



**CITY OF FITCHBURG
COMMITTEES,
COMMISSIONS &
BOARDS
STAFF GUIDE**

2025

As the staff contact assigned to a city committee/commission/board/*ad hoc**, you have responsibilities to track attendance, take minutes, notify others of changes in the makeup of the membership, and publish agendas in OnBase for meetings and potential quorum notices for events and special meetings.

What exactly does the ordinance state about your committee/commission/board? What is the process for publishing an agenda? How are chairs and presidents elected for your committee? How do you notify payroll of a role change of member to Vice-Chair?

This staff handbook hopes to answer those questions and provide you with reference material you need to be a successful staff contact. The City's various committees/commissions and boards are all unique, and this guide will help answer questions you may have about your newly assigned role.

Please reach out to the Clerk's Department, Payroll Specialist, City Attorney, or Administration with questions.

**Ad hoc committees follow the same rules outlined in this reference guide with the exception of payroll items. Ad hoc members are not eligible for per diem pay. Ad hoc meetings must be noticed with an agenda.*

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City Committees/Commissions/Boards and Responsible Department

Agriculture and Rural Affairs	Planning & Zoning
Bicycle & Pedestrian Committee	Planning & Zoning
Board of Public Works (BPW)	Public Works
Board of Review (BOR)	City Clerk
Commission on Aging Well (COAW)	Senior Center
Committee of the Whole (COW)	City Clerk
Common Council	City Clerk
Community Economic Development Authority (CEDA)	Economic Development
EMS Commission	EMS
Finance Committee	Finance Department
Healthy Neighborhoods Advisory Committee (HNAC)	Planning & Zoning
Housing Advisory Committee (HAC)	Economic Development
Landmarks Preservation Commission	Planning & Zoning
Library Board	Library
Park Commission	Parks, Recreation & Forestry
Personnel Committee	Human Resources
Plan Commission	Planning & Zoning
Police & Fire Commission (PFC)	Human Resources
Public Safety & Human Services	City Clerk
Resource Conservation Commission (RCC)	Public Works
Transportation & Transit Commission (TTC)	Public Works
Tree Advisory Committee (TAC)	Parks, Recreation & Forestry (City Forester)
Zoning Board of Appeals (ZBOA)	Planning & Zoning

[Link to complete list of boards & commissions on website.](#)

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Before the Meeting

1. Welcome New Members

Whenever a new member of the body joins, the staff contact is to send a welcome email to the new member. Information to include in this email should be a brief welcoming statement, identification of what time and how often (for example, the first Wednesday of each month at 6:30 p.m.) the body meets, when the next meeting is taking place, where the meetings take place, when the agenda for the meeting is available and where they can locate the agenda, and how the member may contact you, as staff contact, with any questions. You may also want to include attachments or links to current items or projects the body is working on or guiding plans; examples include the Park and Open Space Plan, Comprehensive Plan, Bicycle and Pedestrian Plan, etc. Confirm with new member if they desire per diem payment or if they are waiving payment. Complete the form and forward to Payroll. Inform your members that there is a Zoom option and that some committees may meet exclusively on Zoom (RCC).

2. Publish and Post Meeting Agenda and Packet

The City's Information Technology Department has OnBase video how-tos and agenda user guides on the employee intranet pages for your reference in creating and publishing agendas and meeting packets. Visit <https://www.fitchburgwi.gov/2813/NEW-2022---Agenda-Items-Unity-Form-Inst> to learn more. City ordinance 4-67 states agendas must be published no later than noon on the Friday immediately preceding the scheduled meeting and specifies other information related to meeting agendas. Staff contacts are encouraged to review this ordinance.

If you have three or more members serving on an ad hoc or subcommittee, those meetings need to be noticed to the public with a potential quorum notice.

3. Reserve your meeting location using the Outlook calendar for reservations. Add your meeting to the city meeting calendar using the calendar module of the website. This calendar is separate from the agenda webpage.
4. If your meeting time or date is different from your regular schedule, you must coordinate with FACTv staff and update the city meeting calendar. Contact FACTv with requests for Zoom meeting links for virtual participants.
5. If you find that you need to amend your agenda after it has been published and posted, you must add ***Amended Agenda*** to the heading of the amended agenda and add the asterisk by the changed item. You need to regenerate your OnBase meeting packet, republish and provide new copies of the agenda to the Clerk's Department for posting. An amended agenda may be created no later than 24 hours prior to the meeting. Agendas may need to be amended for a variety of reasons, including but not limited to the removal or addition of an item, agenda item title change, time change, or room change. Email FACTv staff so they have time to update graphics and if an agenda item is being acted on by another committee/commission, notify the staff contact for that meeting so they can amend their agenda.
6. Confirm links on your agenda are correct.

7. If your chairperson is planning on attending via Zoom, suggest they transfer chair duties to their vice chair or a committee member attending in person.
8. Only two rooms in City Hall are appropriate for broadcasting live meetings and employing two-way Zoom interactions – Council Chambers and the Jeanie Sieling Room. Contact FACTv staff for assistance in scheduling changes or additional meetings. Meetings held in other rooms at City Hall or off-campus can be recorded and replayed but not necessarily broadcast live. Zoom will not be an option in these instances. Therefore, if your committee is considering an off-site meeting, contact FACTv immediately to determine logistics and coverage. The Library meeting room underwent upgrades in 2024 to meet standards for live recordings.
9. If you need to cancel your meeting, the meeting should remain in OnBase but the agenda should be generated with meeting “Cancelled” in large print across the page (remove agenda items). The cancelled agenda should be published on the website and provide three copies to the Clerk’s for posting. You need to generate a NotifyMe that the meeting is cancelled and remove it from the website calendar. Do not simply delete the meeting from OnBase or from the calendar schedule.

Prior to the Start and During the Meeting

1. Have your laptop ready with presentations and test them prior to the meeting. Inform FACTv staff if a guest or participant will be using their own computer to present.
2. Check in with FACTv staff for any last-minute details.
3. Public Comment

Members of the public are more than welcome to speak on both agenda and non-agenda items. In an effort to be consistent with the City Council, members of the public should be afforded three (3) minutes to provide their testimony. The staff contact should coordinate with the chair regarding timing responsibilities.

4. Discussion

By state statute, discussion at meetings of the body may only take place on those items that have been properly placed on the agenda and noticed to the public in advance of the meeting. This is to ensure members of the public know, in advance, what the body intends to discuss and/or act upon at its meeting. Occasionally, members of the body may deviate, unintentionally or otherwise, from the topic on the agenda during the discussion of the agenda item. When this occurs, the staff contact is responsible for reminding members of the body to keep their discussion related to the agenda item and redirect the discussion back to the agenda. If the body would like to have a discussion on the topic they may have deviated to, the staff member can advise the body this topic could be included in a future agenda, if desired by the chair of the body or the body as a whole.

Remind meeting participants that they must turn on and use the microphone.

5. Recording Minutes

The staff contact is responsible for taking minutes at each meeting. The purpose of minutes is to capture the substance of the official action taken by the body. The substance of the meeting includes the essential elements of the official action taken by the body, including the subject matter of a motion, the persons making and seconding the motion, and the roll call vote on the motion. The minutes should include the meeting start and end time.

The minutes should not include the staff contact's opinion or interpretation, discussion, or detailed reports. The minutes should focus on what the body did, not on what was said. Generally, meetings of all bodies are broadcast and recorded by FACTv. Please reference City Council meeting minutes as an example, and contact the City Clerk, City Attorney, or City Administrator with any questions.

6. When identifying attendance, the staff contact should use the following identifiers: present, absent, absent with excuse (i.e., the absent member notified the chair and/or staff contact that they would be absent in advance of the meeting).

After the Meeting

1. Gather the public comment registration slips and ask FACTv to supply any public registrations received for Zoom participants.
2. Updating Referral Sheets

The staff contact for each committee is responsible for updating the referral sheet in OnBase for each respective referral to the committee. The updated information needs to include the specific language of any amendments to the resolution passed by the body and the action taken by the body, i.e. passed, failed/denied, and postponed to (specific date), etc. The update to the referral sheet is to be completed in the shorter of the following: within three business days following the date of the meeting or prior to the date of the Council meeting in which the referral will be taken up.

3. Ordinance Recommendations

In the event the body would like an ordinance updated, modified, or created, the body, with assistance from the staff contact, shall draft a memo to the Mayor and City Administrator identifying the requested ordinance-related action they would like considered. This memo should include the goal/objective of the proposal, identify the problem the proposal is seeking to solve, the impacts within our community, operational considerations, and identified costs, if known, and any specific components the body would like included in the proposed ordinance. The body should not draft ordinances for consideration.

Once the Mayor and City Administrator receive the memo, the next steps for the proposed ordinance will be determined. In order for an ordinance to be implemented or modified, it will need to be reviewed by staff, drafted by the City Attorney, referred to the

appropriate committees, commissions, or boards, as well as the City Council for consideration and action.

4. Record attendance on the attendance sheet located in the Committee folder.
5. Draft meeting minutes should be published to the city website via the OnBase module within three business days following the date of the meeting. Meeting minutes are the official record of the meeting for the body.
6. Following approval of the draft minutes at the next regular meeting, unpublish the draft minutes, make any corrections, replace "DRAFT" with "APPROVED," save and publish in OnBase. Reference City Council meeting minutes as an example.

**Fitchburg Ordinance Sec. 6-1. Appointment, Term and Removal of Members;
Chair; Staff Contact; Scope and Exceptions**

(a) *Scope; exceptions.* The terms and provisions of this section apply to all committees, commissions and boards other than special and ad hoc committees included in article VI.

(b) *Appointments.* Members of citizen committees, commissions, and boards shall be nominated by the mayor, subject to the approval of the common council.

(c) *Terms.*

(1) Common council members appointed to citizen committees, commissions, and boards shall have terms that end every year on the third Tuesday in April.

(2) Citizen members shall have three-year staggered terms that expire on the third Tuesday in April of the year scheduled except as otherwise provided in this article. If no successor has been named, an occupant of an expired term may continue to serve until July 31 of the year in which the term is scheduled to end. If no successor is named by then, the seat shall be deemed vacant until a successor is named.

(3) For any newly created committee, commission, or board, the first members shall be appointed to staggered terms of one, two, or three years, and the term of office thereafter shall be three years, except as otherwise provided in this chapter.

(d) *Cross committee appointments.*

(1) Members of citizen committees, commissions, or boards may be appointed as representatives to other committees, commissions, or boards, as provided in this article. Such appointments shall be known as "cross-committee appointments", and the committee that a member is initially appointed to shall be known as the "committee of origin."

(2) Council members or citizen members may be appointed, and their term shall be concurrent with the term of their committee of origin. In addition, a cross-committee appointment will terminate if, for any reason, an appointee is no longer a member the committee of origin.

(3) Cross committee appointments shall be made by a duly noticed, majority vote of the committee of origin, and should occur at the first regularly scheduled committee meeting following a vacancy in a cross-committee appointment.

(e) *Chair.* Citizen committees, commissions, and boards shall appoint by majority vote of those present and voting a chair at the May meeting of each odd-numbered year, or whenever a vacancy occurs in that position, unless otherwise stated in this chapter. Except as otherwise provided in this article, common council members appointed to citizen committees, commissions, and boards shall not be the chair. No person may be appointed chair of a citizen committee, commission, or board for a third or greater consecutive term.

(f) *Staff contact.* The Mayor shall assign a staff representative to each citizen committee, commission, and board. The staff representative or their designee shall be the secretary of the committee, commission, or board, and shall take and keep the minutes of all meetings.

City Committee/Board/Commission Election of Chair and Ordinance Reference

Agriculture & Rural Affairs Committee

Default chair election process as outlined in 6.1(e)

DIVISION 3. - AGRICULTURE AND RURAL AFFAIRS COMMITTEE

See Sec. 6-537 of the city ordinances.

Bicycle & Pedestrian Committee

Default chair election process as outlined in 6.1 (e)

DIVISION 5. - BICYCLE COMMITTEE

See Sec. 6-554 of the city ordinances.

Board of Public Works

Mayor or Mayor Designee serves as chair; Alder serves as vice-chair as outlined in 6-65.

DIVISION 3. - BOARD OF PUBLIC WORKS

See Sec. 6-64 of the city ordinances.

Board of Review

Mayor appoints one member biennially to serve as chairperson for 2 years and who shall participate in training as outlined in 6-41.

DIVISION 2. - BOARD OF REVIEW

See Sec. 6-40 of the city ordinances.

Commission on Aging Well

Default chair election process as outlined in 6.1(e)

DIVISION 2. - COMMISSION ON AGING WELL

See Sec. 6-511 of the city ordinances.

Committee of the Whole

See Sec. 4-130 of city ordinances.

Common Council

See Sec. 4-130 of city ordinances.

Community & Economic Development Authority

Annually appoints by a majority vote of those present & voting, a chairperson and vice chairperson at the first meeting in May as outlined in 6-439. The alder could serve as chair per special provision in the ordinance.

DIVISION 2. - COMMUNITY DEVELOPMENT AUTHORITY

See Sec. 6-436 of city ordinances.

EMS Commission

See Sec. 6-229 of city ordinances.

Finance Committee

See Sec. 4-127 of city ordinances.

Healthy Neighborhoods Advisory Committee

Default chair process as outlined in 6.1(e)

DIVISION 6. - HEALTHY NEIGHBORHOOD ADVISORY COMMITTEE

See Sec. 6-557 of city ordinances.

Housing Advisory Committee

Default chair process as outlined in 6.1(e)

Landmarks Preservation

Default chair process as outline in 6.1(e)

DIVISION 6. - LANDMARKS PRESERVATION COMMISSION

See Sec. 6-272 of city ordinances.

Library Board

Default chair election process as outlined in 6.1(e)

DIVISION 6. - PUBLIC LIBRARY BOARD

See Sec. 6-153 of city ordinances.

Park Commission

Default chair election process as outlined in 6.1(e)

DIVISION 7. - PARK COMMISSION

See Sec. 6-295 of city ordinances.

Personnel Committee

See Sec. 4-128 of city ordinances.

Plan Commission

The Mayor or Mayor's Designee shall be the presiding officer and chairperson of the Plan Commission as outlined in 6-329.

DIVISION 8. - PLAN COMMISSION

See Sec. 6-326 of city ordinances.

Police & Fire Commission

Prior to May 31, the commission will elect a president and vice president by majority vote of those present.

DIVISION 4. - BOARD OF POLICE AND FIRE COMMISSIONERS

See Sec. 6-95 of city ordinances.

Public Safety & Human Services

See Sec. 4-129 of city ordinances.

Resource Conservation Commission

Default chair election process as outlined in 6.1(e)

DIVISION 9. - RESOURCE CONSERVATION COMMISSION

See Sec. 6-351 of city ordinances.

Transportation & Transit Commission

Default chair election process as outlined in 6.1(e)

DIVISION 10. - TRANSPORTATION AND TRANSIT COMMISSION

See Sec. 6-378 of city ordinances.

Tree Advisory Committee

Default chair election process as outlined in 6.1(e)

DIVISION 4. - TREE ADVISORY COMMITTEE

See Sec. 6-550 of city ordinances.

Zoning Board of Appeals

Mayor appoints a member annually between 4/30 and 5/31 to serve as Chair as outlined per 6-126.

DIVISION 5. - ZONING BOARD OF APPEALS

See Sec. 6-125 of city ordinances.

Timeline of Tasks for Alders & Committee Appointments

Task	Date completed	Staff Initials
<p>January:</p> <p>Payroll Specialist collects attendance information from staff contacts of committee/commission members to pay members for the previous year.</p>		
<p>February:</p> <p>Executive Assistant emails citizen appointments whose term is ending to see if they desire to continue and ask staff members about any issues to consider for reappointment.</p>		
<p>Early March (first week):</p> <p>City Clerk reaches out to nominees and standing council members with April date for terms ending and the last Council meeting with the current members (2nd Tuesday in April), dates on terms beginning and the Council photo and Organizational meeting (3rd Tuesday in April).</p>		
<p>March:</p> <p>Executive Assistant reaches out to Mayor (or potential new Mayor if election year) about citizens to be reappointed or new appointments for commissions.</p>		
<p>April:</p> <p>Early April, Executive Assistant sends letter to citizens who will not be reappointed by the Mayor, advising them & thanking them for their service. Email to new citizens informing them of the Mayor's selection and providing details of confirmation of their appointment.</p> <p>Following election: Executive Assistant updates all Mayor, council, and committee-commission information on website.</p> <p>Executive Assistant enters new or updated member information in OnBase.</p> <p>Monday after election: City Clerk emails certification of election, oath, payroll packet and Member Handbook.</p>		

<p>City Clerk sends request for nameplates, nametags, business cards, and key fobs to Administrative Clerk.</p> <p>City Clerk sends helpdesk for creation of e-mail accounts (only for alders) and template updates in OnBase to IT (IT ticket for Mayoral checklist, new alder email addresses) IT helpdesk ticket to update template in OnBase with NEW Mayor information and correct spelling.</p> <p>Council photo and Organizational meeting (3rd Tuesday in April).</p> <p>City Clerk emails city staff on Mayoral appointments of Council members to committees.</p> <p>Deputy Clerk emails all members to sign oath, reminder to complete payroll & emergency forms & anti-harassment video.</p> <p>Payroll Specialist enters payroll information for Mayor and new alders into Paylocity.</p> <p>Committee of the Whole Meeting (4th Wednesday in April) – Overview of Council Resources – City Administrator. Open meetings, public documents and code of ethics – City Attorney.</p>		
<p>April:</p> <p>City Clerk emails Payroll Specialist with new elected/appointed officials and those no longer serving. Staff contacts should email the same for commission and committee appointments. Executive Assistant updates OnBase member information.</p> <p>Staff contact emails Administrative Clerk for nametags, nameplates (business cards for Mayor and Alders only, Alders upon request).</p>		
<p>April:</p> <p>Executive Assistant handles new Mayor checklist & keeps all submitted applications and oaths for current citizen appointments.</p>		

<p>May:</p> <p>City Clerk emails all Council members to complete anti-harassment video and return acknowledgement form, along with emergency contact form no later than the last meeting in May.</p>		
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Extra notes:

Payroll Specialist needs communication from staff contacts as to who is leaving their term and WHEN-exact date for payroll purposes.

Executive Assistant sends spreadsheet of committee appointments to Mayor and candidate applications for consideration of new appointments if needed.

Third Tuesday in April is Organizational meeting for Mayor, City Council and committee/commission members.

Tracking log used by Deputy Clerk to track incoming & current commission/committee members: <I:\Clerk\Commission.Committees\Appointment Tracking Log.xlsx>

Information Technology - To Do

- Create AD account
 - Copy off previous mayor to make sure they have all the correct permissions, including for OnBase.
- Prep Computer
 - When prepping computer, install Unity Client and log into it once as them so they are in the OnBase system.
- Create a new folder in the Mayor folder on the I: drive for the new mayor
- In Agenda Management, create a Member for them and then add them to the Common Council meeting body.
- Change document templates to have the new Mayor's information.
 - Templates are located on the OnBase server
- The Mayor's signature needs to be added in the Unity Client so the signature can be applied to paperwork through the OnBase system. Executive Assistant provides signature.
- Add the digital signature for the Mayor and for the Executive Assistant and the Accounting Manager/Treasurer.

Payroll Notes for Elected Officials & Commission Members

Elected Officials – Mayor & Alders

Paid a bi-weekly stipend based on their position:

Mayor = \$384.62

Council President = \$211.54

Alder = \$192.31

Update any pay changes and additions to the Alder/Mayor position based on the email sent by the Clerk's Department and the paperwork provided for new elected officials. After an election, it is important to get the changes put into payroll for the first and or last pay period the exiting and or the new elected alders are to be paid. Paperwork is time sensitive during the election month.

Commission Members

Paid on an annual basis every January for the meetings they attended the prior year.

Staff contacts for each committee are responsible for following up with the Commission member and payroll to get them set up for per diem payments or to waive per diem payments.

Members are paid \$25.00 for each meeting they attend.

Chairs are paid \$35.00 for each meeting they attend.

Alders assigned to any Committee are not paid for their attendance being that they are paid a bi-weekly stipend.

The staff contact for each committee should alert payroll and Executive Assistant of any changes to their committee members' status ASAP. Members who leave the committee during the year are paid for the meetings they attended within 30 days of their departure. Members who change roles from Member to Chair and vice versa need to be updated in the payroll system and the attendance sheet with their correct rate of pay. No data should be deleted by staff contact on the attendance sheets. Deletions will be made by payroll. For members leaving a committee/commission mid-term, an email indicating this with the effective date should be forwarded to the Mayor and Executive Assistant.

Being that committee members can serve on more than one committee at a time, it is important for payroll to know if they choose per diem pay for each committee they serve on.

In December, payroll sends out a reminder to all committee staff contacts to have their attendance sheet updated and completed for the closing year meetings by January 15th, and to email payroll when attendance sheet is completed. Commission members are to be paid by January 31st each year.

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