



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: February 4, 2025

Item Title: Discussion regarding committees, committee structure and meeting dates

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

As a follow-up from the January 21st discussion the City Attorney and I would like to confirm the following that will be included in a revised committee ordinance:

- Align committees similarly in role, design, and function
- Committees appointments will be made at the first Council meeting in May, vacancies will be dealt with throughout the year.
- Each Committee should have a Council appointment and a staff liaison. The Council appointment is a voting member of the body that should not serve as the Chair of the Committee, the staff liaison serves as the secretary and works with the Chair to create the agendas. The staff member is a non-voting member of the Committee.
- Each Committee should hold an organization meeting in May to Identify Chair & Vice Chair as well as any appointments to other committees
- Items going to Council should first go to a Committee (there are some items that will not be required to go to a Committee as determined by the Mayor, Council President & Administrator prior to being placed on a Council agenda). The Council agenda will identify the committee and date that the item went to a Committee, i.e. (Plan Commission, 1/9/2025)
- Eliminate the Ordinance Review Ad Hoc Committee, Investment Board, and the Street Light Committee (duties to Utility Commission)

We would like your thoughts on the following options:

- Create a public works committee and/or personnel/finance committee – need to determine make up of committee and day/time of meeting
-or-
- Items that do not go to a Committee (public works projects, finance/personnel, etc) will be placed on a Committee of the Whole agenda; meeting held following Council

Also, should it be the goal to have, except if state statute requires otherwise, each committee have the same length of term and number of members?

List all Supporting Documentation Attached:

n/a

Action Requested of Council:

Provide direction to staff regarding proposed changes.