



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: January 21, 2025

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

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The goal of this discussion is to provide direction to the City Attorney and City Administrator regarding the following:

- Reduce the need/frequency of the Committee of the Whole
- Align committees similarly in role, design, and function
- Streamline and/or add committees that may be needed
- Move Council meetings to Wednesday – eliminates conflict with elections with some other tangible benefits

The following is the start of a proposal that we are asking for feedback on prior to the City Attorney drafting the needed ordinance changes.

1. 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)
2. Committees appointments will be made at the first Council meeting in May, vacancies will be dealt with throughout the year.
3. Each Committee should have a Council appointment and a staff liaison. The Council appointment is a voting member of the body, 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.
4. Each Committee should hold an organization meeting in May
 - Identify Chair & Vice Chair as well as any appointments to other committees
5. Utility Commission should designate the supervision of staff to the Utility Director and the Commission should serve as an appeals board for any grievance. This can be created similar to the structure between the Police & Fire Commission and the day-to-day duties that are the responsibility of the Police & Fire Chiefs.

Committees

Beautification Advisory Board

- Consider including as part of new Public Works Committee

Board of Review

- 5 residents

Cable Television Commission

- 4 residents + Council

Columbus Area Aquatic Center Advisory Board

- 5 residents + Mayor + Council

Community Development Authority

- 5 residents + 2 Council

Ethics Committee

- Mayor + Council

Investment Board

- Consider including duties as part of the new Personnel & Finance Committee

Ordinance Review Ad Hoc Committee

- Is this needed?

Parks & Recreation Advisory Board

- Change to Recreation Advisory Board – parks handled by Public Works Committee

Plan Commission

Senior Citizen's Advisory Board

Street Light Committee

- Consider including duties as part of the Public Works Committee

Tourism

- 4 residents + Mayor + Council

Utility Commission

- 5 residents + Mayor + Council

Zoning Board of Appeals

- 5 residents

New Committees

Public Works Committee

- 3 Council Members + 4 Residents (current beautification advisory board members)

Personnel & Finance Committee

- 3 Council Members + 2 Residents

Committees with no proposed changes to structure

Hillside Cemetery Association – part of larger ongoing discussion

Historic Landmarks & Preservation Commission

Joint Review Board – state statue

Library Board – state statue

Police & Fire Commission – state statue

Proposed Meeting Calendar

	Monday	Tuesday	Wednesday	Thursday
1st	Recreation		6p Finance / 6:30p Council	8:15a Senior Citizens / Plan
2nd	Tourism			
3rd	CDA	Library	6p Public Works / 6:30p Council	Utility
4th	Cable		HLPC	

List all Supporting Documentation Attached:

n/a

Action Requested of Council:

Provide direction to staff regarding proposed changes.