

Shorewood Hills Village Governance Framework
DRAFT July 2024

Topic	Recommendation	Village Code Ordinances Chapter 1 Chapter 2 Chapter 3	Suggested Ordinances, Policies, Rules, Plans Amendments
General Government			
Define Village Organizational Purpose	Add Vision and Statements of Organizational Purpose	1.01	Amend 1.01; Detail in Strategic Plan
Trustees Roles and Responsibilities	Add Detail for Roles and Responsibilities of Village Trustees above and beyond Wisconsin Statute: <ul style="list-style-type: none"> • Public Health & Welfare • Policymaking • Agenda Setting • Strategic Planning • Fiscal Management – budgeting, auditing and long-term fiscal planning • Constituent Services & Communication • Personnel Committee as a whole – hire and evaluate Administrator and hear personnel appeals 	1.02(b)	Amend 1.02(b) to clarify and add Trustee Roles & Responsibilities
Board of Trustees Code of Conduct	Amend 1.08 Ethics Code to include reference to Wisconsin Statute and remove specific language for Blackhawk Country Club. Expand to include reference to Board of Trustees Code of Conduct for all matters of official business including conflicts of interest, conduct at official meetings, and Board treatment of staff	1.08	Board of Trustees Code of Conduct to be adopted by reference in Chapter 1.08 and included as separate ordinance with sanctions and enforcement mechanisms for violation of Code of Conduct
Budget Process	Add detail to section 3.06 regarding the budget. The budget will be prepared pursuant to Wisconsin statutes §65.90. The Village Administrator will prepare the budget in consultation with the Finance Policy Committee and Finance Advisory	3.06	Add detail to 3.06 to define Budget Process

	Committee. The budget is approved after at least one public meeting by each committee and a public hearing by the Board of Trustees.		
Elections			
Transparency & Fairness in Elections	Primary Elections	1.05 (2)	Amend 1.05(2) from caucus to primary elections
Village Staff			
Village Administrator Duty & Authority	Approve detailed Administrator Job Description incorporated by reference. Amend Chapter 1 with standalone section for Village Administrator	1.03 (5) (m)	Adopt detailed Village Administrator job description and incorporate by reference.
Village Administrator Duties	<p>Add categories of Village Administrator duties to Chapter to ensure duties included in detailed job description</p> <ul style="list-style-type: none"> • Communication & Counsel to Trustees • Financial Condition • Financial Planning • Budget Preparation & Spending Authority • Asset Protection • Capital Improvements Programming • Enterprise Funds • Staff Hiring, Supervision, Discipline, and Firing • External Relationship & Community Involvement • Compensation & Benefits • Village Administrator General Performance • Emergency Executive Session 	1.03 (5)(m)	Include detail for duties referenced in Chapter in Village Administrator job description and contract

Appointed Officials	Amend 1.03 to remove all staff positions as currently appointed by Board with exception of Village Administrator. Village Administrator to hire all staff members and all staff will report to Village Administrator. Remove obsolete positions.	1.03	Authorize Village Administrator to be hiring and supervisory authority for all Village staff positions. Village Administrator creates work program for all Village staff. Amend Charter Ordinance No. 3 to remove other appointed officials.
Boards and Commissions			
Types of Boards, Committees and Commissions	<p>The Village shall have boards and commissions of the following types: statutorily required, policy, advisory, ad hoc, and single purpose</p> <ul style="list-style-type: none"> • Statutorily required per Wisconsin statute with number of members set by statute • Policy comprised of three (3) Trustees for policy making to the full Board • Advisory comprised of seven (7) residents and or subject matter experts to make recommendations to the Policy Committees. • Ad hoc comprised of seven (7) to serve a short-term special need filled by residents and subject matter experts and advise the policy committee(s) • Single purpose comprised of seven (7) to serve an ongoing specific purpose with resident, external appointee and subject matter experts to advise the policy committee(s) 	1.04 (1)(b) 2.02(10)	Amend sections 1.04 (1)(b) and 2.02 (10) to add detail on the types of Village Committees
Appointments to Boards,	Appointments to Boards and Commissions will be made as follows:	1.04(b)	Amend 1.04 (2)(a) Eliminate 2.02(9)

Commissions, Committees	<ul style="list-style-type: none"> • Statutorily Required– Village President • Policy – Village President • Advisory – one member per Trustee • Ad Hoc – Village President • Single Purpose – Village President <p>Eliminate Supplemental membership language in 2.02(9)</p>		
Committee of the Whole	<p>Add detail to specify the Personnel Committee is a Committee of the Whole for</p> <ul style="list-style-type: none"> • Hire, Evaluate and Discipline the Village Administrator • Hear Appeals of personnel matters 	2.02(10)(a)	Amend 2.02(10)(a) to add the Board meets as a Committee of the Whole for Personnel
Policy Committees	<p>Recommended Policy Committees include:</p> <ul style="list-style-type: none"> • Finance • Parks and Recreation • Public Safety & Public Works 	2.02(10)(b)	Amend 2.02(10)(b) the Standing Committees section to specify the Policy Committees Approve Roles and Responsibilities for
Advisory Committees	<p>Recommended Advisory Committees include:</p> <ul style="list-style-type: none"> • Finance to advise the Finance Policy Committee • Parks & Forestry and Active Recreation, Pool and Waterfront to advise the Parks and Recreation Policy Committee • TBD if any to advise the Public Safety and Public Works Committee 	2.02(10)(b)	Amend 2.02(10)(b) the Standing Committees section to specify the Advisory Committees. Eliminate section 2.02(10)(c)
Ad Hoc Committees	Change nomenclature from special to ad hoc committees	2.02(10)(d)	2.02(10)(d)
Single Purpose Committees	Add a single purpose committee section to designate committees with external members designated for a single, ongoing mandate. Current single purpose committees include the Blackhawk Country Club Liaison Committee and the Joint Review Board to oversee TIF allocations	2.02(10)(e)	2.02(10)(e)

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