

TOWN BOARD OF THE
TOWN OF PHELPS, WISCONSIN

RESOLUTION NO. _____

**RESOLUTION RECOMMENDING BYLAWS OF THE
COMMUNITY DEVELOPMENT AUTHORITY OF THE
TOWN OF PHELPS, WISCONSIN; AND CONFIRMING
APPOINTMENT AND TERMS OF
COMMISSIONERS OF THE AUTHORITY**

WHEREAS, the Community Development Authority of the Town of Phelps, Wisconsin (the "Authority") is a Community Development Authority organized by the Town of Phelps, Wisconsin (the "Town") and is authorized by Sections 66.1333 and 66.1335 of the Wisconsin Statutes, as amended (the "Act") to prepare redevelopment plans and urban renewal plans and undertake and carry out redevelopment and urban renewal projects within the corporate limits of the Town, including but not limited to:

- (a) acquire property necessary or incidental to an urban renewal program and lease, sell or otherwise transfer such property to a public body or private party for use in accordance with a redevelopment plan;
- (b) enter into contracts determined to be necessary to effectuate the purposes of the Act; and
- (c) issue revenue bonds to finance its activities; and

WHEREAS, the Town Board of the Town of Phelps, Wisconsin (the "Town Board") has heretofore authorized and directed the Town Chairman to appoint the Commissioners to serve as the governing body of the Authority and to designate the term of each appointment; and

WHEREAS, consultants and staff of the Town have prepared proposed Bylaws for the Authority for consideration by this Town Board; and

NOW, THEREFORE, BE IT RESOLVED by Town Board of the Town that:

1. Confirmation of Commissioners. Pursuant to the direction of the Town, the Town Chairman has appointed the following seven (7) resident persons to serve as Commissioners of the Authority, such Commissioners to serve as the governing body of the Authority, each to serve from the date of their appointment, for the term indicated following their respective names:

_____	(Board Term)
_____	(Board Term)
_____	(One Year Term – March 3, 2016)
_____	(One Year Term - March 3, 2016)
_____	(Two Year Term – March 3, 2017)
_____	(Three Year Term – March 3, 2018)
_____	(Four Year Term – March 3, 2019)

It is hereby found and determined to be in the best interests of the Town to confirm the appointees of the Town Chairman, as listed above.

2. General Authorizations. The Town Chairman and the Town Clerk/Treasurer and the appropriate deputies and officials of the Town, in accordance with their assigned responsibilities are hereby each authorized to execute, deliver, publish, file and record such other documents, instruments, notices and records and to take such other actions as shall be necessary or desirable to accomplish the purposes of this resolution.

In the event that said officers shall be unable by reason of death, disability, absence or vacancy of office to perform in timely fashion any of the duties specified herein, such duties shall be performed by the officer or official succeeding to such duties in accordance with law and the rules of the Town.

Any actions taken by the Town Chairman and the Town Clerk/Treasurer consistent with this resolution are hereby ratified and confirmed.

3. Bylaws. The Town Board has reviewed the proposed Bylaws for the Authority in the form attached hereto as Exhibit A, and recommends their consideration and adoption by the Authority.

4. Effective Date; Conformity. This resolution shall be effective immediately upon its passage and approval. To the extent that any prior resolutions of the Authority are inconsistent with the provisions hereof, this resolution shall control and such prior resolutions shall be deemed amended to such extent as may be necessary to bring them in conformity with this resolution.

Adopted and approved this _____ day of _____, 2016.

TOWN OF PHELPS, WISCONSIN

By: _____
Steve Doyen, Town Chairman

By: _____
Marjorie Hiller, Town Clerk/Treasurer

CERTIFICATION BY TOWN CLERK/TREASURER

I, Marjorie Hiller, being first duly sworn, hereby certify that I am the duly qualified and acting Town Clerk/Treasurer of the Town of Phelps, Wisconsin (the "Town"), and as such I have in my possession, or have access to, the complete corporate records of the Town and of its Town Board; that I have carefully compared the transcript attached hereto with the aforesaid records; and that said transcript attached hereto is a true, correct and complete copy of all of the records in relation to the adoption of Resolution No. _____ entitled "RESOLUTION RECOMMENDING BYLAWS OF THE COMMUNITY DEVELOPMENT AUTHORITY OF THE TOWN OF PHELPS, WISCONSIN; AND CONFIRMING APPOINTMENT AND TERMS OF COMMISSIONERS OF THE AUTHORITY."

I hereby further certify as follows:

1. Said Resolution was considered for adoption by the Town at a meeting held at 4495 Town Hall Road, Phelps, Wisconsin, on _____, 2016. Said meeting was a regular meeting of the Town and was held in open session.

2. Said Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting in compliance with Section 19.84 of the Wisconsin Statutes, including, without limitation, by posting on the bulletin board in the Town Hall, by notice to those news media who have filed a written request for notice of meetings, and by notice to the official newspaper of the Town.

3. Said meeting was called to order by _____ who chaired the meeting. Upon roll, I noted and recorded that the following Supervisors were present:

_____	_____
_____	_____
_____	_____
_____	_____

and that the following Supervisors were absent:

_____	_____
_____	_____

I noted and recorded that a quorum was present. Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was said Resolution, which was introduced, and its adoption was moved by _____ and seconded by _____. Following discussion and after all supervisors who desired to do so had expressed their views for or against said Resolution, the question was called, and upon roll being called and the continued presence of a quorum being noted, the recorded vote was as follows:

AYE:

_____	_____
_____	_____
_____	_____
_____	_____

NAY:

_____	_____
_____	_____

ABSTAINED:

_____	_____
_____	_____

Whereupon the meeting chair declared said Resolution adopted, and I so recorded it.

IN WITNESS WHEREOF, I have signed my name of the Town hereto on this _____
day of _____, 2016.

TOWN OF PHELPS, WISCONSIN

[SEAL]

By: _____
Marjorie Hiller, Town Clerk/Treasurer

EXHIBIT A

[BYLAWS OF COMMUNITY DEVELOPMENT AUTHORITY OF THE TOWN OF PHELPS, WISCONSIN]

BYLAWS OF THE COMMUNITY DEVELOPMENT AUTHORITY OF THE TOWN OF PHELPS, WISCONSIN

Adopted _____, 20__

Effective _____, 20__

ARTICLE I THE AUTHORITY

Section 1 Name of Authority. The name of the Authority shall be Community Development Authority of the Town of Phelps, Wisconsin.

Section 2 Seal of Authority. The Authority shall have no seal.

Section 3 Offices of the Authority. The principal offices of the Authority shall be at 4495 Town Hall Road, Phelps, 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 OFFICERS

Section 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.

Section 2 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.

Section 3 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.

Section 4 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 keep in safe custody the seal, if any, of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

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.

Section 5 Executive Director. The Authority shall appoint an Executive Director by majority vote. 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.

Section 6 Deputy Executive Director. The Authority may appoint a Deputy Executive Director by majority vote. The Deputy Executive Director shall 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.

Section 7 Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time-to-time be required by the Authority or by the bylaws or rules and regulations of the Authority.

Section 8 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 June in each calendar year and shall hold office until the next succeeding first day of July, or until their successors are elected and qualified.

The Executive Director and Deputy Executive Director (if any) 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.

Section 9 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 III MEETINGS

Section 1 Meetings. The Chairperson of the Authority may call all meetings when he/she deems it expedient. All regular and special meetings of the Authority shall be held at 4495 Town Hall Road, Phelps, 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 open to the public and in compliance with the ordinances of the Town of Phelps, Wisconsin.

Section 2 Special Meetings. The Chairperson of the Authority shall call a special meeting upon the request of two members of the Authority or the Chairperson for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least forty-eight hours prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call.

Section 3 Order of Business - 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. APPROVAL OF MINUTES
- III. COMMUNICATIONS AND PUBLIC APPEARANCES
- IV. ROUTINE BUSINESS
- V. DETAILED BUSINESS
- VI. BUSINESS BY THE COMMISSIONERS
- VII. SECRETARY'S REPORT

Section 4 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.

Section 5 Voting. The voting on all questions coming before the Authority shall be by a roll call vote.

Section 6 Parliamentary Procedure. The parliamentary procedure in Authority meetings shall be governed by Roberts Rules of Order.

ARTICLE IV SUBCOMMITTEES

Section 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.

Section 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 June 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 July, or until their successors are appointed.

Section 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 V AMENDMENTS

Section 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 members of the Authority, provided, however that the Town Board must also approve any amendment by 2/3 vote.

ARTICLE VI MISCELLANEOUS

Section 1 Suspension of Rules. The Authority by unanimous vote may suspend any of its rules or bylaws except for those set forth in Article VI Section 2 below and as otherwise provided under the ordinances of the Town of Phelps, Wisconsin or other applicable state or local law.

Section 2 Prior Approval of Town Board. The prior approval of the Town Board shall be required for any of the following actions by the Authority:

(a) Bonds. The issuance of bonds, notes or other debt obligations of the Authority,

(b) Acquisition of Land. The acquisition of real property or land, whether by eminent domain or negotiated purchase,

(c) Hiring of Staff. The hiring or retention of staff or employees,

(d) Expenditures in Excess of \$_____. The expenditure of funds in excess of \$_____, and

(e) Bylaw Amendments. The amendment of these by-laws.