

2.05 Standing Committees

The standing committees of the Common Council shall be the Finance Committee; the Public Works Committee; the Administration and Personnel Committee and the Ordinance and Regulation Committee. The Mayor at the organizational meeting of the Common Council shall make appointments to all standing committees and boards of the Council. Members shall have one-year assignments on standing committees. Each committee shall have three members and one alternate member. The Mayor shall appoint the members of all committees, boards and commissions, other than members named by title, subject to confirmation by majority vote of the Council.

- (a) The Mayor shall be an ex officio member of all standing committees with no vote on any committee.
- (b) *Regular and Special Meetings; Quorum.* Each standing committee shall set specific dates of each month for the transaction of business relating to that committee. A quorum of the committee shall be two of the three members. Committee meetings beginning after 6:00 p.m. shall be so planned as to permit adjournment by 10:00 p.m., or shortly thereafter. Each standing committee shall determine its meeting days, times and frequency. Notification of all special or closed meetings of any committee shall be given to the entire Committee and include the agenda for the meeting, strictly adhering to the Open Meetings Law, Wis. Stat. ch. 19, subch. V. Special meetings of any standing committee may be scheduled by the Mayor, the committee chair, or at the request of any two committee members.
- (c) *Effect of Committee Action.* The Council shall approve all committee recommendations before they go into effect, unless otherwise directed or delegated by the Council.
- (d) *Agendas.* Agendas for all matters to be considered in regular session of any committee, board or commission shall be delivered to all members of the Council 48 hours prior to the regularly scheduled meeting. Additional matters may be considered without prior notice by consent of a majority of the Committee, subject to the requirements of the Open Meetings Law, Wis. Stats. Ch. 19, Subch. V (Wis. Stats. § 19.81 et seq.).
- (e) *Minutes.* All committees, boards, commissions or other organized City bodies shall file with the City Clerk a true and correct copy of the minutes of each regular, or other, meeting at which minutes shall be taken within three days after the date of each meeting. Minutes of executive sessions are to be delivered to all Alderpersons with each Council packet.
- (f) *Standing Committees.*
 - (1) *Finance Committee Duties.*
 - a. Review all bills and claims submitted to the city and upon completing such review, recommend payment, disallowance or tabling of any such bills or claims to the common council. Except for the routine payment of recurring expenses, such as wages, utilities, insurance and retirement fund contributions, no expenditure of city funds in per purchase policy shall be made unless it has been first approved by the committee.
 - b. The annual City budget shall be developed in accordance with Wis. Stats. § 65.90. Supervisor the development of the annual budget and hold a meeting(s) at which the mayor, the city clerk and all department heads appear to explain and respond to questions concerning their respective budget requests.
 - c. Oversee appropriations for and expenditures from the city budget and fund accounts (includes bids for budgeted items).
 - d. Review and make recommendations to the common council concerning the borrowing of funds in any manner for any municipal purpose, the issuance of revenue bonds of any sort for any municipal purpose, the levy or imposition of any tax, forfeiture or fees.

- e. Authorization/review of contracts (nonpublic works projects).
 - f. Before the Council takes action on an annexation, a report from the Finance Committee setting forth its recommendation following study and consideration of the financial and services impact submitted shall be presented.
 - g. Recommend insurance coverage and policies.
- (2) *Public Works Committee Duties.* The Committee shall have jurisdiction over the Director of Public Works who shall serve in an advisory capacity to the Committee, with no voting power, and all activities assigned to the Public Works Department.
- a. Installation of traffic lights and signs, maintenance and building of streets, sidewalks, sewers and bridges, disposal of garbage and rubbish, snow removal, storm water control, construction, repair and improvements of all public land and buildings, including parks.
 - b. The Committee shall have the general management of the City sewer system utility and the City water system public utility and all matters connected therewith.
 - c. It shall have jurisdiction over the Building Inspector, parking lots, traffic control.
 - d. The Committee shall be responsible for cemetery matters under Council jurisdiction.
 - e. Review and provide recommendations on contracts that the committee oversees.
 - f. The levy of and manner of levying any special assessment by the city, and the authorization of installment payments for any tax or special assessment under Wis. Stats. s. 70.12. In addition to any public hearings required by law, the committee may conduct such public hearings as it deems appropriate with respect to any such review performed by it.
 - g. The Committee shall initiate long-range improvement programs, develop an annual budget for the above programs and provide an impact statement for all areas petitioning for annexation.
- (3) *Administration and Personnel Committee Duties.*
- a. Oversee employees and volunteers in any matter concerning labor contracts, salaries, benefits, compliance with affirmative action, equal employment opportunity, workers compensation or other employment-related programs.
 - b. Recommend approval of all application forms, hiring guidelines, job descriptions, employee training programs, employee guidelines and handbooks, disciplinary procedures and discharge and termination procedures.
 - c. Oversee personnel matters.
 - d. Consider and make recommendations to the common council the reassignment of duties of any office which is eliminated, recreation of any office previously eliminated, or the elimination of any office which may be eliminated under state law and the method by which city officers, other than the mayor, the alderpersons, the police chief and the fire chief, should be selected.
 - e. Act as review board for any employee grievances.
 - f. Review personnel actions of department heads.
 - g. Work with the City Attorney in developing personnel rules and regulations pertaining to benefit plans, sick leave, vacations, health insurance and similar matters.

- h. Determine all controversies and disputes in such matters existing between the City and its employees, officers and officials subject to review by the Committee and the approval of the Council.

(4) *Ordinance and Regulation Committee Duties.* Consider, ascertain the need for and make recommendations to the Common Council concerning the enactment, implementation and enforcement of codes, ordinances and resolutions as may be appropriate to ensure the good order of the city, its commercial benefit and the health, safety and welfare of the public.

(g) *Reference and Reports.*

(1) The Mayor shall refer new business coming before the Common Council to the appropriate committee, unless any of the following apply: otherwise referred or disposed of by motion of the Council.

- a. Council, by 2/3 vote, decides to refer the business to another committee, board, or commission without referral to the appropriate standing committee.
- b. Council, by 2/3 vote, decides to dispose of the business without referral to the appropriate standing committee.
- c. The Mayor, in his or her discretion and, if possible, after consultation with the chair of the appropriate committee, determines that the business is of a time sensitive nature due to any of the following reasons:
 - 1. Endangerment to the health or welfare of any person or group.
 - 2. An additional expenditure of funds would be required if referred to the appropriate committee.
 - 3. Cause an adverse working condition for an employee or department.
 - 4. Litigation requiring consideration.
 - 5. An emergency as determined by the Mayor.

Commented [EH1]: Mike would like this to be "members" instead of just the chair.

~~(1)~~(2) Committee reports are submitted to the entire Council as part of Council packets prepared for each Alderperson.

~~(2)~~(3) Any committee report presented at a meeting requiring action on the part of the Common Council (i.e., motion, resolution or adoption of a recommendation) shall be deferred to the next regular meeting unless this item has been noticed on the final agenda on the Friday prior to the Common Council meeting. If not, it shall be placed on the following agenda with a motion to the effect of "I move that the _____ of the _____ Committee be placed on the agenda for the next regular meeting." This rule shall not apply to the normal disbursement of funds as presented by the Finance Committee.