

VILLAGE OF ELLSWORTH SPECIAL VILLAGE BOARD MEETING

April 21, 7:00pm

130 N. Chestnut St. Lower-Level Boardroom (East Rear Entrance)

View Zoom Meeting

<https://us06web.zoom.us/j/86899974873?pwd=YCe7H79HrwSUFsMXbDxu1vD5a9kLfW.1>

Meeting ID: 868 9997 4873

Passcode: 282399

AGENDA

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Oath of Office
4. Public comment on non-agenda items

New Business:

5. Review Village of Ellsworth Board Manual
6. Appoint the Board of Review Members and select meeting dates
7. Committee Organization
8. Appointments:
 - Official paper
 - Official Depository
 - Village Attorney
 - Pres. Pro-tem
 - Health Officer
 - Humane Officer
 - Cemetery Sexton
 - Weed Commissioner
9. Discuss meeting decorum
10. Discuss League of Wisconsin Municipalities Training and Educational Opportunities/Expectations

Adjournment

Posted at the Village Hall, Village Website, and Ellsworth Public Library.

VILLAGE OF ELLSWORTH

130 N CHESTNUT STREET, ELLSWORTH, WI 54011 | PHONE 715-273-4742 | FAX 715-273-6460

Village Board, April 21, 2026

Agenda #5 – Review Village of Ellsworth Board Manual

Purpose

Provides guidance for Village Board members on roles, responsibilities, governance structure, legal requirements, and best practices for effective municipal leadership.

Governance Structure

- Village Board: 6 Trustees + Village President (2-year staggered terms)
- Board Role: Legislative (policy-making and decision-making)
- Administrator/Clerk-Treasurer Role: Chief administrative officer responsible for day-to-day operations

Core Responsibilities

- Adopt annual budget and tax levy
- Approve ordinances, resolutions, and contracts
- Oversee finances, infrastructure, and services
- Appoint and supervise Administrator and department heads
- Promote public health, safety, and welfare

Roles & Authority

Village President

- Presides over meetings and signs official documents
- Makes appointments (subject to Board approval)
- Cannot independently authorize spending or contracts

Trustees

- Act collectively as the governing body
- No individual authority outside official meetings

Meetings & Procedures

- Regular meetings: 1st Monday of each month
- Governed by Open Meetings Law and Roberts Rules of Order
- Action limited to posted agenda items
- Board members expected to review materials in advance

Legal & Ethical Requirements

- Compliance with Open Meetings and Public Records laws
- Avoid walking quorum and negative quorum situations

- Disclose and avoid conflicts of interest
- Maintain strict confidentiality in closed sessions

Code of Conduct

- Act in the public interest
- Maintain professionalism and respect
- Support Board decisions once made
- Protect confidential information

Board–Staff Relationship

- Board sets policy; staff manages operations
- Communication should follow chain of command
- Individual trustees do not direct staff or make commitments

Committees & Public Input

- Committees serve in an advisory role to the Board
- Public comment allowed; no immediate action on non-agenda items

Key Takeaways

- Authority rests with the Board acting as a whole
- Transparency and legal compliance are essential
- Clear separation between governance and administration
- Effective leadership requires preparation, collaboration, and accountability

VILLAGE OF
ELLSWORTH

Village of Ellsworth Board Manual

Orientation for the Village of Ellsworth Board Members

Developed: April 2023
Adopted: April 18, 2023

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Welcome

Congratulations and thank you for your service! You have been asked by your fellow citizens to sit in and make decisions on their behalf. It is an honor and a significant responsibility. You will be making decisions that will impact the community tomorrow and for decades to come.

Many decisions that will come before you will not only affect you personally, but also your neighbors and friends, places you shop and dine, as well as community organizations. The responsibility of the Village Board to work toward consensus and reach solutions that balance goals and needs of the community is a challenging but rewarding task.

We are pleased that you have become a member of the Village’s governing body. Our community relies on the dedication of individuals with pride in our community and the initiative to become involved in the local municipal government process. We hope your experience will be stimulating, enjoyable, and satisfying.

Introduction

This handbook has been prepared to help elected officials of the Village of Ellsworth in carrying out the duties and responsibilities of public office. It is intended to be used for reference purposes only. This publication is based on state and federal legislation, general local government reference works, other detailed municipal manuals and similar publications dealing with municipal governments that have been published by the League of Wisconsin Municipalities.

In the various sections of this manual, information has been provided on the basic structure of village government, as well as some guidance on conducting board meetings, advice on how to govern the Village of Ellsworth effectively, descriptions of how the village is organized, details of what is required for public hearings, and information on creating a budget. In addition, some actions that public officials sometimes do not realize could create criminal liability are listed in the hope that such problems are best avoided through receiving good information.

Finally, the Village Board has established several committees, commissions, and boards to review village programs, projects, and community issues. These groups provide greater community participation and can be a valuable source of information as they make recommendations to the Village Board on specific areas. These bodies are all organized either through village ordinance or state statutes, which also prescribe their duties and authority.

If you have questions regarding your role, authority, or area of responsibility within the aspect as a member of the Village Board of the Village of Ellsworth, please feel free to direct your questions or concerns to the Village President and do not hesitate also to receive clarification or assistance from the Village Administrator/Clerk-Treasurer.

Office of the Village President/Village Trustee

The Ellsworth Village Board is made up of 6 Trustees and a President. Board members serve 2-year staggered terms. Board members are elected on the first Tuesday in April and take office on the third Tuesday in April.

Village President

The President shall be by virtue of the office of Trustee and presides at all meetings of the Village Board and has a vote as Trustee. The final determination of policy for the Village of Ellsworth rests with the Village Board.

As authorized in Sec 61.24 Stats., the President shall be by virtue of the office of Trustee and presides at all meetings of the Village Board and has a vote as Trustee, signs all ordinances, rules, bylaws, regulations, commissions, and resolutions adopted or authorized by the Board and all orders drawn on the treasury except as provided by s. 66.0607. The Village President shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent

necessity appoint as many special marshals as the President shall deem necessary, who for the time being shall possess all the powers and rights of constables.

The President shall from time to time, provide the Board such information and recommend such measures as he or she may deem to be advantageous to the Village.

The President's authority is not unlimited. For example, a President cannot unilaterally decide what uses are to be made of Village property and cannot, without prior Board approval, enter into a contract on behalf of the Village. Also, a President cannot, without prior Board approval, expend municipal funds.

The President appoints the Village attorney, members of Boards, Commissions, and Committees, subject to confirmation by the Village Board. The Village Attorney represents the Village Board in all matters in which the Village Board has exclusive or final authority. The Village Attorney is appointed to represent the Village of Ellsworth. At times the Village Board may appoint another law firm to handle specialized items or when a conflict of interest arises. Most Boards, Committees, and Commissions operate in an advisory capacity to the Village Board but they all function under the supervision Village Board and the Village Administrator. However, a decision made by the Board of Appeals is deemed final.

Village Trustees

Villages are governed by a Village Board consisting of Trustees and the President. The Village Board serves as the legislative arm of Village government. Trustees are the individual members of the Village Board. Individual Trustees are not empowered to act on behalf of the Village and can only exercise power when a quorum of the Board is present. The President is a member of the Board and presides over its meetings and is counted in determining whether a quorum is present.

In contrast to other Village offices, the Wisconsin State Statutes do not provide a list of duties for Trustees, although the Village Board has full legislative (or policymaking) authority. In addition, the Village Board appoints the Village Administrator and all other department heads and employees and confirms appointments recommended by the President. It has authority for:

- management and control of Village property
- management and control of Village finances and roads
- the power to act for the government and good order of the Village, for its commercial benefit, and for the health, safety, and welfare of the public

The Board enacts:

- ordinances, resolutions, and motions
- creates committees, boards, and commissions
- approves and amends the annual budget
- levies taxes, approves the paying of claims made against the Village
- grants licenses issued by the Village
- enters into contracts on behalf of the Village.

It may carry out its powers by license, regulation, suppression, borrowing of money, taxation, special assessment, appropriation, fine, imprisonment, confiscation, and other necessary and convenient and legal means.

The Village Board does not enjoy executive (or administrative) powers of Village government, which are carried out by the Village Administrator, who serves at the pleasure of the Board.

Appointed Village Officials

By local ordinance, appointed village officials include the Administrator/Clerk-Treasurer, Building Inspector, Attorney, Weed Commissioner, Chief of Police, Assessor, Health Inspector, Animal Warden, Cemetery Sexton, and Director of Public Works.

Committees

Committee members are established each year at the annual organizational meeting held after the 3rd Tuesday in April. The Village President designates the members of each committee and commission, and they are approved by the Village Board. The Village Administrator/Clerk-Treasurer attends most committee meetings to take minutes and to give guidance when needed. The Village of Ellsworth has established the following committees and commissions:

- Finance, Purchasing, Buildings
- Health, License, Welfare
- Salary and Labor
- Street and Sidewalk
- Water and Sewer
- Parks, Recreation, Development
- Public Safety
- Solid Waste, Cable T.V., Special
- Community Development Authority
- CDBG Housing Program
- Cemetery
- Plan Commission
- Board of Appeals
- Board of Review
- TID Joint Review Board
- ETZ
- Police Committee
- Sex Offenders Residency Appeals

Code of Ethics for Board Members

- I will be motivated primarily by an earnest desire to serve my municipality, the people of my community and village staff in the best way possible.
- I will attend all board meetings. I agree to notify the Village Board President or Village Administrator/Clerk-Treasurer of any necessary absences.
- I will recognize the expenditure of municipal funds is a public trust, and I will strive to see that all such funds shall be expended efficiently, economically and for the best interest of the municipality.
- I will not use the municipality or any part of a municipal program for my own personal advantage or for the advantage of my friends and family.
- I will do everything possible to maintain the integrity, confidence, and dignity of the office of a board member.
- I will listen to what other members of the Village Board, village staff or other individuals or groups may have to say before making final decisions.
- I will strive to avoid rancor and bitterness, to observe proper decorum and behavior, to encourage full and open discussions in all matters with my fellow members of the board, to treat them with respect and consideration and not withhold or conceal from them any information or matter in which they should be concerned.
- I will make no derogatory remarks, in or out of board meetings, about members of the board or their opinions, but I reserve the right to make honest and respectful criticism.
- I will recognize that authority rests with the board in legal session and not with individual members of the board.
- I will abide by the majority of decisions of the board once they are made and will accept and support them as long as I remain a member of the board.
- I will not discuss confidential business of the board in my home, on the street, or at my place of employment; the place for such discussions being the board meeting or committee meeting thereof.
- I will strive to keep informed on all local, state, and national developments of municipal significance.
- I will consider it unethical to pursue any procedure calculated to embarrass a fellow board member, a member of the municipal staff, or another local government body.

Village Board Policies

Meetings – Regular and Special

Regular village board meetings are held the first Monday of each month at 6:00 pm. The Village Board President may call special meetings at his/her discretion. If such a meeting is called, the board will be notified by email and an agenda and packet will follow. Regular board meeting agendas and packets are available prior to each board meeting and are sent by email, the Friday before the meeting.

All board members receive the same information for each board meeting. It is the responsibility of each board member to review the board meeting packet prior to each meeting.

Presiding Officer

The Village President shall preside at the Village Board meetings. The Village President shall preserve order and decorum and decide all questions of order, subject to appeal to the village board.

Agendas/Order of Business

The Village President follows the agenda to his/her discretion. All printed agenda items must be addressed or tabled. No other items of business can be brought forward for discussion or action without being on the agenda.

A board member may request that an issue or concern be placed on the monthly agenda. Agenda items are required to be given to the Administrator/Clerk-Treasurer no later than noon Wednesday prior to the board meeting. Depending on the issue, it may be concluded that a committee meeting should be held to discuss the issue before taking it to the board.

The order of business is followed by using Roberts Rules of Order.

Open Meeting Laws and Public Records

All Village meetings are subject to Wisconsin's Open Meeting Law. Meetings between any quorum of any board, committee, or commission, must have their agenda properly posted to avoid violating the open meeting law. The Village Administrator/Clerk-Treasurer creates and posts all agendas accordingly.

CAUTION – These are violations of the open meeting laws:

Walking Quorum: This is a situation where one member talks to another member about village business. Then one of those members talks to a third member etc. This would be construed as a meeting – although not in person.

Negative Quorum: A negative quorum exists when members have discussed an item of business and reached a consensus (prior to a meeting) that they will vote against a particular measure, and that they have enough power together to prevent that measure from passing.

Public Records: Virtually all records associated with Village business are public record, including e-mails. Any interested person wishing to review such records can do so during normal working hours at the Village Administrator/Clerk-Treasurer's office with a request in writing. Minutes of all village meetings, all official acts, including ordinances and resolutions are maintained at the Administrator/Clerk-Treasurer's office.

Closed Sessions

Occasionally, there is a need to have a "closed session" during a board/committee meeting. The state has strict rules regarding closed sessions and only a few items are allowed to be discussed without the public being involved or included (see Chap. 19 of WI State Statute).

Confidentiality is extremely important during and after closed sessions and should be strictly adhered to. Items discussed in closed session should not be shared with other persons outside the realm of the Board Room. All closed session documents should remain within the municipal building and should be disposed of in a proper manner.

Ethics

WI State Statutes 19.59 dictates a code of ethics for local government officials, employees, and candidates. It is important that Board members practice ethical actions. Each Trustee shall take care to avoid any circumstances that may cause them to have conflict in carrying out the duties of the Village Board; additionally, Trustees shall avoid those situations in which there appears to be a conflict of interest.

A "conflict of interest" exists when there is a direct or indirect personal interest, **generally of a financial nature**, which is inconsistent with the proper performance of one's official duties that would tend to impair one's independence of judgment or action in the performance of official duties.

- No Trustee shall use his or her position to obtain preferential treatment or obtain financial gain for him or herself or immediate family or for any business with which they are associated.
- No Trustee shall disclose or use inside information concerning the Village to promote a private financial gain.
- No Trustee shall vote on any legislation in which he or she has a personal financial interest.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Wisconsin, and to carry out impartially the laws of the nation, state, and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

Social Media

Social media has become a crucial tool for elected officials to connect with their constituents, share information, and communicate their views on important issues. However, the use of social media can also carry certain risks, especially when it comes to sensitive topics and controversial issues. To ensure that elected officials use social media in a responsible and professional manner, it is important to establish clear guidelines and policies.

General Guidelines

Elected officials should use social media in a responsible and professional manner. They should avoid using social media to make personal attacks, engage in bullying or harassment, or post content that is offensive, discriminatory, or violates any laws or regulations.

Confidentiality

Elected officials should not disclose any confidential or sensitive information on social media. They should be aware that social media is a public platform, and anything they post can be easily shared and disseminated.

Accountability

Elected officials are responsible for the content that they post on social media. They should be aware that their posts and/or comments can have consequences and be subject to public scrutiny. They should also be prepared to take responsibility for any inappropriate or controversial content that they post.

Things to be cautious about:

Open Meetings Act – Communications between a quorum of Board members about public business, no matter the forum or time, can constitute a “meeting” to which the Wisconsin Open Meetings Act applies. This applies to online discussions where multiple Village Board members are participating.

Public Information Act – State law clarifies the definition of “public information” as information that is written, produced, collected, assembled, or maintained in connection with the transaction of official business, which includes email, internet posting, text message, instant message, and other electronic communication. Be aware that a personal social media account, depending on its content, may still be subject to the Public Information Act.

First Amendment – Once an elected official’s social media page is opened for political discussion, it is transformed into a public forum for speech and debate, instantly granting every user a First Amendment right to comment. Therefore, you should consider the following:

- Limit open-ended political and city business discussions from your personal social media accounts.
- Don’t block users. Especially those with whom you have previously engaged.
- Don't delete comments.

Future Agenda Items - Be particularly careful to stay away from commenting on a possible future agenda item. An imprudent post could buttress someone’s constitutional claim, serve as a basis to attack the body’s decision, require your recusal from participating in the matter on the basis that you’ve revealed your non-neutrality, or all of the above.

Personnel

The Village currently employs the following staff positions:

Administrative Office

- Administrator/Clerk-Treasurer
- Deputy Clerk
- Deputy Treasurer

Public Works

- Director of Public Works
- Wastewater Plant Operator
- 5 Full-Time General Laborers
- Numerous part-time seasonal laborers/mowers

Police Department

- Chief of Police
- Sergeant
- 5 Full-Time Officers (including Sergeant)

Ellsworth Public Library (governed by the Library Board)

- Library Director
- 1 Full-Time staff
- Numerous part-time employees

Role of Village Administrator/Clerk-Treasurer

The Village Administrator/Clerk-Treasurer shall serve as the Chief Administrative Officer of the Village of Ellsworth, responsible to and under the general direction and policy of the Village President and Village Board and shall be responsible for the proper administration of all activities of the Village. The Village Administrator/Clerk-Treasurer shall have administrative powers and responsibilities over all departments, department heads and employees of the Village except the Police Department. He/she shall have administrative powers and responsibilities over the utilities of the Village.

Board's Relationship to Staff

Two simple rules of thumb for the Board/staff relations are:

1. All communication between staff and board should be channeled through the proper department head - i.e., Administrator/Clerk-Treasurer, Village Board President, or Salary & Labor Committee
2. Boards do not manage staff, department heads do.

Basic dos and don'ts for individual board members in your relationship with staff . . .

- Don't make commitments to staff. Only the **full board** can do that.
- Don't act as a superior or supervisor to staff.
- Do show concern for the well-being of staff.

Do remind staff members, when they contact you, that they should follow the chain of command as indicated in the employee handbook when they have a problem. They should not take their problems directly to the Board members.

General Information

Mail, Agendas, Memos, Notices, etc

Communications with the Village Board members will be through e-mail or phone calls. Any correspondence received at the municipal building for board members will be delivered in a timely manner via Trustee mailboxes.

Agendas and packets will be delivered through email and accessed via village issued mobile device (iPad, Chromebook, laptop).

Municipal Code of Ordinances

The Municipal Code of Ordinances has been adopted by the Village of Ellsworth and is a guidebook to the rules and regulations of the Village. The municipal code is on the village website. A hard copy of all ordinances is kept in the Administrator/Clerk-Treasurer's office. Village Trustees should familiarize themselves with this resource.

Constituent Concerns

Occasionally, residents may approach the Village Trustees with complaints or concerns re: employees, level of service provided, new ideas etc. Please direct any constituent's concerns/problems to the Village President or the Village Administrator/Clerk-Treasurer to be handled appropriately.

Contacting the Village's Consulting Professionals

Before contacting the Village's consulting professionals (attorney, building inspector, etc), it is requested that the Village Board members first check with the Village President or Administrator/Clerk-Treasurer to make sure contact has not already been made on the subject.

Wages for Elected Officials

The current wage for Village President is \$8000/annually and the current wage for Village Trustee is \$3000/annually. Board members are paid monthly by direct deposit.

Agenda Items

All regular board meeting agenda items should be submitted to the Village Administrator/Clerk-Treasurer by noon on the Wednesday prior to the board meeting. The agenda and packet are sent to the board on Friday prior to the regular board meeting. Committee meeting agendas will be created and distributed as soon as they are available.

"Public Comment" Line Item on Agenda

This is the opportunity for citizens to address Village Board members. The board cannot take action on any item raised. If an item of concern is raised, the board may instruct the Village Administrator/Clerk-Treasurer to add it to the following month's agenda for further discussion and action.

Agenda Postings

State statute and local ordinance dictates that all meeting agendas be posted in one location and on the Village's website at least 24 hours prior to a meeting. The agendas are physically posted in the municipal building and placed on the village website.

Committee Meetings

Committee meetings are called as needed. If you have a concern or issue you want discussed, contact the Administrator/Clerk-Treasurer to discuss the need to call a committee meeting.

Approval of Minutes

Board minutes are considered "action minutes", only detailing the action items of the board. The Administrator/Clerk-Treasurer takes minutes at every board meeting and the minutes are approved at the next subsequent board meeting. The minutes are considered "draft minutes" until formally approved at a board meeting. The approved minutes are public record and can be shared with anyone asking. They are published in The Journal newspaper and published on the village's website.

Budgeting and Tax Bills

The Village Board adopts an annual balanced budget each year. The Village tax levy is determined after the annual budget has been approved. The Village levy is then combined with levies supplied by the School District, CVTC, and Pierce County to generate the annual tax bill.

Annually, each department's budget and "wish list" is reviewed and discussed with the Administrator/Clerk-Treasurer. Adjustments are made as necessary, and when completed, the budget is presented to the public and village board for final approval. A public hearing is held to receive citizen input prior to board approval. Once the public hearing has been held, the Village Board generally approves the annual budget and sets the current year tax levy.

Assessor and Assessments

The Village contracts with Adam Kremer, Appraisal Services, for assessment services. The Assessor values both new and remodeled residential and commercial/industrial properties in the Village. Residents have an opportunity to object to their property assessments annually at the Board of Review. The Board of Review is held in May and can be adjourned until a later date, if necessary. Once the Board of Review has been held, the assessment role is adopted and maintained in the Administrator/Clerk-Treasurer's office. The assessment role is used to allocate real estate taxes within the Village.

Property Insurance

Insurance coverage for the Village is provided by Municipal Property Insurance Company and Spectrum Insurance. Coverage includes general liability, automobile liability, workers' compensation and umbrella coverage.

Building Inspector & Zoning Administrator

The village building inspector and zoning administrator is Todd Dolan, All Croix Inspections (Hudson). He is responsible for issuing building permits and doing inspections. The Zoning Administrator along with Village staff handles various zoning complaints, deals with resident issues, answers zoning/planning questions and works with developers.

Elections

Administration of annual elections is the responsibility of the Administrator/Clerk-Treasurer. In even numbered years there is a potential for four (4) elections, February, April, August, and November; in odd numbered years there is a potential for two (2) elections, February and April.

Annual Audit

The Village contracts with Clifton Larson Allen, a public accounting firm, to perform the annual financial audit of the Village. The final audit report is presented to the Board for review when it is completed.

Village Attorney

The Village contracts with Robert Loberg, Loberg Law Office, for legal services. He provides advice and counsel when asked and serves at the discretion of the Village Board.

Human Resources Director

The Village Administrator/Clerk-Treasurer serves as the human resources director ensuring that all state and Federal employment rules and laws are in compliance. The Village Administrator/Clerk-Treasurer handles employee concerns, village-offered benefits including health, dental and vision insurance, retirement options and all other employee benefits. He/she also ensures that all personnel rules and regulations are enforced per the Village of Ellsworth Employee Handbook.

VILLAGE OF ELLSWORTH

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Village Board, April 21, 2026

Agenda #6 – Appoint Board of Review Members and select meeting dates

Each municipality in Wisconsin has the legal authority to create a BOR, which is a quasi-judicial (court-like) body empowered with three primary duties, including:

1. Adjusting assessments when proven incorrect by sworn oral testimony
2. Reviewing the assessment roll for omitted property and double assessments
3. Correcting any errors or omissions in the assessment roll descriptions or calculations

The Village must appoint 3 members for the Board of Review. The Board of Review meeting must be at least 2 hours.

The Assessor has tentatively scheduled the Board of Review Meeting for May 19th or 20th, these meetings have typically began at 4pm, but the Board could select another time if it wants.

Open Book will be held on May 12th from 1pm–3pm, this is only attended by the Assessor.

Training Requirement:

Wisconsin law requires that in 2026, before the First Two-hour Meeting, at least one member of the BOR must attend a training session approved by the Wisconsin Department of Revenue within one year of the BOR's first meeting, see Wis. Stats. §§ 70.46(4) and 73.03(55).

The Village has the necessary training available for any Board of Review member.

Recommendation

Staff recommends the Village Board appoint the Board of Review and select a meeting date and time.

VILLAGE OF ELLSWORTH

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Village Board, April 21, 2026 **Agenda #7 – Committee Organization**

The Village Committees are attached.

Recommendation:

Staff recommends the Village Board appoint the Committees.

2026-2027 Village of Ellsworth Committee List

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| FINANCE, PURCHASING, BUILDINGS |
| Andrew Borner - Chair |
| Ryan Bench |
| Jarod Traynor |

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| HEALTH, LICENSE, WELFARE |
| Dick Hines - Chair |
| Ryan Bench |
| Lance Austin |

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| SALARY & LABOR |
| Ryan Bench - Chair |
| Jarod Traynor |
| Tony Hines |

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| STREET & SIDEWALK |
| Lance Austin - Chair |
| Jarod Traynor |
| Andrew Borner |

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| WATER & SEWER |
| Tony Hines - Chair |
| Dick Hines |
| Andrew Borner |

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| PARKS, RECREATION, DEVELOPMENT |
| Jarod Traynor - Chair |
| Ryan Bench |
| Lance Austin |

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| PUBLIC SAFETY |
| (Fire Dept) Tony Hines |
| (Ambul) Dick Hines |
| Lance Austin (Alt) |

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| SOLID WASTE, CABLE TV, SPECIAL COMMITTEE |
| Tony Hines - Chair |
| Dick Hines |
| Lance Austin |

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| COMMUNITY DEVELOPMENT AUTHORITY |
| Ryan Bench - Chair |
| Jarod Traynor |
| Roxy Birkel |
| Kaydi Sobottka |
| Carter Schutz |
| Kristi Miller |
| Dale Hines |

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| CEMETERY |
| Dick Hines - Chair |
| Tony Hines |
| Lance Austin |
| Mark Anderson |
| Lisa Olson |

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| PLAN COMMISSION |
| Cristina Lalley - Chair |
| Becky Beissel |
| Andrew Borner |
| Ryan Bench |
| Curtis Betthausen |
| James Mennenga |
| Lisa Hofacker |

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| BOARD OF APPEALS |
| Kristi Miller - Chair |
| Tony Hines |
| Ryan Bench |
| Dick Hines |
| Dale Hines |

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| POLICE COMMITTEE |
| Karen Meyer - Chair |
| Michele Cox |
| Donna Swenson |
| Lisa Olson |
| Michael Cook |

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| TID JOINT REVIEW BOARD |
| Steve Georgakas |
| Andrew Borner |

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| SEX OFFENDER RESIDENCY APPEALS |
| Karen Meyer |
| Wesley Franklin |
| Donna Swenson |
| Steven Albarado (Alt) |

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| ETZ |
| Andrew Borner |
| Cristina Lalley |
| Curtis Betthausen |
| Tony Hines (Alt) |

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| LIBRARY BOARD |
| Judy Perkins - President |
| Dick Hines |
| Carter Schutz |
| Henrietta Jansa |
| Sharon Hofmeister |
| Angie Bjork |
| Michael Harris |

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| PRESIDENT PRO-TEM |
| Andrew Borner |

VILLAGE OF ELLSWORTH

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Village Board, April 21, 2026

Agenda #8 – Appointments

The Village Official appointments are attached.

Recommendation:

Staff recommends the Village Board appointment the Officials.

2026-2027 Village of Ellsworth Committee List

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| VILLAGE ATTORNEY |
| Robert Loberg, Loberg Law Office |

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| HEALTH OFFICER |
| Pierce County Health Department |

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| ANIMAL WARDEN/HUMANE OFFICER |
| Chief Eric Ladwig |

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| WEED COMMISSIONER |
| Public Works Director |

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| CEMETERY SEXTON |
| Village Staff |

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| OFFICIAL DEPOSITORY |
| CCF Bank |

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| OFFICIAL NEWSPAPER |
| The Journal |

VILLAGE OF ELLSWORTH

130 N CHESTNUT STREET, ELLSWORTH, WI 54011 | PHONE 715-273-4742 | FAX 715-273-6460

Village Board, April 21, 2026

Agenda #9 – Discuss meeting decorum

The Village Board currently conducts meetings without a formally adopted public meeting decorum policy, relying instead on the authority of the presiding officer, general parliamentary procedure, and established practices.

The purpose of this discussion is to consider whether a formal decorum policy is necessary or beneficial for the Village at this time. Meetings may be conducted using existing procedures and the authority of the Chair

Board Considerations:

A formal policy may not be needed if:

- Meetings are consistently orderly
- Public comment remains manageable
- Disruptions are rare
- Current informal practices are working effectively

A policy may be helpful if the Board is experiencing:

- Interruptions, disruptions, or difficulty maintaining order
- Inconsistent handling of public comment or behavior
- Pressure on the Chair to make ad hoc decisions
- Concerns about fairness or perceived bias

Other Benefits of a Policy:

- A policy provides a clear, consistent framework for managing meetings
- Helps support the Chair in addressing disruptions
- Reduces the risk of inconsistent enforcement
- Provides clearer justification if removal or enforcement actions are necessary

A public meeting decorum policy is not required but can be a useful tool depending on meeting conditions. Communities with stable, orderly meetings often continue without one, while those experiencing increased participation or disruption may benefit from adopting a clear, consistent framework.

Options for the Board

1. Determine if a Policy Is Not Needed at This Time
Continue with current practices and revisit if conditions change

2. Direct Staff to Develop a Policy
Prepare a draft for future consideration, including legal review
3. Consider a Limited Approach
Develop a simple, streamlined policy outlining basic expectations and procedures

Recommendation

This item is presented for discussion. Staff seeks direction from the Board on whether to maintain current practices or proceed with development of a decorum policy.

VILLAGE OF ELLSWORTH

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Village Board, April 21, 2026

Agenda #10 – Discuss League of Municipalities Training and Education Opportunities/Expectations

The League of Municipalities Training and Education opportunities are attached.

2026 Events

JANUARY

- **JAN 13** – MONTHLY MEMBER ROUNDTABLE (VIRTUAL)
- **JAN 29** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

FEBRUARY

- **FEB 10** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **FEB 26** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

MARCH

- **MAR 10** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **MAR 25–26** – URBAN ALLIANCE (WAUSAU)
- **MAR 26** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

APRIL

- **APR 14** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **APR 22** – LEAGUE LOCALLY (OREGON)
- **APR 30** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

MAY

- **MAY 7–8** – LEAGUE SPRING EXCHANGE CONFERENCE (WISCONSIN DELLS)
- **MAY 12** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **MAY 28** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

JUNE

- **JUN 3** – LEAGUE LOCALLY (WRIGHTSTOWN)
- **JUN 4** – URBAN ALLIANCE (KENOSHA)
- **JUN 9** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **JUN 17–19** – ATTORNEYS' INSTITUTE (MADISON)
- **JUN 25** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

JULY

- **JUL 8** – LEAGUE LOCALLY (OSSEO)
- **JUL 14** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **JUL 30** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

AUGUST

- **AUG 11** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **AUG 19–21** – CHIEF EXECUTIVES WORKSHOP (LAKE LAWN)
- **AUG 27** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

SEPTEMBER

- **SEP 8** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **SEP 15-17** – ASSESSORS INSTITUTE (APPLETON)
- **SEP 16-18** – BUILDING INSPECTORS INSTITUTE (APPLETON)
- **SEP 24** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

OCTOBER

- **OCT 7** – LOCAL GOVERNMENT BASICS (PRE-CONFERENCE EVENT APPLETON)
- **OCT 7-9** – LEAGUE FALL CONFERENCE (APPLETON)
- **OCT 13** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **OCT 29** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

NOVEMBER

- **NOV 10** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **NOV 19** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

DECEMBER

- **DEC 8** – MONTHLY MEMBER ROUNDTABLE WEBINAR (VIRTUAL)
- **DEC 11** – URBAN ALLIANCE (GREEN BAY)
- **DEC 17** – FOOD FOR THOUGHT WEBINAR (VIRTUAL)

MARK YOUR CALENDARS

REGISTRATION FOR ALL LEAGUE EVENTS WILL OPEN SHORTLY. MARK YOUR CALENDARS AND HOPE TO SEE YOU THERE!