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4-18-16

16-0304

ORDINANCE

An Ordinance to repeal and recreate Section 3.010 of the Manitowoc Municipal Code establishing the structure of the Common Council and Standing Committees.

The Mayor and Common Council of the City of Manitowoc do ordain as follows:

Section 1. Section 3.010 is repealed in its entirety and recreated to read as follows:

3.010 Common Council.

- (1) **Procedure and Powers.** Except as otherwise provided herein, the procedure and powers of the Common Council shall be governed by Wis. Stat. Ch. 62.
- (2) **Regular Meetings.** The regular meetings of the Common Council shall be held on the third Monday of each month at 6:30 p.m., unless otherwise provided. Where the day of a regular meeting falls on a holiday, the meeting shall be held on the next succeeding day which is not a holiday at 6:30 p.m. Special meetings may be scheduled by the Mayor.
- (3) **Committee of the Whole.** The Common Council President shall chair the Committee of the Whole and all Alderpersons including the Mayor shall have a vote. The Committee of the Whole is intended to address matters which; require full Common Council knowledge before final action, joint recommendations, or items not otherwise suited for a standing committee.
- (4) **Rules and Agendas.** The Council has the authority to promulgate rules regarding the organization, agendas, and conduct of the Council and Committees, boards, and commissions. Any timely written request from an alderperson for a Committee to discuss an item shall be placed on the agenda for the next regularly scheduled Committee meeting.
- (5) **Standing Committees.** The following are the standing committees of the City of Manitowoc and the areas of the responsibility for each committee:

(a) Finance Committee – five members.

Assessments/property
Budgets
Claims
Community Development
Farmers' Market
Mainly Manitowoc/Downtown
Mapping/platting
Planning
Progress Lakeshore
Zoning
Elections
Information technology
Insurance
Investments
Licenses
Alcohol and beverage, including denials and renewals
Animal
Bicycle
Entertainers
Taxicab

Manitowoc Public Library
Manitowoc Public Utilities
Printing
Purchasing
Rahr-West Art Museum
Room tax
 Manitowoc Area Visitor and Convention Bureau
Taxes
TIF districts
Wisconsin Maritime Museum

(b) Personnel Committee – five members.

Compensation (including benefits and wages)
Discipline/termination
Grievances
Health insurance
Hiring
Human Resources
Legal matters
Organizational development
Payroll
Performance evaluations

(c) Public Infrastructure Committee – five members.

Bids/quotes
Cell towers
Engineering
 Capital improvement inspections
 Surveying
Evergreen Cemetery
Fleet of all city-owned vehicles
 Vehicle quotes
Forestry
 Tree City USA and Bird City certification
Gravel pit
Harbor, docks, and marina
Lift stations
Maintenance of City-owned facilities
Parks
 Adopt-A-Park program
 Community built playgrounds
 Lincoln Park Zoo
 Parkland dedication fund
 Playgrounds
Public transportation
Public works
 Brush/lead pick-up
 Snow plowing
 Street sweeping
Recreation
 All trails
 Aquatic Center
 Fieldhouses
 Senior Center
Recycling
Refuse disposal
Sanitary inspection

- Sewer construction and maintenance
- Signs in public right-of-way
- Special assessments on public works projects
- Special events
- Stormwater management
- Street construction and maintenance
 - Boulevards
 - Bridges
 - Driveways/sidewalks
 - Signals and signs
 - Street lighting
- Wastewater Treatment Facility

(d) Public Safety Committee – five members.

- Emergency management/civil defense
- Fire Department
 - Building inspection and permits
 - Demolition
 - Electrical
 - House moving
 - Plumbing
 - Residential construction and remodels
 - Fire inspection
- Municipal Court
- Police Department
 - Parking and parking enforcement
 - School crossing guards
 - Traffic control

(6) Standing Committee Oversight of Departments. The following departments/organizations will report to each standing committee as listed:

(a) Finance Committee

- Community Development Department
 - Planning
- Finance/Treasury Department
 - Assessor
 - City Clerk
- Information Technology
- Mainly Manitowoc
- Manitowoc Area Visitor and Convention Bureau
- Manitowoc Public Library
- Manitowoc Public Utilities
- Progress Lakeshore
- Rahr-West Art Museum
- Wisconsin Maritime Museum

(b) Personnel Committee

- City Attorney
- Human Resources

(c) Public Infrastructure Committee

- Public Infrastructure Department
 - Buildings and Grounds Division
 - Engineering Division
 - Operations Division
 - Parks Division

Recreation Division
Transit Division
Wastewater Treatment Facility

(d) Public Safety Committee

Fire Department
Building Inspection
Municipal Court
Police Department

(7) Standing Committee Oversight of Boards, Commissions, and Other Committees.
The following boards, commissions, and other committees will report to the committee of the whole and each standing committee as listed:

(a) Committee of the Whole

Citizens Advisory Committee
Manitowoc International Relations Association

(b) Finance Committee

Board of Review
Brownfields Advisory Committee
Cable Television Commission
Capital Allocation Working Group
Community Development Authority
Farmers' Market Ad-Hoc Committee
Industrial Development Corporation
Library Board
Manitowoc Public Utilities Commission
Plan Commission
Rahr-West Art Museum Board
Room Tax Allocation Board
Tax Incremental Financing Joint Review Board
Tax Incremental Financing Project Review
Zoning Board of Appeals

(c) Personnel Committee

Board of Ethics

(d) Public Infrastructure Committee

Board of Public Works
Cemetery Commission
Committee on Aging
Complete Streets Advisory Committee
Harbor Commission
Municipal Tree Commission
Sustainable Manitowoc Committee
Transit Development Plan Review Committee
Wastewater Treatment Facility Board
Zoological Board

(e) Public Safety Committee

Board of Electrical Examiners
Building Board of Appeals
Code Review Committee
Crime Prevention Committee
Police and Fire Commission

- (8) **Aldermanic Salaries.** Effective for Common Council members, other than the Mayor, elected or appointed, the compensation shall be \$260.00 per month. The Mayor and Common Council shall also receive an electronic device as approved by the Common Council at 100 percent of cost as a stipend at the beginning of each term."

Section 2. This ordinance shall take effect on April 19, 2016.

Introduced APR 18 2016 _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

Drafted by City Attorney Kathleen M. McDaniel

Fiscal Impact:	\$0
Funding Source:	n/a
Finance Director Approval:	/sc
Approved as to form:	/kmm