated in section 2-470.

(Ord. of 2-14-2015, § 2-7-4.01; Ord. No. 3.17(c), 8-9-2010; Ord. of 9-11-2017(2); Ord. of 10-9-2017(1); Ord. of 3-9-2020(1); Ord. of 5-11-2020(1); Ord. of 8-22-2022(1); Ord. of 8-28-2023(1))

Sec. 2-677. Adoption of village bidding procedures.

Pursuant to Sec. 61.56, Wis. Stats., the village does hereby provide that as a complete alternative to the requirements of Secs. 61.54, 61.55 and 66.0901 of the Wisconsin Statutes and in lieu thereof, that the provisions of Sec. 62.15, Wis. Stats., shall be applicable to all village contracts for public construction over \$50,000. The authority vested in the board of public works by Sec. 62.15 of the Wisconsin Statutes shall be exercised by the village board or by a committee designated by the village board.

- (1) *Construction by the village.* As provided above, any class of public construction may be done directly by the village without submitting the same for bids provided that the same is authorized by a vote of three-fourths of all members of the village board.
- (2) *Right of refusal of bids.* The village shall have the right to refuse any or all bids when deemed in the best interest of the village.

(Ord. of 2-14-2015, ch. 2, art. X)

Sec. 2-678. Bid solicitation procedures.

- (a) *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Emergency expenditures. An emergency expenditure shall be approved by the department head and village president or the president's designee.

Formal bid. The formal bid procedure is used for purchasing goods and services in an amount \$50,000 and higher, and in some instances in amounts less than this amount. The formal bid procedure requires a legal public notice and contains detailed, written specifications regarding the goods and services to be purchased, and a number of specific conditions associated with the purchase.

Informal quotation means a written request for written quotation sent to vendors. The informal quotation is used for the purchase of goods and services in an amount more than \$10,000 but less than \$50,000. Written quotations will be reviewed by the appropriate village

committee. The committee's recommendation will be referred to the village board for approval.

Verbal quotation form. The village solicits verbal quotations on items the village purchases, which are more than \$2,500 but less than \$10,000. The results of the verbal quotations are recorded on a memorandum of verbal quotation form to be reviewed by the appropriate village committee. The committee's recommendation will be referred to the village board for approval.

(b) *Bid solicitation.*

- (1) Competitive bids or quotations shall be obtained before contracting to purchase articles, goods, wares, material services or merchandise which amount in bulk to more than \$2,500 but less than \$10,000 and may be made by telephone or other forms of communication.
- (2) Purchases more than \$10,000 but less than \$50,000 shall be made by written quotation.
- (3) Purchases of \$50,000 and over, pursuant to subsection (a) of this section, shall be made by formal sealed bid unless exempted from it by action of the village board. In lieu of the bid solicitation process above, the village could take advantage of purchasing articles, goods, wares, material services, or merchandise in bulk through the state which has already gone through the bidding process and been awarded the "State Bid Contract"; or any vendor that honors the "State Bid Contract"; or Dane County or Green County which has gone through the bid process as the county bid contract or any vendor that honors the Dane County or Green County bid contract.
- (4) Verbal quotations for goods and services shall be secured from at least two qualified vendors, and the results of the quotations shall be recorded on the "Memorandum of Verbal Quotation" form and signed by the person receiving the quotations.
- (5) Requests for Informal written quotations shall be solicited from at least three qualified bidders with quotes analyzed by the applicable department head.
- (6) Informal requests for written quotations may also be solicited by telephone.
- (7) Vendors shall be given a reasonable time to respond to the request for an informal, written quotation and shall be given clear, concise specifications and informal bidding instructions to facilitate competitive bidding.
- (8) Informal requests shall be sealed and returned to the village clerk's office by the due date.

(Ord. of 2-14-2015, ch. 2, art. X)