

## **CHAPTER 46. PUBLIC WORKS COMMITTEE.**

**46.01. Creation.** The City of Ashland Public Works Committee is hereby created.

### **46.02. Membership and Organization**

(a) The Public Works Committee shall be comprised of five members appointed by the Mayor and confirmed by the Common Council to serve staggered two year terms commencing in September. One member of the Common Council shall serve on the Committee.

(b) Persons appointed to the Committee shall be qualified electors of the City of Ashland.

(c) Committee members shall be reimbursed for expenses actually and necessarily incurred in the performance of their duties. Committee members shall receive no compensation for attending meetings.

(d) Annually, the Committee shall elect one member as chairperson. The Committee shall keep an accurate record of all proceedings and transactions and report such to the City Council.

**46.03. Powers and Duties.** The Public Works Committee shall provide advice, study and reports to the Public Works Director and to the Common Council of the City of Ashland on any issue pertaining to municipal public works and utility improvements and/or services. Specifically, the Public Works Committee shall:

(a) Review and recommend a multi-year capital improvement program for municipal street, sidewalk, storm drainage, sanitary sewer, water, and landfill projects.

(b) Review and recommend a multi-year capital equipment purchase and replacement program for Public Works Department equipment.

(c) Determine appropriate financing alternatives for capital improvement programs and/or capital equipment replacement programs.

(d) Recommend for consideration of the Public Service Commission and the Common Council appropriate utility rates and fees for services to maintain the financial health of the City.

(e) Monitor utility compliance reports and make appropriate recommendations to correct noted violations or to address areas of noncompliance.

(f) Review and recommend rules, regulations, plans and policies for the orderly provision of services by the Public Works Department.

(g) Review and recommend contracts for professional services to be provided to the Public Works Department.

(h) Other advisory functions as assigned by the Common Council.

(i) The Common Council of the City of Ashland may refer any matter pertaining to City public works projects or services to the Public Works Committee for review, study and report.

#### **46.03. Meetings and Public Notice**

(a) The Committee shall meet as determined by the Committee.

(b) All agenda items will be reviewed by the Committee Chair and staff for validity and urgency of the request and determine when and if that item should be placed on a Committee agenda.

(c) Except as provided by Committee rule or practice, the Committee shall operate under Robert's Rules of Order. Any deviation from Robert's Rules that is not objected to by a member of the Committee at the time shall be waived.

(d) All regular and special meetings of the Committee shall comply with the public meeting requirements of Wisconsin Statutes.

(e) All meeting notices shall comply with the public meeting notice requirements of Wisconsin Statutes.

**46.04. Quorum.** A quorum shall be a majority of the full Committee.

#### **46.05. Public Participation: Citizen Participation Period.**

(a) The following are the rules that apply to citizen comment during the public participation period, and shall be read aloud by the Chairperson or designee before each public participation period:

(1) Citizens may speak during the Citizen Participation Period.

(2) If any member of the audience would like to speak outside of the Citizen Participation Period, please raise your hand and ask for permission from the Chairperson. Upon motion and second, a majority vote of the Committee will allow the person to speak.

(3) Citizens will be allowed to speak for 3 minutes. The committee may grant additional time with a maximum of 10 minutes.

(4) Speakers will refrain from profanity and use of derogatory, accusatory, or inflammatory remarks.

(5) All citizens are entitled to advance notice of topics that will be discussed at Committee meetings. Therefore, Committee members will not respond to citizen comments during the meeting. They will only listen. The Committee may address the

matter by putting it on a future agenda for discussion or by providing for some other kind of follow-up.

(6) The Committee may not take action on any matter not on the agenda.

(7) Any citizen wishing to present written materials to the Committee shall leave them at a place designated by the committee chairperson or staff.

(b) If the committee chairperson decides that a citizen's comments are not relevant or are derogatory, accusatory, or inflammatory, or that the citizen has spoken beyond the time allotted, the committee chairperson may, subject to appeal to the Committee by a Committee member, do any of the following:

(1) Order the citizen to modify his or her comments;

(2) Order the citizen to refrain from speaking;

(3) Order the citizen to leave the premises; or

(4) Take such other steps as may be necessary to ensure the efficient conduct of the Committee's business.

**46.06. Board of Public Works Abolished.** The Board of Public Works as established under Sec. 62.14, Wis. Stats., is hereby abolished and its functions transferred to the Common Council. The Council may, by ordinance, delegate the discharge of specific duties and powers to other committees or officers.