



OFFICIAL PUBLIC NOTICE
**MEETING OF THE COMMON COUNCIL - SPECIAL
SESSION**

TUESDAY, JULY 22, 2025 AT 6:30 PM

COUNCIL ROOM, MUNICIPAL BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI 53581 & VIRTUALLY

TEAMS: bit.ly/RCTeamsMeeting

AGENDA

CALL TO ORDER *Pledge of Allegiance; Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF AGENDA

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [1.](#) Hotel Developer Selection & Incentive Discussion
- [2.](#) Lamont Residential Subdivision – Development Options & Grant Fund Allocation

ITEMS FOR DISCUSSION

- [3.](#) Initial Review of Council Rules Draft

ADJOURNMENT

Posted this 18th day of July, 2025 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Hotel Development – Review of Ehlers Findings and Developer Selection

Requested & Presented by: Jasen Glasbrenner; Ashley Oliphant

Council Meeting Date: 07-22-2025

Background: On December 3, 2024, the Council approved an RFP for a qualified hotel developer for the Orange Street site. The RFP was published December 19, 2024, with a February 28, 2025 submission deadline. Two proposals were received from Cobblestone Hotels and MarketPointe (GrandStay), both confirmed by staff to meet RFP specifications.

City staff conducted reference checks and site tours of comparable hotels. Both development teams presented to the Council in April 2025, following an initial Finance Committee review on March 4, 2025. Director Glasbrenner provided a comparative overview of the proposals, detailing differences in design, ownership, and development. Council members also shared insights from property tours and engaged in a financial incentive discussion led by Kayla Thorpe of Ehlers. The Council requested additional financial analysis from Ehlers before proceeding with developer selection. Ehlers' findings are attached for review.

Ehlers Financial Analysis Summary Based on Developer Incentive Requests		
<i>Ehlers prepared tax increment projections for both proposals using consistent valuation models. Key takeaways:</i>		
	Cobblestone Hotels	MarketPointe (GrandStay)
Total Project Cost	\$9.97M	\$8.25M
Annual Tax Revenue	\$147K	\$142K
Developer Equity	\$2.99M (30%)	\$2.05M (25%)
Developer TIF Benefit	\$1.40M cumulative	\$1.10M cumulative
Loan Dependency	70% Loan	\$75% Loan
Upfront Cost (City Impact)	Higher	Lower
City Share of TIF	15% of Tax Revenue	15% of Tax Revenue
TIF Term (Years)	12	10
<i>Note: Cobblestone's estimates are more developed due to a formal proforma submission and clarified incentive request. GrandStay's figures are modeled assumptions, pending additional details.</i>		

Ehlers Hotel Proposal Financial Analysis Summary

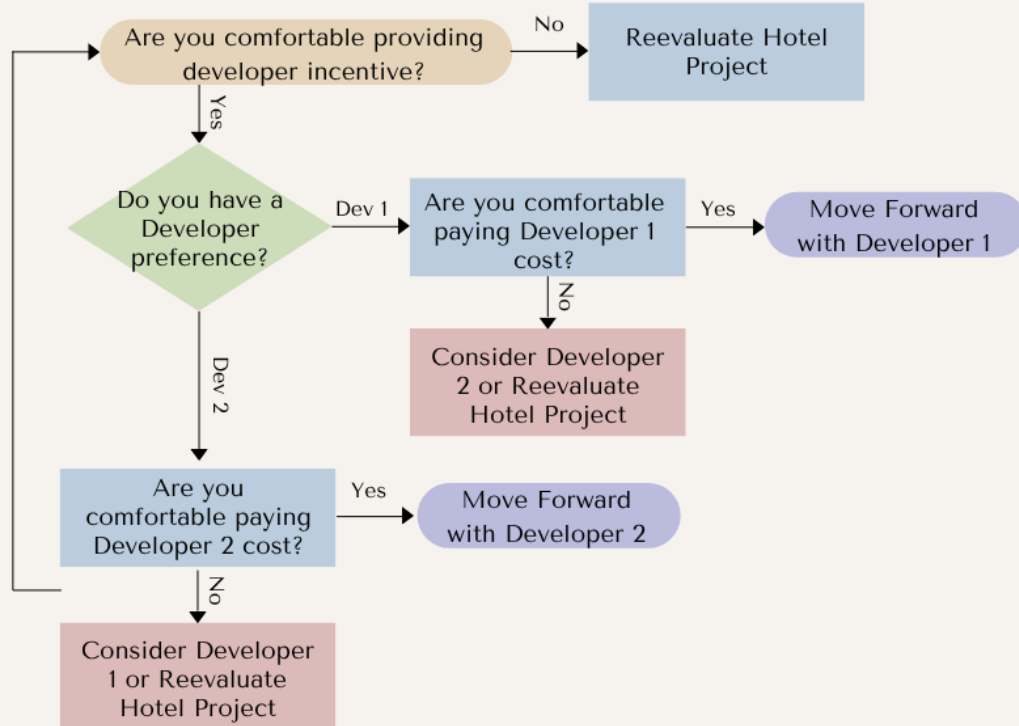
Ehlers determined that public assistance for a hotel development is justified, but the initial requests from both Cobblestone and MarketPointe appear to be greater than necessary, potentially leading to a higher-than-typical return on investment for the developers. To ensure fiscal responsibility and align public investment with the projects' actual financial needs, Ehlers has proposed alternative TIF structures.

- For Cobblestone, options include limiting TIF to 5 years while maintaining a \$1.00 land sale or requiring a market land price (\$5,000-\$10,000/room) and limiting TIF to 9 years.
- For MarketPointe, Ehlers suggests either maintaining a \$1.00 land sale and limiting TIF to 8 years or requiring a market land price and limiting TIF to 12 years.

Next Steps:

1. Determine if financial incentives will be offered
2. Select Hotel Developer
3. Direct staff to negotiate a development agreement
4. Determine if a WEDC CDI grant should be pursued for the project

HOTEL DEVELOPMENT SELECTION FLOWCHART



Requested Action:

Common Council: Motion to select [Cobblestone / Grand Stay] as the preferred hotel developer, direct staff to negotiate a development agreement, [and authorize preparation and submittal of a WEDC CDI Grant application in support of the project].

MEMORANDUM

TO: Jasen Glasbrenner – Economic Development Director
FROM: Keith Dahl – Ehlers Public Finance Advisors
DATE: July 10, 2025
SUBJECT: Review of Hotel Development Proposals

Overview:

The City sought proposals from qualified hotel developers and management groups to construct a mid-to-upper-scale hotel within the community. Two proposals were received from Cobblestone Hotels and MarketPointe. At the request of the City, Ehlers reviewed the two hotel development proposals submitted. This memo has been prepared to provide the City with a high-level overview of each proposal, an analysis of the preliminary financial information provided, and key considerations for the City to consider when selecting their preferred development partner.

Cobblestone is a hotel franchise whose brand has focused primarily on underserved and secondary markets. They've proposed developing a midscale to upper-midscale limited-service hotel with approximately 54 rooms and associated amenities, such as meeting room, wine and beer bar, free hot breakfast for all guests, guest laundry room, fitness room and an indoor pool.

MarketPointe is a commercial real estate brokerage firm primarily focused on real estate development services within the hospitality industry. They've proposed to partner with GrandStay Hotel and Suites for the development of an upscale limited-service hotel with approximately 52 rooms and associated amenities, such as a meeting room, wine and beer bar, business center, breakfast buffet, guest laundry room, fitness room and an indoor pool and spa.

Preliminary Financial Analysis:

Each developer was provided with the Comprehensive Lodging Feasibility Study Report (Feasibility Report) completed by Core Distinction Group which evaluated the market demand in Richland Center and the immediate surrounding areas. The financial information provided by each developer largely reflects the findings and projections contained within the Feasibility Report, such as occupancy, average daily room rate, sales revenue projections, as well as property size, type, services and amenities that could be offered.

It's important to note that a hotel franchise will review the financial projections of proposed developments before approving a new hotel project. Neither hotel franchise has approved the preliminary financials provided in either proposal submitted by Cobblestone or MarketPointe. Further financial analysis and review will be required once a development partner is selected, and more detailed information is available.

Cobblestone:

The developer anticipates total development costs to be approximately \$185,000 per room, resulting in an estimated development cost of just under \$10 million. The following tables provide a summary of the sources and uses reviewed for the proposed Cobblestone Hotel.

SOURCES			
	Amount	Pct.	Per Room
First Mortgage	6,979,701	70.0%	129,254
Developer Equity	2,991,300	30.0%	55,394
TOTAL SOURCES	9,971,001	100%	184,648

USES			
	Amount	Pct.	Per Room
Acquisition Costs	1	0.0%	0
Construction Costs	8,170,000	81.9%	151,296
Furniture, Fixtures, & Equipment	917,500	9.2%	16,991
Professional Services	243,500	2.4%	4,509
Financing Costs	470,000	4.7%	8,704
Cash Accounts/Escrows	170,000	1.7%	3,148
TOTAL USES	9,971,001	100%	184,648

Cobblestone submitted a request for public assistance in the form of a land write down to \$1.00 and \$1,400,000 of TIF assistance. Based on this level of public assistance, the average annual cash on cash during the term of TIF assistance would be in excess of 18%. Within the hospitality industry, a typical return on investment (ROI) for an average annual cash on cash would be in the range of 10% to 13%, depending on factors such as location, brand, risk profile, and financing structure. Please find attached a preliminary tax increment cashflow based on Cobblestone's initial TIF assistance request.

If public incentives are contemplated – such as TIF assistance, land writedown, or infrastructure support – it is important to structure assistance in a way that closes financial gaps without unduly enriching the developer with an ROI greater than the industry norms. Based on the projected ROI with the assumed incentive structure from other Cobblestone hotel developments, the common incentive structure is more than what is necessary for this development to become “financially feasible”. If the City selects Cobblestone as a development partner, two alternative approaches should be considered when structuring the public assistance:

- Option 1: Maintain the \$1.00 land sale but limit the TIF assistance to no more than 5 years; or
- Option 2: Require Cobblestone to pay a market land price which could be in the range of \$5,000 – \$10,000 per room, and limit TIF assistance to no more than 9 years.

These options better align the level of public participation with the project's actual financial need based on the preliminary financials and help ensure public investment is fiscally responsible.

MarketPointe:

The developer anticipates total development costs to be approximately \$160,000 per room, resulting in an estimated development cost of just under \$8.25 million. The following tables provide a summary of the sources and uses reviewed for the proposed GrandStay Hotel.

SOURCES			
	Amount	Pct.	Per Room
First Mortgage	6,146,459	75.0%	118,201
Developer Equity	2,048,820	25.0%	39,400
TOTAL SOURCES	8,195,279	100%	157,602

USES			
	Amount	Pct.	Per Room
Acquisition Costs	1	0.0%	0
Construction Costs	5,663,278	68.6%	108,909
Permits/Fees	55,000	0.7%	1,058
Furniture, Fixtures, & Equipment	936,000	11.3%	18,000
Professional Services	800,000	9.7%	15,385
Financing Costs	221,000	2.7%	4,250
Developer Fee	425,000	5.2%	8,173
Cash Accounts/Escrows	150,000	1.8%	2,885
TOTAL USES	8,250,279	100%	158,659

MarketPointe submitted a request for public assistance in the form of a land write down to \$1.00 and 10 years of TIF assistance. Based on this level of public assistance, the average annual cash on cash during the term of TIF assistance would be in excess of 14%. Within the hospitality industry, a typical return on investment (ROI) for an average annual cash on cash would be in the range of 10% to 13%, depending on factors such as location, brand, risk profile, and financing structure. Please find attached a preliminary tax increment cashflow based on MarketPointe's initial TIF assistance request.

If public incentives are contemplated – such as TIF assistance, land writedown, or infrastructure support – it is important to structure assistance in a way that closes financial gaps without unduly enriching the developer with an ROI greater than the industry norms. Based on the projected ROI with the requested amount of public assistance, the incentive structure may be more than what is necessary for this development to become “financially feasible”. If the City selects MarketPointe as a development partner, two alternative approaches should be considered when structuring the public assistance:

- Option 1: Maintain the \$1.00 land sale but limit the TIF assistance to no more than 8 years; or
- Option 2: Require MarketPointe to pay a market land price which could be in the range of \$5,000 – \$10,000 per room, and limit TIF assistance to no more than 12 years.

These options better align the level of public participation with the project's actual financial need based on the preliminary financials and help ensure public investment is fiscally responsible.

Items for Consideration:

Before selecting a development partner to construct a mid-to-upper-scale hotel within the community, there are several key considerations to take into account. The first consideration is a quantitative review as address in the preliminary financial analysis based on estimated development costs, projected operating proformas, financing assumptions, and level of public incentive. The second consideration should take into account more of a qualitative review. These considerations could be as follows:

- I. Alignment with the City's Tourism & Economic Development Goals
 - Does the proposed hotel align with the City's vision for tourism, hospitality, or convention center support?
 - Is the proposed hotel filling a market or desired need within the community?
 - Will the hotel anchor and/or stimulate broader development?
 - Will the hotel brand attract the target visitor profile the City desires?
- II. Developer & Hotel Franchise Track Record
 - Has the developer successfully delivered hotels of similar scale and brand tier elsewhere?
 - Is the proposed hotel brand or operator well known, reputable, and a good match to deliver what the City envisions for the development?
 - Is the developer flexible to shape their proposed hotel development to meet the vision of the community (architecturally, amenities, public space, etc.)?
 - Will the developer be transparent throughout the evaluation process once more detailed information is available to appropriately size the level of public assistance needed?
- III. Operational Plan and Long-Term Ownership
 - Who will manage the property, and under what agreement?
 - What is the plan to maintain high-quality standards and operations over the long term?

City of Richland Center, Wisconsin

Hotel Development - Cobblestone

Tax Increment Projection Worksheet - TID# TBD

Equalized Tax Rate (Interim Rate)	
County	0.005114698
Special District	0.000000000
Town, Village, City	0.005695594
Schools	0.008762791
Tech College	0.000847812
Equalized Tax Rate (Interim Tax Rate)	0.020420895

Variables	
Projected Annual Change in Fair Market Value	0.00%
Projected Annual Change in Tax Rate	0.00%
Tax-Exempt Discount Interest Rate (City PV)	0.000%
Taxable Discount Interest Rate (Developer PV)	0.00%
Construction Year (Base Year)	2025
Year 1 Completion Percentage	40%
Year 2 Completion Percentage	80%
Base Year Value	-
Initial Change to Tax Rates (Assessed and Equalized)	100.0%

PID or PIDs and Street Address

Estimate Fair Market Value (Equalized Value)	
Units	54
Value per Unit	133,413

Note: Value based on City Assessor estimate

Property Tax Estimate	
Estimated Fair Market Value (Equalized Value)	7,204,327
Aggregate Ratio (WI DOR, aka Assess. Ratio)	0.641709776
Assessed Value (Equalized Value x Agg Ratio)	4,623,087
Assessed Tax Rate (Net Mill Rate)	28.942325
Adjusted Assessed Tax Rate (Net Mill Rate)	28.942325
Property Taxes (Assessed Value x Net Mill Rate)	133,803

TIF Estimate	
Estimated Fair Market Value (Equalized Value)	7,204,327
Equalized Tax Rate (aka Interim Rate)	20.420895
Adjusted Equalized Tax Rate (aka Interim Rate)	20.420895
Gross TIF Estimate (Current year dollars)	147,119
Developer Share of TIF (Less Admin Fee)	85%
Net Developer Annual TIF	125,051

TID Year	Construction Year	Valuation Year	Revenue Year	Base Value	Equalized Value	Value Increment	Equalized Tax Rate	Gross TIF	City/Village Share: 15% Admin Fee		Developer Share: 85% less Admin Fee		
									Annual TIF	TIF PV @ 0.000%	Annual TIF	TIF PV @ 0.000%	Cumm. TIF
		2025	2026				20.420895	-	-	-	-	-	-
1	2025	2026	2027	0	2,881,731	2,881,731	20.420895	58,848	8,827	8,827	50,020	50,020	50,020
2	2026	2027	2028	0	5,763,462	5,763,462	20.420895	117,695	17,654	26,481	100,041	150,061	150,061
3	2027	2028	2029	0	7,204,327	7,204,327	20.420895	147,119	22,068	48,549	125,051	275,112	275,112
4	2028	2029	2030	0	7,204,327	7,204,327	20.420895	147,119	22,068	70,617	125,051	400,163	400,163
5	2029	2030	2031	0	7,204,327	7,204,327	20.420895	147,119	22,068	92,685	125,051	525,214	525,214
6	2030	2031	2032	0	7,204,327	7,204,327	20.420895	147,119	22,068	114,753	125,051	650,265	650,265
7	2031	2032	2033	0	7,204,327	7,204,327	20.420895	147,119	22,068	136,820	125,051	775,316	775,316
8	2032	2033	2034	0	7,204,327	7,204,327	20.420895	147,119	22,068	158,888	125,051	900,367	900,367
9	2033	2034	2035	0	7,204,327	7,204,327	20.420895	147,119	22,068	180,956	125,051	1,025,418	1,025,418
10	2034	2035	2036	0	7,204,327	7,204,327	20.420895	147,119	22,068	203,024	125,051	1,150,469	1,150,469
11	2035	2036	2037	0	7,204,327	7,204,327	20.420895	147,119	22,068	225,092	125,051	1,275,520	1,275,520
12	2036	2037	2038	0	7,204,327	7,204,327	20.420895	147,119	22,068	247,160	125,051	1,400,571	1,400,571

City of Richland Center, Wisconsin

Hotel Development - Grand Stay

Tax Increment Projection Worksheet - TID# TBD

Equalized Tax Rate (Interim Rate)	
County	0.005114698
Special District	0.000000000
Town, Village, City	0.005695594
Schools	0.008762791
Tech College	0.000847812
Equalized Tax Rate (Interim Tax Rate)	0.020420895

Variables	
Projected Annual Change in Fair Market Value	0.00%
Projected Annual Change in Tax Rate	0.00%
Tax-Exempt Discount Interest Rate (City PV)	0.000%
Taxable Discount Interest Rate (Developer PV)	0.00%
Construction Year (Base Year)	2025
Year 1 Completion Percentage	40%
Year 2 Completion Percentage	80%
Base Year Value	-
Initial Change to Tax Rates (Assessed and Equalized)	100.0%

PID or PIDs and Street Address

Estimate Fair Market Value (Equalized Value)	
Units	52
Value per Unit	133,413

Note: Value based on City Assessor estimate

Property Tax Estimate	
Estimated Fair Market Value (Equalized Value)	6,937,500
Aggregate Ratio (WI DOR, aka Assess. Ratio)	0.641709776
Assessed Value (Equalized Value x Agg Ratio)	4,451,862
Assessed Tax Rate (Net Mill Rate)	28.942325
Adjusted Assessed Tax Rate (Net Mill Rate)	28.942325
Property Taxes (Assessed Value x Net Mill Rate)	128,847

TIF Estimate	
Estimated Fair Market Value (Equalized Value)	6,937,500
Equalized Tax Rate (aka Interim Rate)	20.420895
Adjusted Equalized Tax Rate (aka Interim Rate)	20.420895
Gross TIF Estimate (Current year dollars)	141,670
Developer Share of TIF (Less Admin Fee)	85%
Net Developer Annual TIF	120,419

TID Year	Construction Year	Valuation Year	Revenue Year	Base Value	Equalized Value	Value Increment	Equalized Tax Rate	Gross TIF	City/Village Share: 15% Admin Fee		Developer Share: 85% less Admin Fee		
									Annual TIF	TIF PV @ 0.000%	Annual TIF	TIF PV @ 0.000%	Cumm. TIF
		2025	2026				20.420895	-	-	-	-	-	-
1	2025	2026	2027	0	2,775,000	2,775,000	20.420895	56,668	8,500	8,500	48,168	48,168	48,168
2	2026	2027	2028	0	5,550,000	5,550,000	20.420895	113,336	17,000	25,501	96,336	144,503	144,503
3	2027	2028	2029	0	6,937,500	6,937,500	20.420895	141,670	21,250	46,751	120,419	264,923	264,923
4	2028	2029	2030	0	6,937,500	6,937,500	20.420895	141,670	21,250	68,002	120,419	385,342	385,342
5	2029	2030	2031	0	6,937,500	6,937,500	20.420895	141,670	21,250	89,252	120,419	505,762	505,762
6	2030	2031	2032	0	6,937,500	6,937,500	20.420895	141,670	21,250	110,503	120,419	626,181	626,181
7	2031	2032	2033	0	6,937,500	6,937,500	20.420895	141,670	21,250	131,753	120,419	746,601	746,601
8	2032	2033	2034	0	6,937,500	6,937,500	20.420895	141,670	21,250	153,004	120,419	867,020	867,020
9	2033	2034	2035	0	6,937,500	6,937,500	20.420895	141,670	21,250	174,254	120,419	987,440	987,440
10	2034	2035	2036	0	6,937,500	6,937,500	20.420895	141,670	21,250	195,505	120,419	1,107,859	1,107,859

**CITY OF RICHLAND CENTER
AGENDA ITEM DATA SHEET**

Item 2.

Agenda Item: Lamont Residential Subdivision – Development Options & Grant Fund Allocation

Requested & Presented by: DPW Glasbrenner; Administrator Oliphant

Meeting Date: Common Council on 07-22-2025

Background: The recently annexed 10-acre Lamont Residential Subdivision property has \$800,000 earmarked from a HUD Community Project Funding (CPF) Grant for infrastructure. Two development scenarios are under consideration, both requiring the City to cover all infrastructure costs:

1. **19-Lot Scenario:** Estimated infrastructure cost of \$1.5 million.
2. **9-Lot Scenario:** Estimated infrastructure cost of \$750,000.

To advance the development process effectively, it is essential to establish the lot configuration and infrastructure requirements. To facilitate this, the City must decide whether to extend public assistance beyond the \$800,000 grant.

The City has the following options:

1. **Provide no additional public assistance** resulting in the development of a 9-lot subdivision
 - a. Fully grant funded
2. **Provide additional public assistance** by reallocating grant funding from other projects to the development of a 19-lot subdivision.
 - a. May be fully grant funded or a combination of funding sources
3. **Offer to purchase** the land from the developer and continue to develop the property.
 - a. Grant funding cannot be used for the purchase of land. However, a combination of funding sources may be considered if this is desired. Some options include using cash on hand, borrowing, or proceeds from the sale of Stori Field.
 - b. While grant funding cannot be used for the land, it can still be utilized for infrastructure.

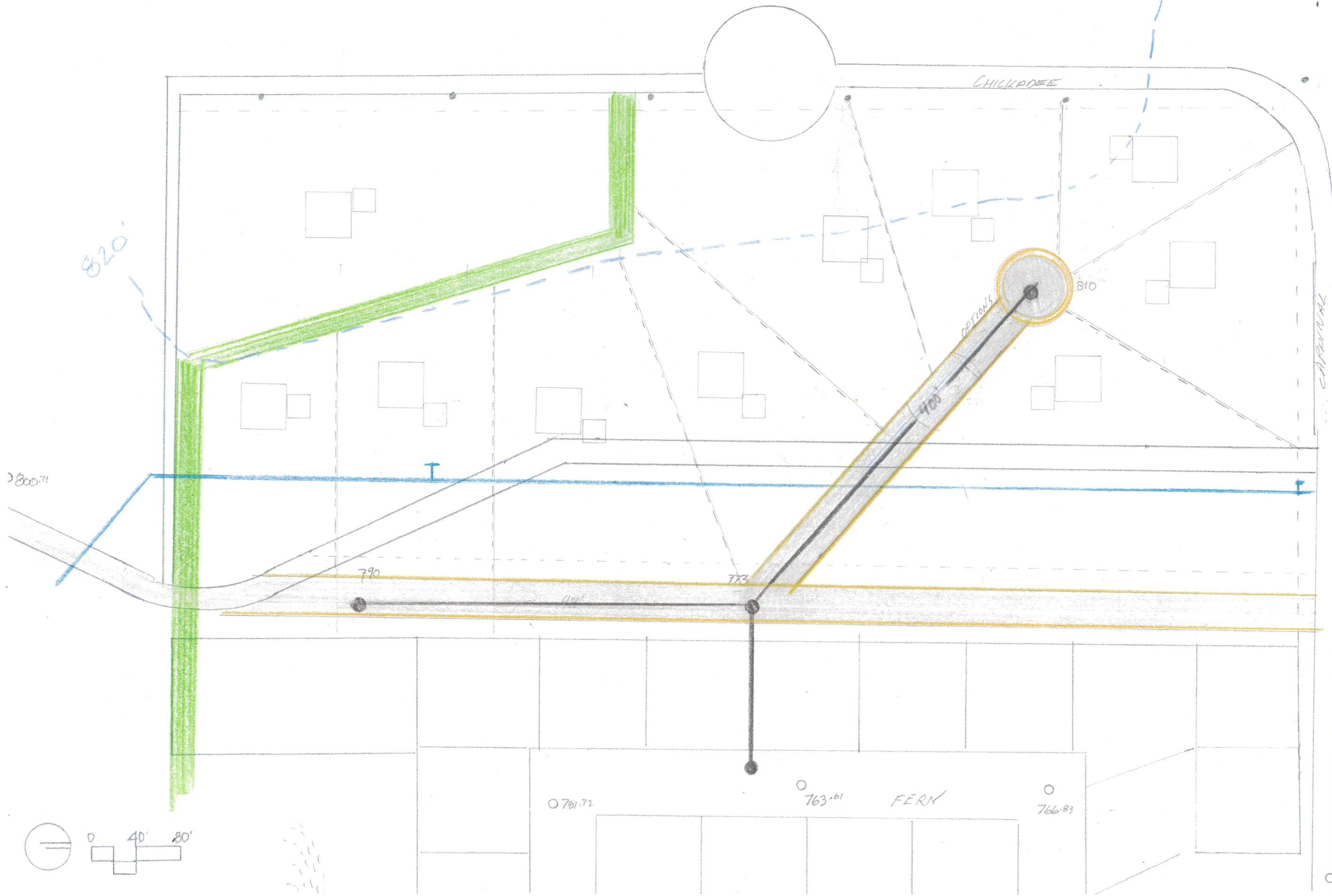
Financial Impact: Up to \$1.5 Million in Grant Funding or a combination of sources.

Funding Source: HUD CPF Grant B-24-CP-WI-2332 and City funds

Attachment(s):

7-21-2025 Updated Lamont Subd Concept Drawings_2Pages

10 Lots +



WIDTH ?
± 56'
WIDEN EXISTING
ROW
EXISTING
16' UTILITY
EASEMENT

RULES OF THE COMMON COUNCIL

[DATE]

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SECTION 1:	PURPOSE AND DEFINITIONS
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1.01 Purpose

The Common Council of the City of Richland Center (referred to as the “City Council” or “Council”) recognizes and understands the importance of City government, and the programs and services it provides, to the citizens of Richland Center. The City Council further recognizes citizens’ rightful expectation that the financial resources provided to the City through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the City Council hereby adopts the following Rules of the Common Council (referred to as “Council Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the City Council and all City-related governmental bodies.

1.02 Interpretation

These Council Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Council Rules, the Wisconsin Statutes shall take precedence. The latest version of Robert’s Rules of Order shall govern in all circumstances not otherwise addressed by law or these Rules.

1.03 Committees, Commissions and Boards

As used in this document, references to “Commissions” shall also refer to other commissions and boards unless such reference creates an absurd or impossible interpretation.

SECTION 2 CITY COUNCIL ORGANIZATION

2.01 Constitution of the Common Council and Quorum

The Common Council shall consist of the Mayor and alderpersons. Two-thirds of all seated members of the Council, excluding the Mayor, shall constitute a quorum.

2.02 City Council Meetings

The period of time between the organizational meetings in Section 2.02(A) hereof shall constitute a session of the City Council, and any business pending and upon which the Council has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April, after each Spring general election at which the Mayor and/or alderpersons are elected for full terms, the City Council will meet and shall:

1. Organize and transact general business;
2. Elect a Council President, by majority vote of all Council Members, to perform the duties set forth in Section 3.03;

3. Conduct appointments to Standing Committees, such appointments being made by the Mayor and subject to confirmation of the Council;

Persons nominated for Council President are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the City Clerk and City Attorney shall serve as ballot clerks. A majority of votes of the Council Members present shall be necessary to elect the Council President.

(B) Regular Meetings. The City Council shall meet for the purpose of transacting general business at half past six o'clock (6:30PM/1830) on the first Tuesday of each month unless otherwise decided upon by the Council.

(C) Special Meetings. Special meetings of the City Council may be called upon written notice from the Mayor, provided to the alderpersons in a manner likely to give each notice of the meeting, provided at least six (6) hours prior to said meeting. The notice shall specify the time, place and purpose of the meeting. Attendance at such a meeting shall constitute a waiver of any defect of notice.

A special meeting may also be called if two alderpersons consent in writing to a meeting. Such written consent must be filed with the City Clerk before the commencement of the meeting. Notice of such meeting shall be provided to the Mayor by means likely to give notice of such meeting.

Notwithstanding the above, any special meeting of the Council must conform to laws governing public notice and open meetings.

2.03 Agenda Responsibilities for the Council, Committees, Commissions and Boards ("Committees")

(A) The City Clerk is responsible for the contents of the agenda for any City Council meeting except for a special meeting called by the alderpersons pursuant to Section 2.02(C). The Clerk shall add to the agenda all items recommended for consideration by the various committees, commissions and boards as well as those recommended by the Mayor. If circumstances preclude an item from being considered by a committee prior to its consideration at a Council meeting, the Mayor, Council President or the Chair of the relevant committee may authorize its inclusion on the agenda.

(B) Any individual member of the Council desiring an item to be placed on the agenda for a Council meeting shall Make a motion during the Future Agenda Items portion of the agenda at a City Council meeting to have an item placed on the agenda for the next meeting and, the Council may vote to refer said matter to committee (with the Council President determining the appropriate committee), approve the item's addition to the next meeting's agenda, or to deny the motion.

(C) The Committee Chair shall serve as the presiding of their Committee

meeting. Department heads, in consultation with the City Clerk and the Chair, are responsible for the preparation of all Committee meeting agendas. In the event there is no department head, the Clerk or designated member of the body will be assigned this responsibility.

(E) A Committee or Other Board or Commission may request another Committee or Other Board or Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

(F) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular City Council meetings and with due regard to the meeting dates and times of other Committees.

(G) The City Clerk, in consultation with the Mayor and/or committee chair, is responsible for providing notice of every meeting of the City Council and its subunits by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(H) The City Clerk shall make every effort to distribute the agenda to all City Council Members, the City Administrator, and the City Attorney, in addition to any other interested persons, by the end of day on the Thursday immediately preceding a regular City Council meeting, but under no circumstances later than the end of day on that Friday. Any Committee or Council Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the City Clerk no later than the end of the business day on the Tuesday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's City email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.03(D) may be waived, in whole or in part, by the Mayor, Council President, or Committee Chair in their discretion.

2.04 Electronic Communications

The City shall provide every Council Member with a City email address. All Council Members shall utilize the City email address for City business and shall not conduct City business on any other email address. Texting among members of the Council may be used for scheduling purposes only, and may still be subject to release under public records laws.

2.05 Committees of the City Council and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The City Council has established the standing committees (referred to as "Standing Committees") as designated on Appendix A to these Council Rules. Standing Committees are regular committees of the City

Council, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The City Council may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution or action of the City Council. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee’s purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee’s reporting relationship. Unless otherwise defined, the appointing authority shall be the Mayor subject to confirmation by the Council. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee’s operations. In these Council Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.” An Ad Hoc Committee shall elect a Chair from among its members at its first meeting after its creation.

(C) Other Boards and Commissions. The City may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions”). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(D) Pursuant to Section 3.03 of these Rules, the Council President may serve as a member, with full rights and privileges, of any Committee, Commission, or Board if there is not otherwise a quorum present at a given meeting.

2.06 Committee and Other Boards and Commissions Appointments and Removals

(A) At the time of the Organizational Meeting, or as otherwise required by law or circumstances, the Mayor shall appoint members of committees, subject to confirmation by the City Council.

(B) At the first meeting of each Standing Committee following the Organizational Meeting, each Standing Committee shall elect from among its member a Chair.

(C) The Mayor or Council President may recommend the removal of any member of any Committee, at any time and for any reason, to the City Council and the City Council may make such removal. The Mayor or Council President may recommend the removal of the designation as Chair of any Committee, at any time for any reason, and the City Council may make such removal.

2.07 City Council Member Compensation

(A) Compensation of Members. The Council shall have the right to ordain the compensation of its members and the members of Other Boards, Committees and Commissions, but no change to said compensation shall be effective in the same

session in which it is passed.

(B) Expense Reimbursement. Council Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Council from time to time. If no such regulations are established specific to the Council, the Council shall follow the regulations and procedures for reimbursement found in the Employee Handbook.

2.08 Meeting Minutes

(A) City Council Meetings. The City Clerk is responsible for the preparation of minutes for all meetings of the City Council. The City Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The City Clerk shall destroy any recording not sooner than ninety (90) days after approval of the minutes of the meeting at which the recording is taken. The City Clerk shall not record any closed session of a City Council meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to City Council meetings as specified in Section 2.03(D).

(B) Committee, Other Council and Commission Meetings. The City Clerk or their designee is responsible for taking and recording the minutes of any meeting of the Committee. All draft minutes shall be filed with the City Clerk's office no later than fourteen (14) days after the meeting to which the draft minutes apply and shall be in a format approved by the City Clerk.

2.9 City Council Meeting Seating Arrangements

Except as provided herein, City Council Members shall be seated in order by district number. The Mayor shall sit at the designated head of the room. The City Administrator, City Clerk and City Attorney shall each be seated as designated by the Mayor. There shall be a designated area for members of the public and members of the press. The Mayor may alter the seating arrangements to meet the needs of individual Council Members or members of the public.

2.10 Post-Election Procedures

(A) Within 7 days after City Council Members are elected in the Spring general election, the City Clerk shall distribute orientation materials to all persons elected to the City Council, including a copy of these Rules.

(B) Council Members interested in nomination for the position of Council President are encouraged to indicate their interest in the positions on the Council President candidate answers form. In addition, such Council Members are encouraged to answer two additional questions:

- *Why do you want to serve as Council President?*

- *What do you feel are the strengths and weaknesses you would bring to the role of Council President?*

All Council Members shall also complete a Committee/Board/Commission Preference form. The City Clerk will distribute these forms to all City Council Members-elect in advance of the Organizational Meeting.

- (C) All Council Members must complete the Wisconsin League of Municipalities “Local Government Basics Training” prior to becoming eligible for appointment to any committee, commission, or board. Another course, training, or equivalent experience may be substituted for this training at the discretion of the Council President.

2.11 Council Relationship with the City Administrator, Department Heads and City Employees

The City Council serves as the legislative body in City government. As such, the City Council’s role is to enact policy. To implement the policy the City Council establishes, the City Council shall appoint a person as the City Administrator. The Administrator shall perform all duties and have such authority as specified in the Position Description, these Council Rules and as otherwise may be authorized and directed by the City Council from time to time. Department Heads are responsible, and shall report, to the Administrator. City Council Members desiring information or a report from a Department Head or other City staff shall request such information or report either in the context of a City Council or Committee meeting or from the Administrator. The Administrator shall serve as a non-voting, *ex officio* member of all Committees, Commissions and Boards.

2.12 Vacancies in Office of City Council Member

- (A) Vacancies – How Caused. Vacancies in the office of alderperson or Mayor shall be determined according to Wis. Stat. § 17.03.

- (B) Vacancies – How Filled. Vacancies in the office of alderperson or Mayor may be filled, pursuant to Wis. Stat. § 17.23(1), by a majority vote of the Council. Vacancies shall be announced at the first Council meeting following their creation, and the vacancy shall be filled at the subsequent Council meeting. If circumstances require the appointment occur sooner, the Council may waive this requirement by a three-fourths (3/4) vote.

2.14 Official Statements by Council Members

No Council Members other than the Mayor or Council President is authorized to make any official statement or comment on behalf of the City Council. If a Council Member makes a statement or comment, the Council Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Council Member and not the views of the City Council.

2.15 Closed Session at Committee Meetings – Attendance

In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Council Member may be excluded from any meeting of the Committee or Other Council and Commission provided, however, that a Committee or Other Council and Commission may exclude a Council Member that is not a member of the Committee or Other Council and Commission from a closed session portion of a meeting upon a three-fourths (3/4) majority vote of the Committee or Other Council and Commission members present. No individual may attend a closed session by remote means unless approved to do so by the presiding officer.

SECTION 3 CITY COUNCIL OFFICERS

3.01 Presiding Officer

(A) The Mayor shall act as the presiding officer at all meetings of the City Council. In the absence of the Mayor, the Council President shall act as presiding officer, but shall retain their vote while so serving and do not cast a vote in the event of a tie. If both the Mayor and the Council President are absent, the Clerk shall call the Council to order and thereupon the Council shall elect a *pro tempore* presiding officer.

(B) The presiding officer shall decide all questions of order.

(C) The presiding officer may at any time request or permit a person other than a Council Member to address the Council. Such an address shall be for the purpose of explaining, clarifying or otherwise assisting the Council in evaluating the merits or legality of the matter under consideration.

(D) It shall be the duty of the presiding officer to preserve decorum, and if any member shall transgress these Rules, the presiding officer or any member may call to order, in which case the member called to order shall immediately sit and be silent unless permitted by the presiding officer to explain.

(E) The presiding officer shall have the right to order the ejection of any person who shall persistently speak out of order or otherwise act so as to disrupt a meeting of the Council. If appropriate, the presiding officer may report a violation of these Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation), removal of the offending person and/or issuing a citation for disorderly conduct or other appropriate charge.

(F) Any decision of the presiding officer may be appealed by a Council Member to the Council as a whole using the following procedure: within a reasonable time after the decision of the presiding officer is made, the appellant shall state their disagreement and demand a determination by the Council as to whether the decision of the presiding officer shall stand or be reversed. The matter will then be voted upon without debate. No action of the presiding officer shall be reversed unless two-thirds (2/3) of Council Members present shall vote for such reversal.

Whether an appeal is made within a reasonable time is a decision made by the presiding officer, subject to the same rights of appeal as above. An appeal of the officer's decision on whether the time is reasonable must be made within the same meeting as the decision itself.

3.02 Mayor

(A) The Mayor shall have all the powers, duties and responsibilities granted to the position pursuant to Wis. Stat. § 62.09(8).

(B) The Mayor shall have the power to veto all acts of Council, except where it is expressly or by necessary implication otherwise provided by Wisconsin Statutes. All acts of the Council shall be submitted to the Mayor by the Clerk and shall be in force upon approval evidenced by the Mayor's signature, or upon failing to approve or disapprove within five (5) days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves of an act of the Council, the Mayor's objections shall be filed with the Clerk, who shall present them to the Council at its next meeting. A two-thirds (2/3) vote of all of the members of the Council shall then make the act effective notwithstanding the objections of the Mayor.

(C) The Mayor shall serve as the spokesperson for the City and is authorized to comment to the public or press on any matter of City business provided any such comments are consistent with the City's policies or expressed positions.

(D) The Mayor shall have the power to order the attendance of any absentee Council Member at a meeting of the City Council.

(E) The Mayor may not serve as a member of a Committee for the purposes of creating a quorum as described in Section 3.03(A) below.

3.03 Council President

(A) The Council President shall perform all duties as specified in these Council Rules. In addition, the Council President shall perform such other duties as the City Council may authorize from time to time. The Council President may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(B) The Council President shall serve as the spokesperson for the City Council and is authorized to comment to the public or press on any matter of City business provided any such comments are consistent with the City Council's policies or expressed positions.

(C) In the event of a vacancy in the position of Council President, the City Council shall hold an election for the position according to the procedure set forth in Section 2.02(A)2.

3.03 Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings. If the Chair is also an elected representative, they shall serve as the spokesperson on behalf of the Committee in City Council meetings.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the City Council and the Committees. The City Attorney or their designee shall serve as parliamentarian for all meetings of the City Council and shall consult with the presiding officer on all questions of parliamentary procedure.

4.02 Committee of the Whole

The City Council may convene as the committee of the whole at the call of the Mayor or Council President provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

4.03 Remote Attendance at Meetings

(A) Remote Attendance at Meetings. Council Members shall make every attempt to attend City Council and Committee meetings in-person. A Council Member authorized under these Council Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. Any Council Member attending a Council or Committee meeting remotely shall be encouraged to keep their camera on for the entirety of their attendance if attending by video, and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the presiding officer or Committee Chair. No person may serve as presiding officer of a City Council meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.03(B).

(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Mayor or Council President, meetings of the City Council and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wis. Stat. § 19.89, Wisconsin's Open Meetings Law.

4.04 Order of Business

(A) City Council Meetings.

The order of business for all meetings of the City Council shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Verification of Open Meetings Law Compliance
5. Approve Agenda
6. Approve Minutes of Previous Meeting(s)
7. Public Comment
8. Special Orders of Business/Recognitions
9. Public Hearings
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Reports
 - a. Reports of Committees, Commissions and Boards
 - b. Administrator's Report
 - c. Reports of other Department Heads
13. Correspondence
14. Future Agenda Items
15. Closed Session (if any)
16. Adjourn

The order of business may be changed by the Mayor or by majority vote of the Council. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approve Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
7. Public Hearing
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Correspondence
13. Future Agenda Items
14. Closed Session (if any)
15. Adjourn

The order of business may be changed by the committee or other Council and commission chair or by majority vote of the committee or other Council and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the City Council or Committee.

(D) Consideration of Resolutions. There is no requirement that resolutions introduced at a meeting be read, unless requested by the Council President or a majority of the City Council, provided such resolution(s) is made available to the Council or Committee members prior to the meeting.

4.05 Personal Electronic Devices

(A) City Council Members. All City Council Members shall silence their mobile phones and all other personal electronic devices during a meeting of the City Council and of any Committee on which the Council Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the presiding officer of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the City Council and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at City Council Meetings

(A) Recognition. A Council Member must be recognized by the presiding officer prior to speaking and shall do so by rising or raising a hand. The presiding officer is responsible for determining recognition and the order thereof.

(B) Debate. Each Council Member shall be entitled to speak on any matter pending before the Council and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall require two-thirds (2/3) vote and is not debatable. Discussion and comments should be directed to the presiding officer and not to any individual Council Member, City staff or member of the public. All Council Member comments shall be germane to the business currently pending before the Council. Council Members shall maintain and exercise proper decorum at all times when discussing any matter before the Council.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Council Rules, when a question is put to the City Council, the

presiding officer shall conduct a voice vote by asking for those in favor and those opposed. When conducting roll call votes, the City Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote.

(D) Abstention. All City Council Members are expected to represent their constituents and fully participate in meetings of the City Council, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Council Member may abstain from participating in discussion, voting or both. When a Council Member abstains, the presiding officer shall provide the Council Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the City Clerk shall record the reason in the meeting minutes.

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Council Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Councils*.

4.07 Public Decorum and Comment

(A) Rules of Decorum. All attendees at City Council and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at City Council and Committee meetings:

1. Any person who wishes to address the City Council during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment. A form may be provided by the Council for this purpose.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting. Time may not be transferred from one speaker to another.
4. Comments should be directed to the Council as a whole and not addressed to individual Council Members.
5. Commenters shall refrain from asking questions of the Council or

any individual Council Member.

6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The presiding officer reserves the right to terminate an individual's public comments if these rules are violated. As well, the presiding officer has the authority to rule speakers out of order and may call a short recess in disorderly situations.

(C) Public Participation at Meetings. Unless specifically requested by the presiding officer of a meeting, members of the public are not allowed to participate in any meeting. No Council Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 4.07(C) shall not be construed to prohibit City staff from providing information and reports to the City Council or a Committee consistent with the meeting agenda or practice of the City Council or Committee.

(D) Council Member Participation at Committee Meetings of Which They Are Not a Member. Subject to Section 2.15, Council Members, including the Mayor, are allowed to attend any meeting of a Committee. No Council Member, including the Mayor, may speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

4.08 Reconsideration

Any City Council Member on the prevailing side of any question determined by the City Council may make a motion to reconsider the question at the same or next succeeding meeting. When the City Council is equally divided on any question before it, the question shall be considered lost, but in that case any City Council Member present at the meeting where the question was considered may move for reconsideration at the same or next succeeding meeting.

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Council Member may request the assistance of administration and staff, together with the City Attorney, in drafting any proposed Resolution provided, however, the identity of the Council Member shall not be confidential. Resolutions shall be in form approved by the City Clerk and City Attorney. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space for a fiscal note. The City Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact, if requested to do so.

2. A space for a legal note. The City Attorney or designee is responsible for reviewing whether the proposed Resolution is within the scope of the City's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution, if requested to do so.
3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

(B) Introduction of Resolutions. A Resolution may be proposed by an individual Council Member or by a Committee.

1. Resolutions Proposed by an individual Council Member. If a Resolution is proposed by an individual Council Member, prior to any action by the Council on the proposed Resolution, the [*Council President*] shall refer the proposed Resolution to the appropriate Committee. The City Council may, from time to time, request a report from the presiding officer as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the City Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next City Council meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the presiding officer in their discretion.
2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends City Council adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the City Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next City Council meeting.

4.10 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by two-thirds (2/3) vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The City Council may amend these Rules by two-thirds (2/3) vote of the Council Members provided any proposed amendment is provided in writing to

all Council Members in the meeting packet distributed by the City Clerk under Rule 2.03(D). Appendix A relating to committees may be amended at any time by majority vote.