

**CITY OF KAUKAUNA
ORDINANCE _____**

**ORDINANCE REPEALING AND REPLACING SECTION 2.12
RULE 12: STANDING COMMITTEES**

WHEREAS, Section 2.12 of the Kaukauna Municipal Code currently establishes the composition and duties of the Standing Committees; and

WHEREAS, the City desires to clarify the role of ex-officio members of the Standing Committees to ensure consistency and transparency in governance; and

WHEREAS, it is the intent of the Common Council to specify that ex-officio members shall serve in a non-voting capacity; and

WHEREAS, the Common Council finds it necessary and appropriate to repeal and replace Section 2.12 of the Kaukauna Municipal Code to reflect this clarification;

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Kaukauna, State of Wisconsin, that Section 2.12, *Rule 12: Standing Committees*, of the City of Kaukauna Municipal Code is hereby repealed and replaced as follows:

BEFORE REPEAL AND REPLACE

2.12 Rule 12: Standing Committees

1. *Enumerated*. The standing committees shall be appointed by the mayor and confirmed by the council, as follows:

a. *Finance and personnel committee*.

(1) *Composition*. The finance and personnel committee shall consist of five councilmembers, in addition to the mayor, who shall be the chairperson. The mayor shall not have the power to vote.

(2) *Duties*. The duties of the committee shall be to:

(A) Provide policy and legislative direction relative to all financial, personnel, employee benefit, and employer insurance matters.

(B) Review all sales and purchase contracts of city property which are not under the jurisdiction of the industrial and commercial commission and make appropriate recommendations to the council.

(C) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

b. *Health and recreation committee.*

(1) *Composition.* The health and recreation committee shall consist of four councilmembers.

(2) *Duties.* The duties of the committee shall be to:

(A) Provide policy and legislative direction relative to all recreational facilities.

(B) Consider all health programs, act on any problems involving health and ensure that health standards are maintained in the city.

(C) Receive and make recommendations on all applications for beer and liquor licenses. License applications shall be investigated to determine their compliance with local and state laws.

(D) Review beer and liquor license holders' performance on a quarterly basis and recommend appropriate council action.

(E) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

c. *Public protection and safety committee.*

(1) *Composition.* The public protection and safety committee shall consist of four councilmembers.

(2) *Duties.* The duties of the committee shall be to:

(A) Provide policy and legislative direction to the police and fire departments for all matters which are not under the jurisdiction of the police and fire commission. The matters which are under the jurisdiction of this committee shall include, but not be limited to, parking lot operations, traffic patterns, traffic control, rescue squad operations, fire department operations, and police department operations.

(B) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

d. *Legislative committee.*

(1) *Composition.* The legislative committee shall consist of four councilmembers.

(2) *Duties.* The duties of the committee shall be to:

- (A) Supervise the introduction of all ordinances, resolutions, and other written rules for adoption by the council.
- (B) Supervise all elections to ensure they are conducted in an orderly manner.
- (C) Work with other committees in preparing ordinances and resolutions, study existing ordinances, and make suggestions and recommendations to the council relative to changing or adding ordinances to increase efficiency in the operations of the city.

e. *Board of public works.*

(1) *Composition.* The board of public works shall consist of eight councilmembers, the city attorney, who shall act as legal advisor, the city clerk, who shall be the recording secretary, and the city engineer. The city attorney, city clerk, and city engineer shall not have the power to vote. The board of public works shall elect a chairperson who shall also serve as the council representative on the utility commission. Five councilmembers shall constitute a quorum.

(2) *Duties.* The duties of the board shall be to:

- (A) Provide policy and legislative direction relative to garbage collection and disposal, bridges, streets, sidewalks, storm, and sanitary sewers, curb and gutter, and park facilities.
- (B) Approve and monitor all new construction, or reconstruction of, bridges, streets, sidewalks, storm and sanitary sewers, curb and gutter, and park facilities.
- (C) Perform all such duties so prescribed by state law and any other duties delegated by the council.
- (D) Recommend appropriate fee and license structure for all services under the jurisdiction of the board.

2. *Mayor.* The mayor shall be the ex officio member of all standing committees and the board of public works.

AFTER REPEAL AND REPLACE

2.12 Rule 12: Standing Committees

1. *Enumerated.* The Standing Committees shall be appointed by the Mayor and

confirmed by the **Common Council**, as follows:

a. *Finance and Personnel Committee.*

(1) *Composition.* The **Finance and Personnel Committee** shall consist of five councilmembers, ~~in addition to~~ and the **Mayor**, ~~who~~ **The Mayor** shall **serve as a non-voting, ex-officio member** and be the chairperson of the committee. ~~The mayor shall not have the power to vote.~~

(2) *Duties.* The duties of the **Finance and Personnel Committee** shall be to:

- (A) Provide policy and legislative direction relative to all financial, personnel, employee benefit, and employer insurance matters.
- (B) Review all sales and purchase contracts of city property which are not under the jurisdiction of the industrial and commercial commission and make appropriate recommendations to the **Common Council**.
- (C) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

b. *Health and Recreation Committee.*

(1) *Composition.* The **Health and Recreation Committee** shall consist of four councilmembers **and the Mayor**. **The Mayor shall serve as a non-voting, ex-officio member.**

(2) *Duties.* The duties of the **Health and Recreation Committee** shall be to:

- (A) Provide policy and legislative direction relative to all recreational facilities.
- (B) Consider all health programs, act on any problems involving health, and ensure that health standards are maintained in the city.
- (C) Receive and make recommendations on all applications for beer and liquor licenses. License applications shall be investigated to determine their compliance with local and state laws.
- (D) Review beer and liquor license holders' performance on a quarterly basis and recommend appropriate **Common Council** action.
- (E) Recommend appropriate fee and license structure for

all services under the jurisdiction of the committee.

c. *Public Protection and Safety Committee.*

- (1) *Composition.* The Public Protection and Safety Committee shall consist of four councilmembers and the Mayor. The Mayor shall serve as a non-voting, ex-officio member.
- (2) *Duties.* The duties of the Public Protection and Safety Committee shall be to:
 - (A) Provide policy and legislative direction to the police and fire departments for all matters which are not under the jurisdiction of the police and fire commission. The matters which are under the jurisdiction of this committee shall include, but not be limited to, parking lot operations, traffic patterns, traffic control, rescue squad operations, fire department operations, and police department operations.
 - (B) Recommend appropriate fee and license structure for all services under the jurisdiction of the committee.

d. *Legislative Committee.*

- (1) *Composition.* The Legislative Committee shall consist of four councilmembers and the Mayor. The Mayor shall serve as a non-voting, ex-officio member.
- (2) *Duties.* The duties of the Legislative Committee shall be to:
 - (A) Supervise the introduction of all ordinances, resolutions, and other written rules for adoption by the Common Council.
 - (B) Supervise all elections to ensure they are conducted in an orderly manner.
 - (C) Work with other committees in preparing ordinances and resolutions, study existing ordinances, and make suggestions and recommendations to the Common Council relative to changing or adding ordinances to increase efficiency in the operations of the city.

e. *Board of Public Works.*

- (1) *Composition.* The Board of Public Works shall consist of

eight councilmembers, the **City Attorney**, who shall act as legal advisor, the **City Clerk**, who shall be the recording secretary, **the Mayor**, and the **City Engineer**. The **City Attorney**, **City Clerk**, **Mayor**, and **City Engineer** shall **not have the power to vote** be non-voting, ex-officio members of the **Board of Public Works**. The **Board of Public Works** shall elect a chairperson who shall also serve as the **Common Council** representative on the utility commission. Five councilmembers shall constitute a quorum.

(2) **Duties.** The duties of the **Board of Public Works** shall be to:

- (A) Provide policy and legislative direction relative to garbage collection and disposal, bridges, streets, sidewalks, storm, and sanitary sewers, curb and gutter, and park facilities.
- (B) Approve and monitor all new construction, or reconstruction of, bridges, streets, sidewalks, storm and sanitary sewers, curb and gutter, and park facilities.
- (C) Perform all such duties so prescribed by state law and any other duties delegated by the **Common Council**.
- (D) Recommend appropriate fee and license structure for all services under the jurisdiction of the board.

~~2. **Mayor.** The mayor shall be the ex officio member of all standing committees and the board of public works.~~

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL
_____, 2026.

Presiding Officer

Attest

Anthony J. Penterman, Mayor,
City of Kaukauna

Kayla Nessmann, Clerk,
City of Kaukauna