

APPENDIX A – COMMITTEES, BOARDS AND COMMISSIONS

Updated [DATE]

This Appendix A is created and updated pursuant to Section X.XX of the Council Rules. Committees are intended as policy-making bodies, determining the broad outlines and principles governing administration of their area of concern.

As used in this Appendix, “Committees” shall refer to all committees, commissions, boards, or other, similar bodies, unless otherwise specified.

I. RULES GOVERNING ALL COMMITTEES

- A. Unless otherwise specified in statute, herein, or in another valid authority appointments to committees shall be by appointment of the Mayor, subject to confirmation by the Council.
- B. No individual may serve more than three consecutive terms as the chair of a given committee.
- C. Committee proceedings shall be governed by the newest edition of Robert’s Rules of Order.

II. STANDING COMMITTEES

Standing committees are intended to be permanent. The Council may delegate to them certain decision-making authority. These Committees will handle the regular business of the City, each with distinct areas of authority.

GENERAL GOVERNMENT COMMITTEE

This Committee shall have jurisdiction over matters that affect the entire city, including legal matters, governance of the Council itself, and citywide policies and procedures.

- A. The Chairs of the Budget, Public Works, and Personnel Committees shall comprise the General Government Committee. Each Chair may name a designee to serve on this Committee in their stead, and shall do so if serving as the Chair of more than one of the constituent Committees.
- B. Reviews and revises the Council Rules when called upon to do so, but no less than biennially and with the goal of completing any revisions prior to the swearing-in of new Council Members.
- C. May Provides direction to the City Attorney in matters pertaining to legal services and shall solicit receive advice from the City Attorney.
- D. Monitors the actual vs. proposed annual budget in funds managed by the City Administrator, Common Council, Clerk, City Attorney, Zoning, and Treasurer Departments on a minimum quarterly basis.

- E. Provides oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the offices of the City Administrator, City Clerk, City Attorney, Zoning Administrator and Treasurer.
- F. Unless delegated to other officers of the City, the committee, together with such professional assistance as may be provided by the City Administrator, shall represent the City in collective bargaining and all other situations and procedures covered by Wis. Stat. § 111.70, including the applications and interpretation of all collective bargaining agreements. The Common Council shall have authority to approve or reject any and all agreements of any employee bargaining units.
- G. Consider all claims made against the City and, if allowed under statute, dispose of any claim or otherwise make a recommendation to the Common Council as to how to dispose of each such claim.
- H. Provides oversight and advice regarding technology needs of all City departments.
- I. Provides oversight and advice over the City Administrator's recommendations for property, liability, and workers' compensation policies.
- J. Provides oversight and advice regarding all security matters relating to all buildings and grounds owned and/or utilized by the City.

BUDGET COMMITTEE

This Committee shall conduct oversight of the City's financial matters, including revenues and expenditures, and shall work with appropriate officials to develop and monitor the annual budget.

- A. The Budget Committee shall consist of three Alderpersons.
- B. Provides oversight and advice regarding all financial matters of the Common Council for the purpose of keeping expenditures under control and within the budget adopted by the Common Council, the Treasurer's recommendations for investment monies, and financial audits by outside auditors.
- C. Prepare the annual budget for submission to the Common Council.
- D. Handle all matters relating to debt service issues.
- E. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual City budget within the authority granted in Wis. Stat. § 65.90(5).
- F. Provides oversight and advice regarding the amount of bonds of various City officers and employees.
- G. Act as the Audit Committee, providing oversight and advice regarding reports on all expense vouchers for members of the Common Council and the various departments of the City.

PERSONNEL COMMITTEE

This Committee shall conduct oversight of the City's personnel matters, including personnel policies, hearing employee grievances, and monitoring the City Administrator's performance as Chief Personnel Officer.

- A. The Personnel Committee shall consist of three Alderpersons.

- B. Review proposed modifications and updates to the City's Personnel Policies, including any recommended deviations therefrom. Following review, the Committee shall make such recommendations to the Common Council as it determines appropriate.
- C. Provides oversight and advice regarding the performance of the City Administrator, including providing any performance review established by policy.
- D. The committee shall from time to time provide oversight and advice regarding Job Analysis and Evaluations and a study of the organizational chart, and if a change in any of the above is recommended, said recommendation shall be submitted to the Common Council for action.
- E. Provides oversight and advice over the City Administrator's recommendations for employees' health insurance policies.

PLANNING COMMITTEE

This committee will create, monitor, and apply the City's Master Plan and other such documents, as well as serving as the City's zoning authority.

- A. Operates pursuant to the relevant provisions of Wis. Stat. § 62.23, as they may be from time to time amended.
- B. Acts as the Zoning Committee as follows:
 - 1. Provides oversight and advice over the City Zoning Ordinance and Land Division Ordinances in cooperation with the City Attorney.
 - 2. May grant conditional use permits according to the terms of the City Zoning Ordinance, subject to appeal to the Zoning Board of Appeals.
 - 3. Make recommendations to the Common Council in all matters relating to exclusive agricultural zoning as provided in Wis. Stat. Chapter 91, if an appropriate ordinance is adopted.

PUBLIC SAFETY STANDING COMMITTEE

This committee will oversee those services which provide for the health and safety of the City's residents, as well as providing priorities and guidance in the prioritization of enforcement actions by the City's various departments.

- A. The Public Safety Committee shall consist of three Alderpersons, with preference given to those who also serve on the Fire Board, Public Works Committee, and/or the governing bodies of other emergency or public safety services.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Richland Center Police Department and Emergency Manager.
- C. To audit all bills for expenditures within the police department.
- D. Provides oversight and advice regarding service and maintenance of all departmental equipment.
- E. Present to the Council any suggestions the Committee may have concerning law enforcement and other duties required by the police department.
- F. Provides oversight and advice regarding matters pertaining to the operation of the police radio system.

- G. Provides oversight and advice regarding the security and maintenance and rental (if applicable) of the City's radio towers and the accompanying building and surrounding fenced grounds.
- H. Provides oversight and advice regarding the operation of the City's 911 emergency telephone response system.
- I. Develop and recommend to the Council for adoption an emergency management plan compatible with the state plan as required under Wis. Stat. § 32.14(b)(1).

PUBLIC WORKS STANDING COMMITTEE

This committee shall provide oversight of the use, maintenance, and management of the City's properties, including all buildings, cemeteries, grounds, parks, and other facilities.

- A. Monitors the actual vs. proposed annual budget in funds managed by the Public Works and Parks Departments on a minimum quarterly basis.
- B. Provides oversight and advice regarding the operation, maintenance and janitor service of all City buildings not specifically assigned by the Wisconsin Statutes, or by action of the Council, to other agencies or departments in the City.
- C. Provides oversight and advice regarding a perpetual inventory of the real estate and buildings owned by the City.
- D. Provides oversight and advice regarding utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short-term public holdings of the City not specifically assigned by the Wisconsin Statutes, or by action of the Council, to other bodies, agencies or departments of the City
- E. Provides oversight and advice an annual inspection of inventories and buildings so they can establish policies related thereto.
- F. When appropriate, effect the appraisal of real property to be sold by the City.
- G. Review and make the final decision on requests by citizens and citizen groups to use major portions of City grounds.

UTILITY COMMISSION

This commission shall serve as described in Wis. Stat. § 66.0805, under the general control and supervision of the Common Council, to operate the City's public utilities in coordination with other City departments.

- A. The Commission shall be a quasi-independent body, but ultimately subject to the authority of the Council.
- B. The Commission may adopt its own bylaws governing its proceedings.
- C. The Commission shall operate the Utilities as a department of the City, subject to the ordinances adopted by the Council governing said operations.
- D. The Commission shall collaborate in its efforts with the appropriate City personnel for the purposes of planning and development.
 - a. Such collaboration shall include, but is not limited to, coordination and sharing of equipment, labor, and other resources with other City departments.

LIBRARY BOARD

This commission shall serve as described in Wis. Stat. ch. 43, to operate the City’s public library.

- A. The Library Board may adopt its own bylaws governing its proceedings.
- B. The Library Board shall present its proposed budget in a timely manner to allow for proper consideration and approval by the Council.

III. ADVISORY COMMITTEES

Committees intended to be permanent, but not decision-making bodies.

HISTORICAL PRESERVATION SOCIETY

IV. AD HOC COMMITTEES

Committees intended to be temporary, typically with specialized fields of focus.

[RULES COMMITTEE

Placed here as an example of an ad hoc committee, this committee formulated the Rules before you.]

V. OTHER BOARDS AND COMMISSIONS

Bodies with representation by the City, but not necessarily under the authority of the Council.

FIRE BOARD

The governing body of the Richland Fire Department, this body was created through an agreement between the City and the Rural Fire District when the two organizations merged their resources.

- A. Fire Board operations are governed by contract.