

LOST LAKE PROTECTION AND REHABILITATION DISTRICT
Town of St. Germain, Vilas County, WI
Resolution 2019 – 1

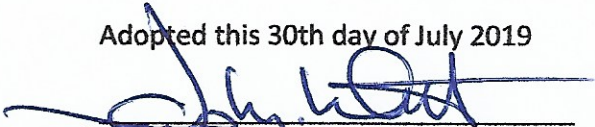
WHEREAS State of Wisconsin laws pertaining to open meetings, open records and ethical conduct apply to all governmental bodies within the State of Wisconsin; and

WHEREAS the Lost Lake Protection and Rehabilitation District (hereafter referred to as the LLPRD) is a recognized governmental body created by authority of Chapter 33, Wisconsin Statutes and is therefore subject to the open meetings, open records and ethical conduct rules of the State of Wisconsin,

BE IT THEREFORE RESOLVED THAT the LLPRD Board of Commissioners shall develop, maintain and adhere to a policy document itemizing rules of LLPRD operation pertaining to, but not limited to:

- Communications via e-mail, or other electronic methods, between and among Commissioners
- Meeting agendas and meeting protocols
- Clarifying the proper roles of contracted services (such as lake management consulting firms) in carrying out certain aspects of business on behalf of the LLPRD Board of Commissioners

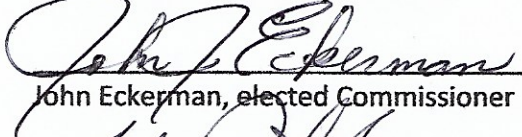
Adopted this 30th day of July 2019



Jim Ulett, elected Commissioner



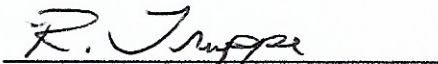
Gary Heeler, elected Commissioner



John Eckerman, elected Commissioner



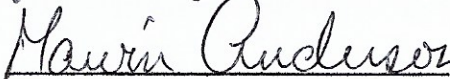
Ted Ritter, Town appointed Commissioner



Bob Truppe, elected Commissioner



Jim Guckenber, elected Commissioner



Marv Anderson, County appointed Commissioner

Lost Lake Protection and Rehabilitation District (LLPRD)

Policy Meeting 2019 (In accordance with State Open Meetings Law)

1. E-mail Policy

- An e-mail is not to be sent if it can be interpreted as contributing/leading others to a decision on a topic.
- An e-mail must be informational in nature only.
- Discussion of topics relative to LLPRD must be done at scheduled meetings
- Discussion on contract bids or reviews by e-mail is prohibited.

2. Meetings

- All agenda content must be specific, not generic in nature.
- The public must be able to read the agenda items and reasonably understand topics to be discussed and acted upon.
- Brief public comment will be allowed on topics not scheduled to be covered in agenda, when recognized by meeting chair.
- Discussion on those comments may occur only after they are scheduled for discussion at a future meeting.

3. Contracts

- Requests for Proposals (RFPs)/ Request for Quotes (RFQs), including bid specs, should be sent and received by Board commissioner, not contract groups.
- Preparation of bid specs can be developed by consultant but must be sent to the board for review, approval and distribution of bid request.

4. Return and Review of bids

- Bids must be returned to the designated district commissioner, not to the consultant.
- The designated commissioner must hold all bids without review or distribution until the closing date for bids has passed.
- After the closing date has passed, all bids will be opened at a scheduled meeting date for review and selection. If additional information or clarification is needed to enable a selection, contracts may be distributed to consultant and commissioners at this time. An additional scheduled meeting date will be needed to complete selection of supplier.

5. Meeting Attendance & Decorum

- A quorum (4 of 7) of commissioners must physically be in attendance for all scheduled meetings.
- The meeting chair is required to recognize all people commenting

6. Payment & Reimbursement Policy

- Reimbursement is allowed for expenses incurred by individuals after approval by a majority of commissioners during a meeting.
- Payments for work performed must be approved by a majority of eligible voters at the annual meeting.