

**RESOLUTION 2011-57**

**RESOLUTION TO AMEND BY-LAWS AND  
RULES OF PROCEDURE OF COMMUNITY DEVELOPMENT  
AUTHORITY OF THE VILLAGE OF STURTEVANT**

The Community Development Authority of the Village of Sturtevant, Racine County, Wisconsin (the "Authority"), do resolve as follows:

WHEREAS, the Village Board of the Village of Sturtevant adopted the By-Laws and Rules of Procedure of the Authority (the "By-Laws") and provided that the Authority shall have the authority to amend the By-Laws as it deemed appropriate from time to time; provided that Section 2 of the By-Laws shall only be amended with the approval of the Village Board; and

WHEREAS, the Authority deems it appropriate to amend Section 3 of the By-Laws to provide for the appointment of the Village Administrator to serve as Executive Director, and to provide for the appointment of an Assistant Director to act in the absence of the Executive Director.

BE IT RESOLVED, that Section 3 of the By-Laws be, and hereby is, amended, to delete the paragraph entitled "Secretary" and to add the following provisions to Section 3 entitled "Officers and Their Duties":

Executive Director. The Village Administrator, by virtue of his or her position shall serve as the Executive Director of the CDA. The Executive Director shall be the chief administrative officer of the Authority, shall serve as an Ex-officio member of the CDA and shall participate in discussion but shall not vote. The Executive Director shall serve the Authority as its Secretary, Custodian of Records, and advisor and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work of the Authority; keeping accurate minutes of all matters coming before the Authority; receiving and filing all communications, applications, or requests for any and all documents directed to the Authority; making each document so received with the official filing stamp of the Authority; publishing or mailing, as the case may be, all notices and advertisements required by law or as directed by the Authority; preparing and mailing to each member of the Authority not later than the Friday prior to the meeting, a summary statement of the nature of each item on such agenda and a copy of the minutes of the last meeting. The Executive Director may utilize such members of the Village staff as may be made available by the Village Board to accomplish his/her tasks. The Village Board shall determine through its annual budgeting process the allocation of salaries/wages for the Village Administrator and staff between Village and TID-related responsibilities.

Assistant Director. The Authority shall appoint an Assistant Director to act, in the absence or disability of the Executive Director, with all the authority vested in the position of Executive Director.

Adopted by the Community Development Authority of the Village of Sturtevant, Racine County, Wisconsin, this 30<sup>th</sup> day of Resolution, 2011.

**COMMUNITY DEVELOPMENT  
AUTHORITY FOR THE VILLAGE OF  
STURTEVANT**

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Daryl Lynaugh, Chairman

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Mark Janiuk, Executive Director