

## VILLAGE OF PORT EDWARDS

### PLANNING, LEGISLATIVE, PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE MEETING

Thursday 8 July 2021

5:00 P.M. AT THE MARSHALL BUEHLER CENTER

Due to the COVID-19 this meeting is with limited public in attendance and the Members will be meeting at least 6 feet apart. These steps are being taken so that the Committee can hold the meeting and still comply with the social distancing guidelines. The meeting room can accommodate up to 8 people including some public. If you a member of the public and wish to listen, please call the dial in number below and you will be acknowledged

**Join Zoom Meeting** - <https://us06web.zoom.us/j/85954142485?pwd=ZlhLN3JmamZMOUFseEVHaVNXbVg0Zz09>

Meeting ID: 859 5414 2485, Passcode: 249603, One tap mobile, +16465588656

**Phone Audio only: Meeting Dial-in number: 715-423-6698, Access Code ID: 02067**

#### Agenda:

1. Call to order.
2. Roll call.
3. Approve the agenda.
4. Approve minutes from the 3 JUNE 2021 meeting.
5. Public comments on agenda items.
6. Chairperson comments.
7. Market Street Business District Ordinance Changes, version #3 markup
8. Approval of the subdivision of Grand Rapids Lots
9. Discuss Old Business
10. Discuss New Business
  - Discuss the need to seek another IT coverage plan or service
  - Review the Draft language for the Village Ordinance Changes for Chapter 2
11. Discuss any correspondence
12. Future Agenda Items
13. Next meeting date, 5 August 2021, 5 pm
14. Adjourn

Dana Duncan - Chairman

VILLAGE OF PORT EDWARDS  
Port Edwards, Wisconsin

COMMITTEE: Planning, Legislature, Property  
and Information Technology Committee (PLPIT)

DATE: June 3, 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL  
DANA DUNCAN  
JOHN BINGHAM  
DIANE TREMMEL  
RAYMOND BOSSERT

ERIK SAYLOR  
SUE MITCHELL  
TIARA GRUNDEN  
SCOTT DREW

TIM LEVERANCE  
DAILY TRIBUNE  
WFHR/WGLX  
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting for PLPIT**

Attendance: S. Mitchell (Acting Chair), T. Grunden, R. Bossert, B. Mancl  
Citizens: D. Duncan (excused)

**Subjects Discussed, Action Taken, and Board Action Required:**

1. ***Call to order:*** Meeting called to order by S. Mitchell at 5:10 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the agenda:*** (Grunden, 2<sup>nd</sup> Mancl), Motion carried All Ayes
4. ***Approve the previous months minutes:*** **MOTION** (Mitchell, 2<sup>nd</sup> Grunden) to approve minutes of the 6 May 2021 meeting. (*Motion carried, all Ayes*).
5. ***Public comments on agenda items:*** None
6. ***Committee Chairman's comments:*** None
7. ***Future land Map Discussion:*** The Administrator mentioned the need for the planning commission to address this and wanted the Committee to be given a chance to provide any input since the Commission is composed of all citizens. A discussion on the need to update the current map to reflect proper land zoning and then the need to identify areas that the Village foresee future growth was discussed.
8. ***Market Street Business District Ordinances Update.*** The Administrator presented some ordinance changes. He is working with Village Counsel to refine the language and will propose some new language at the next meeting to be included in the ordinances that specifically address Business District enforcement rules. Some discussion on the need for a specific "open meeting" for the impacted business, and thus we will ensure they have input and any concerns are addressed. As well as a discussion on the inclusion of the multi-family parcels into our business district rules, to ensure their aesthetics do not hinder the growth of our business district.
9. ***Approve the merging of two NEPCO lake lots:*** A brief discussion by the administrator that this is a simple administrative action. **MOTION** by Grunden/ 2<sup>nd</sup> by Mancl to approve.
10. ***Discuss Old Business:*** None

*11. Discuss New Business:* None

*12. Correspondence received:* None

*13. Future Agenda Items:*

*14. Next meeting date:* 8 July 2021 at 5:00pm

*15. Adjourn:* Adjourned at 5:37pm. **MOTION** (Mitchell)

Sue Mitchell – Chairman

*Attached:* See PLPIT packet dated 3 June 2021

## Port Edwards Business District Ordinances

SUMMARY- Due to the Unique nature of our Village Business District, the Village feels it necessary to apply some very direct code enforcement to ensure the safety, security and value of all the properties affected. The Ordinances and Rules and regulations of the Village apply to all properties within the Village limits, however specifically for our Business district the below ordinances apply and shall be enforced. In some cases, the interconnectivity of the properties requires a more multi-family enforcement rather than the stand-alone property atmosphere. The reliance on interconnect water, sanitation, roofing, power requires strict safety and security checks and enforcement to ensure a safe environment. The ability to attract and maintain prosperous business customers require a uniform, aesthetically appealing, safe and attractive environment that maintains the Village Values and small-town atmosphere.

Definition of the Village of Port Edwards Business District:

- a. Properties in the Port Plaza market Ave building (Parcels#2700243B, 2701007,2701006,2701005,2701004,2701003,2701002,2701001, 2700243,27002243AB,2700258A, 2700247)
- b. The US Post office Building, (Parcel #2700206A)
- c. The Adjoining Kennel club and vacant storefront (parcel #2700206)
- d. The Nekoosa Port Edwards Bank Building (Parcel #2700220, #2700219)
- e. The Port Auto Automotive shop (Parcel #2700225)
- f. Current Technology (#2700223)
- g. Simply Incredible foods (#2700208, 2700209, 2700210)

Rental properties? 2700259, 2700211

INSPECTION OF DWELLINGS AUTHORIZED The chief housing official is hereby authorized to make inspections to determine the condition of dwellings, dwelling units, and premises located within the city in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and the general public. All inspections and investigations of residential property must be conducted in compliance with the requirements for a reasonable search. Initially this means consent or a warrant must be obtained in order to enter the premises. For the purpose of making such inspections and to perform any duty imposed upon him by this code, the chief housing official is hereby authorized according to law to enter, examine, and survey at all reasonable times all such premises.

9.08 FREQUENCY OF INSPECTIONS The chief housing official shall cause a periodic inspection to be made of every multiple dwelling or leased dwelling unit. Such inspection shall include a thorough examination of all parts of such dwelling and the premises connected therewith. The chief housing official is also empowered to make similar inspections of all dwellings as frequently as may be necessary or convenient.

AERIELS. NO radio or Television aerial or satellites shall be installed, except with the Village approval. Any aerials/satellite dishes erected on the roof or exterior walls of the building without the consent of the village, in writing, is liable to removal without notice.

STORAGE OF VEHICLES. No recreational vehicles, including but not limited to trailers, campers, boats, boat trailers and snowmobiles may be parked on the Market Ave premises. This includes the front parking areas along the Port Plaza or the alley directly behind the building. In operative, immobile or junked cars and other vehicles may remain in the parking areas for no longer than 4 days without prior approval of the Village. These may be subject to removal by the Village at a cost to the owner /occupant.

DISPOSING OF REFUSE. All Business District owner/occupants should have adequate trash containers and garbage and refuse must be placed in the same. No storing of refuse and misc. supplies external to the building will be acceptable and will be subject to removal by the Village at a cost to the owner /occupant.

Facades- TBD

Signs- No signs will be larger than 3'x 6'. They will all require a Village Sign permit and approved by the Village before installation.

Insurance- TBD

Windows- TBD

Sidewalks- Will be maintained per Village ordinances and cleared of debris and snow as per ordinances.

Alleys- Will be free of debris and maintained by the Village as part of the transportation network.

Trash and debris collection will be per Village ordinances.

SAFETY: Fire inspections shall be conducted on a more frequent basis due to the composition of the Business district and the impact on the functioning of our local government. The Village will have the right to quarterly inspect all the properties in the Business district at no cost to the occupants. However, violations and corrective actions once noted will be conducted at the expense of the occupant/owner in 30 days, with a follow up check to validate.

(1) ENTERING ON PREMISES. No person shall deny the Fire Inspector or the Deputy Inspector free access to any property within the Village at any reasonable time for the purpose of making fire inspections. No person shall hinder or obstruct the Fire Inspectors in the performance of duties or refuse to observe any lawful direction given by the Inspector or Deputies

(2) CORRECTION OF FIRE HAZARDS. When any inspection by the Fire Chief or Deputy Inspector reveals a fire hazard, the Chief or the Deputy Inspector may serve a notice in writing upon the owner of the property giving the owner a reasonable time in which to remove the hazard. If the fire hazard is not removed within the time allowed, it shall be deemed a nuisance and the Fire Chief or the Deputy Inspector may have the same removed by the Village, and the cost of such removal shall be recovered in an action by the Village against the owner of the property and may also be entered on the tax roll as a special charge against the property.

(3) INSPECTION DUTIES. Fire Inspectors shall inspect, according to State regulations, all buildings, premises and public thoroughfares within the Village limits for the purpose of noting and causing to be corrected any conditions liable to cause fires. Repairs or alterations necessary to remove the hazardous condition shall be made within a reasonable time at the expense of the owner. The Inspector shall also investigate the storage and handling of all explosives and inflammable liquids within the Village.

(4) WRITTEN RECORD OF INSPECTIONS. The Chief shall keep a written record of each property inspected, which shall conform to the requirements of the State Department of Commerce and shall make a report of such inspections available upon request.

#### PUBLIC NUISANCES

1) PUBLIC NUISANCES AFFECTING PEACE AND SAFETY. The following acts, omissions, places, conditions and things are hereby declared to be public nuisances affecting peace and safety, but such enumeration shall not be construed to exclude other nuisances affecting public peace or safety coming within the definition of sec. 10.02 of the Village ordinances.

2) DILAPIDATED BUILDINGS. All buildings or structures so old, dilapidated or out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human use.

#### ABATEMENT OF PUBLIC NUISANCES.

1) ENFORCEMENT. It shall be the duty of police officers, the Fire Chief and the Zoning Administrator to enforce those provisions of this chapter that come within the jurisdiction of their respective offices and they shall make periodic inspections and inspections upon complaint to ensure that such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and have satisfied himself that a nuisance does, in fact, exist.

#### (2) SUMMARY ABATEMENT.

1) Notice to Owner. If the inspecting officer shall determine that a public nuisance exists within the Village and that there is great and immediate danger to the public health, safety, peace, morals or

decency, the Village President may direct a police officer to serve notice on the person causing, permitting or maintaining such nuisance or upon the owner or occupant of the premises where such nuisance is caused, permitted or maintained and to post a copy of said notice on the premises. Such notice shall direct the person causing, permitting or maintaining such nuisance or the owner or occupant of the premises to abate or remove such nuisance within 24 hours and shall state that unless such nuisance is so abated, the Village shall cause the same to be abated and will charge the cost thereof to the owner, occupant or person causing, permitting or maintaining the nuisance, as the case may be.

2) Abatement by Village. If the nuisance is not abated within the time provided or if the owner, occupant or person causing the nuisance cannot be found, the officer having the duty of enforcement shall cause the abatement or removal of such public nuisance.

3) ABATEMENT BY COURT ACTION. If the inspecting officer shall determine that a public nuisance exists on private premises, but that the nature of such nuisance is not such as to threaten great and immediate danger to the public health, safety, peace, morals or decency, he shall serve notice on the person causing or maintaining the nuisance and the owner of the property to remove the same within 10 days. If such nuisance is not removed within 10 days, he shall report such fact to the Village President, who may direct the Village Attorney to commence an action in Circuit Court for the abatement of the nuisance.

4) OTHER METHODS NOT EXCLUDED. Nothing in this chapter shall be construed as prohibiting the abatement of public nuisances by the Village or its officials in accordance with the laws of the State, nor as prohibiting an action to be commenced in the Circuit Court seeking a forfeiture as provided in sec. 10.15 of this chapter.

5) COST OF ABATEMENT. In addition to any other penalty imposed by this chapter for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost of abating a public nuisance by the Village shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance, and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

PENALTY. In addition to the penalties provided in this chapter, any person who shall violate any provision of this chapter, or permit or cause a public nuisance, shall be subject to a penalty as provided in sec. 25.04 of this Code.

## BUILDING CODE ENFORCEMENT

ADMINISTRATION AND ENFORCEMENT. The Village Building Inspector shall administer and enforce this chapter within the Village.

### DEMOLITION PERMIT REQUIREMENTS FOR HIGH VALUE PROPERTIES

ENFORCEMENT AND VIOLATIONS. The Building Inspector, with the aid of the Police and Fire Departments, shall enforce the provisions of this section of the Building Code. Any person who violates, disobeys, neglects, omits or refuses to comply with of any of the provisions of this section of the Building Code, shall be subject to the penalties described in Sec. 25.04 of the General Provisions including the assignment of daily penalties for each day the property is found to be in violation of the Code. Such penalties shall be in addition to any other applicable penalties that may be described in a valid development agreement between the applicant and the Village or as may otherwise be allowed by law including the Village making a claim on the applicant's performance bond.

ILLEGAL DUMPING PROHIBITED. It shall be illegal for any person to dump, dispose, deposit, litter or store refuse in the Village outside of a container approved by the Village Board on either private or public lands.

### DISPLAY OF BUILDING ADDRESS/STREET NUMBER REQUIRED.

(1) REQUIRED. Each principal building in the Village shall be assigned an official street number. All lots and parts of lots in the Village shall be numbered in accordance with a street numbering map on file in the office of the Village Engineer/Administrator. In the event a lot is not numbered, the Village Engineer/Administrator shall assign a number in cooperation with Wood County Emergency Management. Plats shall be numbered to conform as nearly as possible to the general scheme of numbering as outlined on the map.

(2) DISPLAY. The owner, occupant, or agent in charge of the premises shall cause to be affixed and to be maintained when so affixed to each principal building controlled by such person the official street number assigned to that building as provided in subsection (1) of this section. Each required number shall be affixed on the particular building in such a contrast, size, and location that it may be easily and readily seen by a person of ordinary eyesight on the public street or highway upon which the building abuts. For buildings abutting also on a public alley, the street number shall so be affixed in such location that it may be seen in like manner from such alley. Buildings set back more than 75 feet from a street or alley shall have a street number affixed to a sign in the front or rear yard in addition to the required number on the building. All signs must comply with the requirements of Chapter 17.25. Script, spelled-out, or Roman numerals are not acceptable.

(3) NONCOMPLIANCE. If the owner or occupant of any building neglects for 20 days to duly attach and maintain the proper numbers on the building, the Village shall serve such owner or occupant a notice requiring such owner or occupant to properly number the building. If such owner or occupant neglects



to do so for ten days after service, such owner or occupant shall be subject to the provisions of 11.10, Penalty.

PENALTY. Any person who shall violate any provision of this chapter shall be subject to a penalty as provided below unless State Statutes supersede.

#### ZONING CODE

VIOLATION AND PENALTIES. Any person who violates, disobeys, neglects, omits or refuses to comply with, or who resists the enforcement of any of the provisions of this chapter, shall forfeit a sum of not less than \$200 nor more than \$500, together with the costs of prosecution, and, in case of nonpayment of such forfeiture, shall be imprisoned in the County Jail for a term of not more than 30 days or until such judgment is paid, and each day of violation shall constitute a separate offense.

# Village of Port Edwards

Raymond "Boz" Bossert  
Village Administrator

Municipal Building  
Port Edwards, Wisconsin 54469  
Phone: 715-887-3511  
Fax: 715-887-3524

Date: 9 July 2021

Wood County Planning and Zoning Office  
400 market Ave.  
PO Box 8095  
Wisconsin Rapids, Wisconsin 54495

Subject: CSM concurrence for;  
Rusch Land development VIII, 4 lots, section 3, T21N R6E  
Rusch land development, 4 lots, section 34, T221N R6E  
Rusch Land development, 1 Lot, Section 34, T221N, R6E  
Rusch land development V, 3 Lots, Section 3, T21N, R6E  
Rusch land development VII, 4 Lots, Section 3, T21N, R6E

Wood County,

The proposed subdivision of the lots along Townline Road and Deer Road are fine with The Village of Port Edwards. We have reviewed the proposal and documents submitted. a proposed CSMs subdividing the lots do not require review under local ordinances due to their location in the County.

The Village appreciates you reaching out and will assist in the future if required. They will be presented, For informational purpose only at the next Village Planning, Legislative, Property and Information technology committee on 8 July 2021 and at the 13 July Village Board meeting. In our opinion and no further actions required on our part.

Sincerely,

VILLAGE OF PORT EDWARDS  
Raymond D "Boz" Bossert Jr.  
Village Administrator  
Village of Port Edwards Zoning Administrator  
OFF- 715-887-3511 or cell 715-315-0304

**2.01 MEETINGS.**

- (1) **REGULAR MEETINGS.** Regular meetings of the Village Board shall be held on the second Tuesday of each calendar month at 7:00 P.M. Any regular meeting falling on a legal holiday shall be held on a day designated by the Village Board and at the same hour.
- (2) **SPECIAL MEETINGS.** Special meetings of the Board may be called by the Village President or a Standing Committee by filing a written request with the Clerk-Treasurer at least 24 hours prior to the time specified for such meeting. The Clerk-Treasurer shall immediately post a notice of the meeting, together with the agenda, and notify each Trustee of the time and purpose of such meeting. Emergency meetings may be called upon no less than 2 hours' notice, pursuant to §19.84(3), Wis. Stats.
- (3) **ANNUAL ORGANIZATIONAL MEETING.** The Village Board shall hold an annual organizational meeting on the third Tuesday of April.
- (4) **MEETINGS TO BE PUBLIC; PUBLIC NOTICE.** Except as provided in §19.85, Wis. Stats., all meetings of the Village Board, committees thereof, and Village boards and commissions shall be open to the public and public notice given as required by §19.84, Wis. Stats.
- (5) **QUORUM.** Four Village Board members, including the Village President, shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members.

**2.02 ORDER OF BUSINESS.**

The business of the Village Board shall be conducted in the following order:

1. Call to order by presiding officer.
2. Roll call. If a quorum is not present, the meeting shall be adjourned, which may be to a specified date.
3. Correction and approval of minutes of previous meeting.
4. Comments by public.
5. Communications.
6. Committee reports including Village officers' reports including introduction of ordinances and resolutions.
7. New business,
8. Unfinished business from previous meeting
9. Trustee Comments
10. Setting of next meeting dates and times
11. Adjournment.

**2.03 PRESIDING OFFICER.**

- (1) **CONTROL OF MEETING.** Subject to any other provisions of this section, the Village President shall preserve order and conduct the proceedings of the meeting. A member may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.
- (2) **ABSENCE OF VILLAGE PRESIDENT.** If the Village President is absent from any meeting or is otherwise unable to carry out the duty of a presiding officer, The Vice President shall call he meeting to order and preside for that meeting.
- 3) **SELECTION OF VILLAGE VICE PRESIDENT.** The Vice President of the Village Board shall be chosen by the Village Trustees, excluding the Village President, at the annual organizational meeting of the Village held on the third Tuesday of April. Such election shall be made by secret paper ballot, be conducted by the Village Clerk, and

be exclusive of the President. If the Vice President is unable to serve in the capacity of Vice President for any reason, a special election may be held at any open meeting upon proper notice or at any emergency meeting called specifically for that purpose.

**2.04 COMMITTEES.**

- (1) **STANDING COMMITTEES AND APPOINTMENTS.** At the annual organizational meeting following the spring election, the Village President shall, subject to confirmation by the Village Board, appoint 3 Trustees to each of the standing committees. The Village President shall designate committee chairmen. The standing committees are as follows:
  - (a) Public Works Committee
  - (b) Public Safety Committee
  - (c) Parks and Recreation Committee
  - (d) Planning, Property, Legislative and Information Technology Committee
  - (e) Finance and Human Resources Committee
- (2) **SPECIAL COMMITTEES.** The Village President shall appoint all special committees and designate the chairman of each.
- (3) **COMMITTEE REPORTS.** Each committee shall, at the next regular meeting, submit a written or oral report on all matters referred to it. Such report shall recommend a definite action on each item. Any committee may request any Village officer or employee to confer with it and supply information in connection with any matter pending before it.

**2.05 ORDINANCES AND RESOLUTIONS.** Ordinances, resolutions, bylaws, communications and other matters submitted to the Board shall be read by title and author. No ordinance or resolution shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance or resolution need be read in full.

**2.06 PARLIAMENTARY RULES.**

- (1) **SPEAKING BEFORE THE VILLAGE BOARD.** Every member, previous to his speaking, shall address the presiding officer and shall not be interrupted except by a call of order.
- (2) **MOTIONS.** When a motion is made, it shall be stated by the chair or, if in writing, shall be read by the Clerk-Treasurer.
- (3) **MEMBER CALLED TO ORDER.** When a member is called to order by a trustee, they, shall not proceed without a decision from the Chair.
- (4) **ROBERT'S RULES.** Meetings of the Village Board shall be conducted according to Robert's Rules of Order, Edition XII, revised, except as otherwise provided herein.
- (5) **VOTING.**
  - (a) Voice Vote. The presiding officer may call for a voice vote on any matter not requiring a roll call vote by law. The presiding officer may direct, or any member may call for, a roll call vote.
  - (b) Aye and No Vote. The ayes and noes may be required by any member and the Clerk-Treasurer shall call the roll. On confirmation and on the adoption of any measure assessing or levying taxes, appropriating money, or creating any liability or charge against the Village or any fund thereof and final action on all ordinances, the vote shall be by ayes and noes. All aye and no votes shall be recorded in the minutes. Any abstentions will also be recorded for the record.
  - (c) Reconsideration. It shall be in order for any member, if in the majority, to move for the reconsideration of any vote in question at the same meeting or at the next succeeding regular or adjourned meeting. A motion to reconsider having been put and lost shall not be renewed.

- (6) Local Business Meeting Rules (Dated 1 July 2021).
- (a) Individuals shall raise their hand or request verbally to the Chair to be recognized. There is no need to stand to be recognized.
  - (b) Agendas will include “New” Business and “Old” Business sections to be a responsive and relevant governing body that allows citizens and Trustees be given the opportunity to bring up timely issues and topics for discussion and possible action within a reasonable timeframe. No final “MOTIONS” or actions can be taken during these sessions other than initiating a dialogue on a topic and referring action to a full board or another committee for action.
  - (c) All Village meetings and, to the extent possible and reasonably practical, Committee meetings, will be recorded for the public use and the historical record. These will be archived in the Wisconsin Rapids Community Media website and posted on the Village website.
  - (d) Public participation and comment is encouraged and valued. Each citizen that requests to speak shall give their full name and address for the record and this will be included in the minutes. Each meeting shall include a public comment section. The individual or group representative shall have 3 minutes to address the Board or Committee. Their comments can be answered directly by a Trustee if the trustee deems it appropriate.
  - (e) Public comment via a signed letter or notarized statement shall be included in the Board or Committee packet for review by the members. This will include any Public Comment by electronic means (email) that can be verified. Any Email comments that cannot be validated, shall be left to the discretion of the Village Administrator for inclusion in the Board or Committee packet.
  - (f) All meeting agendas will be published no later than 48 hours before any meeting, Meeting packets (all the data and background information on the meeting Agenda) will be posted on the Village website no later than 12 hours before the meeting.
  - (g) All Village meetings will include a video-internet method to participate for Trustees as well as citizens if possible and reasonably practical. The meeting link will be published and open for public comment and participation. All rules of order will remain the same as for in-person meeting attendees.
  - (h) The Village Board meeting shall include a “Consent Agenda” to expedite the meeting process. The consent agenda will include the previous Board minutes and the Village bills and invoices. Trustees may “hold out” any line items they deem worthy of discussion. The “Hold Out” procedure would be to separate the issue at hand and engage in a separate discussion on that issue/topic. Any final decision will be included in the minutes for the record.
  - (i) The discussion of correspondence received will be included in all Village Agendas. This is the municipality effort to ensure a full and transparent discussion of items received by either the Village staff or any trustee and then it can be entered into the record for possible future action.

**2.07 SUSPENSION OF RULES.** The foregoing rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 2/3 of the members present.

**2.08 OFFICERS' AND EMPLOYEES' EXPENSES.** The Village President, when required to leave the Village on business of the Village, and also other Village officials and department heads given leave for such purpose by the Village Board or by the Village President, shall be reimbursed for their actual expenses, e.g., travel, meals and hotel, upon the filing of a regular and itemized voucher/memorandum with the Village administrator, who will present same to the Finance and Human Resources Committee.