

ORDINANCE NO. 2011-11

**AN ORDINANCE AMENDING SECTION 2-351 OF THE HOWARD MUNICIPAL CODE
RELATING TO COMMUNITY DEVELOPMENT AUTHORITY MEMBERSHIP**

THE VILLAGE BOARD OF THE VILLAGE OF HOWARD, BROWN COUNTY, WISCONSIN, DOES
ORDAIN THAT SECTION 2-351 OF THE MUNICIPAL CODE OF THE VILLAGE OF HOWARD
BE AMENDED AS FOLLOWS:

SECTION 1. Section 2-351 is hereby amended to read as follows:

Sec. 2-351 – Community Development Officers.

- (a) *Officers.* The officers of the community development authority shall be a chair, vice-chair, executive director, and village treasurer. The authority may appoint at its discretion such other officers as may be deemed necessary.
- (b) *Chair.* The chair shall act as presiding officer of all meetings of the community development authority, and shall be elected from among the authority commissioners at the meeting of the authority in April of each and every year. The chair shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; and shall conduct the meetings in accordance with these bylaws.
- (c) *Vice chair.* The vice-chair shall perform the duties of the chair in the absence or incapacity of the chair. The vice-chair shall be elected from among the authority commissioners at the meeting of the community development authority in April of each year.
- (d) *Executive director.* The village administrator shall act as the executive director and secretary of the CDA. The executive director shall manage and supervise the administrative operation of the authority in accordance with the direction of the board. The executive director also:
 - (1) Executes documents, in conjunction with the chairperson, on behalf of the authority;
 - (2) Keeps the minutes of the meetings of the authority;
 - (3) Ensures that all notices are duly given in accordance with the provisions of these bylaws or as otherwise required by law;
 - (4) Serves as custodian of the records of the authority; and
 - (5) In general, performs all duties incidental to the operation of the authority.The executive director may utilize village staff to accomplish his/her tasks.

- (e) *Village treasurer.* The village executive director of administrative services shall perform the duties of village treasurer of the community development authority. The village treasurer shall handle and keep a record of the financial dealings of the authority, and may utilize the village's finance department staff as required to carry out the tasks of the authority.
- (f) ~~*Terms of office, vacancies.*~~ *Commission members.* The Community Development Authority shall consist of two members of the Village Board and five citizen members. Citizen members shall not be required to reside in the village; however, non-resident members shall own or be employed by a business or nonprofit organization located in the village. ~~Two of the authority commissioners shall be members of the village board and~~ The trustees shall serve on the authority during their respective terms of office as board members. All authority members shall be appointed by the Village Board president, subject to approval by the Village Board. The initial appointments of the five nonboard authority commissioners shall be for the following terms: two authority commissioners for one year, and one authority commissioner each for terms of two, three and four years. Thereafter, the terms of the nonboard authority commissioners shall be four years and until their successors are appointed and qualified. Should the offices of chair or vice-chair become vacant, the authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the remainder of the unexpired term of said office.

(Ord. No. 2008-11, art. 2, 4-28-2008; Ord. No. 2010-10, § 1, 4-12-2010) Ark Creek

SECTION 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect upon its adoption and publication.

Approved and adopted this 13th day of June 2011.

Burt R. McIntyre, Village President

ATTEST:

Robert J. Bartelt, Village Administrator

DATE OF PUBLICATION:

June 17, 2011

