

**(2) Personnel and Finance committee.**

a. *Membership and attendance.* The personnel and finance committee shall consist of:

1. Three alderpersons; and
2. The city administrator, city attorney, city clerk and director of finance, who shall attend all committee meetings unless excused by the presiding officer.

b. *Finance duties.* The personnel and finance committee shall:

1. Audit, study and approve all bills, claims, expenses and payrolls of the city;
2. Study all budgets pertaining to insurance; and
3. Work with the mayor and city director of public works on all matters of finance.

c. *Personnel duties.* The personnel and finance committee shall review and make recommendations to the council prior to the November council meeting on all requests for changes in wages, salary and other benefits affecting city employees, other than department heads, officers and elected or appointed officials. Such requests shall be detailed and submitted to the committee by the heads of all departments, committees and boards in charge of such employees, their agents or representatives who shall submit requests for changes in wages, salary and other benefits to their department head, committee or board on or before July 1 of each year. No changes in wages, salary or other benefits shall be granted, unless the procedure set forth in this section is followed or unless the common council otherwise orders, nor shall any raise in wages, salary or increase in benefits be granted such employees in mid-term or midyear, unless there has been an increase in the job hours or additional work for such employees, or a change in job classification.

d. *Personnel officer.* There is created the office of personnel officer whose duties shall be fulfilled by the city administrator. The personnel officer shall:

1. Annually survey personnel rules and regulations currently practiced in private industry and governmental entities pertaining to benefit plans, sick leave, vacations, health insurance and similar matters; and
2. Determine all controversies and disputes in such matters existing between the city and its employees, officers and officials subject to the approval of the council.

e. *Negotiations.* Special counsel shall be employed as the personnel and finance committee's negotiator.

1. The personnel and finance committee is empowered, at its sole discretion, to engage additional professional legal assistance for mediation and binding arbitration.
2. The personnel and finance committee is authorized to recommend to the council additional reasonable compensation to be paid to the city attorney for services performed by the city attorney in actual negotiations.

Sec. 2-26. - Standing committees.

(a) *Committee appointments.* At the organizational meeting of the village board, the village president shall appoint three trustees to each of the following standing committees:

\* (1) *Finance and personnel committee.* \*

- a. Review and finalize annual budget, for public hearing and village board approval.
- b. Monitor expenditures.
- c. Review requests for non-budgeted or emergency expenditures.
- d. Review any proposed changes in the village's insurance coverage.
- e. Serve as an appeals board for resolving grievances between an employee and his supervisor.
- f. Review questions regarding personnel policies and administration.
- g. Consider any other matters which may be referred by the village board.

(2) *Public works, parks and property committee.*

- a. Review and finalize annual capital improvement programs.
- b. Recommend policy guidelines regarding public improvements.
- c. Review and approve any unusual requests for use of village-owned facilities.
- d. Review and recommend any proposed changes, remodeling, additions, etc., to the municipal building.
- e. Coordinate and administer the use of village parks and recreation programs.
- f. Recommend for board adoption policy guidelines for use of village parks.
- g. Consider any other matters which may be referred by the village board.

(3) *Public protection committee.*

- a. Review and recommend village board action regarding proposed legislation impacting upon the village and its residents.
- b. Review existing ordinances or proposed amendments to the Code of Ordinances, for recommendation to the village board.
- c. Interpret the meaning or intent of any existing ordinance, and if necessary request formal clarification by the village attorney.
- d. Serve as advisory to the village board, regarding the operation of the police department and the fire department.
- e. Review traffic or pedestrian safety matters and recommend needed action for village board approval.
- f.

Recommend for board adoption, resolutions expressing the policy of the village regarding matters for which a formal declaration of official policy is required.

- g. Review and recommend applications for operator's licenses, liquor licenses, picnic licenses, etc.
  - h. Exercise any and all functions, powers and duties of the board of health appearing in this Code or as may be required by law. Consider any other matters which may be referred by the village board.
- (b) *President to designate chairpersons.* The president shall designate the chairpersons of each standing committee. He shall appoint all special committees and designate the chairperson of each. All committee appointments except designation of chairpersons shall be subject to confirmation by a majority vote of the village board.
- (c) *Committee reports.* Each committee shall at the next regular board meeting submit a report on all matters referred to it. Such report shall recommend a definite action on each item and shall be approved by a majority of the committee. Any committee may require any village officer or employee to confer with it and supply information in connection with any matter pending before it.

(Code 1986, § 2-2-4)

**Sec. 2-36. Standing committees; action on committee reports.**(a) *Appointments.*

- (1) *Committees.* At the organizational meeting of the common council each year, the mayor shall appoint alderpersons to each of the following committees, which shall be designated as the standing committees of the common council:

- ~~a.~~ Finance/administration. ~~\*~~
- ~~b.~~ Human resources. ~~\*~~
- c. Municipal services and utilities.
- d. Legislative and regulatory.
- e. Parks and recreation board.

- (2) *Appointment approval.* All such appointments shall be subject to common council approval.

- (3) *Special committees.* In addition to the designated standing committees, the mayor may appoint special or ad-hoc committees as deemed necessary to address matters of unique interest or importance to the city.

- (b) *Composition of committees.* Each of the several standing committees, except the parks and recreation board, shall be composed of five alderpersons with the chairperson to be designated by the mayor, except that for the human resources committee the mayor shall be the chairperson. The mayor and administrator shall serve as ex-officio members of each standing committee, except that the mayor is an official member of the human resources committee.

- (c) *Committee duties and responsibilities.* The standing committees of the common council are established as legislative entities with their primary function being one of policy determination and general oversight of municipal operations. In this capacity, committees may conduct studies of pending action, develop and introduce alternate policy initiatives, and make recommendations for specific action to the common council. Within their respective areas of responsibilities, as defined below, each committee shall receive, review and provide direction on staff generated proposals, common council directed initiatives, and/or public requests for services.

- (1) *Finance/administration committee.* The finance/administration committee shall advise the common council on those matters concerning general financial management practices, debt administration, budget preparation, insurance and risk management issues, and matters of general administrative operation.
- (2) *Human resources committee.* The human resources committee shall advise the common council on those matters relating to personnel policies and practices, compensation administration, labor relations and collective bargaining, and employee relations.
- (3) *Municipal services and utilities committee.* The municipal services and utilities committee shall advise the common council on those matters relating to streets/alleys, storm drainage system, water distribution, wastewater treatment, traffic and parking and public buildings/grounds.
- (4) *Legislative and regulatory committee.* The legislative and regulatory committee shall advise the common council on matters relating to Code provisions, legislative (code) initiatives, ordinance review, licensing and permits.
- (5) *Parks and recreation board.* The establishment of the park and recreation board shall be for the purpose of acquiring, governing, managing, controlling, improving and caring for all public parks, city trees, parkways, conservancy areas, and recreation programs in the city.

- (d) *Committee meetings.*
- (1) *Schedule.* Standing committees are expected to maintain a meeting schedule as necessary to effectively discharge their respective responsibilities, provided, however, that each committee shall meet no less frequently than once each quarter.
  - (2) *Meeting call.* The mayor or committee chairperson may call a committee meeting at such time as he may designate by reasonable advance written notice to each committee member.
  - (3) *Exclusion from closed meetings.* No common council member shall be excluded from any closed meeting of any committee, except that the chairperson of the human resources committee shall have the right to exclude all non-member alderpersons from any human resources meeting.
- (e) *Committee minutes.* Each committee shall be responsible for recording the minutes of meetings as may be required by state statute.
- (f) *Committee reports.* In all matters requiring common council approval, written minutes of findings and recommended action shall be prepared and presented to the common council. Committee minutes shall be filed with the city clerk by 12:00 noon on the Thursday preceding the common council meeting, and recorded in the proceedings of the common council meeting. When motions on committee recommendations to council are made by a member of that committee, such motion should be made by someone who voted in support of the recommended committee action.

(Code 1990, § 2-2-5; Ord. No. 06-002, 4-27-2006; Ord. No. 14-020 § I, 11-13-2014; Ord. No. 17-008, § I, 10-26-2017; Ord. No. 20-08A, 8-27-2020)