

# CITY OF NEENAH COMMITTEES BOARDS COMMISSIONS

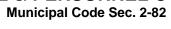
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# CHAPTER 1

# STANDING COMMITTEES

#### FINANCE & PERSONNEL COMMITTEE



**Standing Committee:** The Finance & Personnel Committee is a standing committee. The standing committees shall be appointed by the Mayor and confirmed by the Council at the Council Organizational Meeting the second Tuesday of April. At its first meeting the committee shall elect its chairman, vice chairman and secretary. The President of the Council shall not be chairman of any standing committees, with the exception of the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, but shall have voting power on each.

**Composition and Attendance:** The Finance and Personnel Committee shall be composed of 4 alderpersons and the Council President. In addition, the Director of Finance and City Attorney or designees shall attend all meetings of the committee unless otherwise excused.

Jurisdiction & Duties: The Finance and Personnel Committee shall have jurisdiction over the activities of the City Attorney, City Clerk, Director of Finance, City Assessor and Director of Information Systems. The annual city budget shall be developed in accordance with Section 65.90 Wisconsin Statutes. The Committee shall review and monitor adherence to the annual city budget, subject to Council direction. It shall make recommendations on all bills and claims of the city, recommend to the Council wage and salary adjustments for represented employees, recommend all insurance and review all city contracts, rebates and claims with the City Attorney, consistent with claims policies approved by the Council. It shall investigate all sales and purchase of property involving the city, promote the development of the city and supervise all financial matters of the city for the purpose of keeping expenditures within the budget. The functions of the Committee shall also include, but not be limited to, monitoring adjustments to the nonrepresented employee salary plan, hear and review individual grievances of non-union

personnel, and other salary and personnel related functions that may from time to time be assigned to said Committee by the Council.

**Annexations:** Before the Council takes action on an annexation, a report from the Finance and Personnel Committee setting forth its recommendation following study and consideration of the financial and services impact submitted in accordance with Section 20.26 of the Municipal Code of Ordinances shall be presented.

#### **Public Services & Safety Committee**

Municipal Code Sec. 2-83

**Standing Committee:** The Public Services & Safety Committee is a standing committee. The standing committees shall be appointed by the Mayor and confirmed by the Council at the Council Organizational Meeting the second Tuesday of April. At its first meeting the committee shall elect its chairman, vice chairman and secretary. The President of the Council shall not be chairman of any standing committees, with the exception of the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, but shall have voting power on each.





**Composition and Attendance:** The Public Services & Safety Committee shall be composed of 4 alderpersons and the Council President. In addition, the Director of Public Works and Police Chief or designees shall attend all meetings of the committee unless otherwise excused. The City Attorney, Director of Parks and Recreation, and Director of Community Development and Assessments shall attend if requested by the Committee.

Jurisdiction 8

Committee shall have jurisdiction over the Works who shall serve in an advisory capacity to voting power, and all activities assigned to the Department. These activities include the of traffic lights and signs, parking lots, parking maintenance and building of streets, sidewalks, disposal of refuse and recycling, forestry, snow



Duties: The
Director of Public
the Committee, with no
Public Works
following: installation
operations,
sewers and bridges,
removal, slough

control, improvements of all public land & buildings, sewer televising, storm water management, and clear water separation programs. The Committee shall have jurisdiction over the Police Department in all matters that are not under the jurisdiction of the Police Commission. It shall



have jurisdiction over the Director of Community Development and Assessments, Building Inspector and all city inspectors. It shall confer with the Police Chief in regard to methods, equipment and means to increase the efficiency of the police department. The Committee shall be responsible for cemetery matters under Council jurisdiction.

Long Range Capital Planning, Annual Capital Improvements and Annexations: The Committee shall initiate long-range improvement programs, develop an annual budget for the above programs and provide an impact statement for all areas petitioning for annexation.

**Licensing:** The Committee shall investigate, as to compliance with state and local laws, and provide a recommendation on all applications for licenses under Council jurisdiction. The Committee shall conduct hearings related to denials or revocations of licenses under Council jurisdiction. Any such hearings shall be conducted in accordance with the requirements of Chapter 29 of this Code and Chapter 68, Wis. Stats.

#### **Committee on Rules**

Composition, Meeting and Attendance: Three alderpersons shall constitute the Committee on Rules. The Committee shall meet at the call of the Chair, Mayor, Council President or at the request of any two alderpersons and may compel the attendance of any department head or City officer necessary for the Committee to complete its work.



**Duties:** The Committee on Rules shall review and recommend changes to all procedural rules applicable to the operation of the Common Council

and committee, commissions and boards of the City of Neenah. They review and recommend changes to the Rules of Order of the Common Council, which is incorporated in the City Directory and Rules of Order Common Council booklet.

Council Rules Regarding Standing Committee: The Committee on Rules is a standing committee. The standing committees shall be appointed by the Mayor and confirmed by the Council at the Council Organizational Meeting the second Tuesday of April. At its first meeting the committee shall elect its chairman, vice chairman and secretary. The President of the Council shall not be chairman of any standing committees, with the exception of the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, but shall have voting power on each. The Chairman or President of any Committee, Board or Commission is a voting member of that body. A quorum of the committee shall be two (2) of the three (3) members. It is desirable that committee meetings beginning after 6:00 p.m. be so planned as to permit adjournment by 10:00 p.m., or shortly thereafter. Before going into effect, all committee recommendations shall be approved by the Council. Notification of all meetings shall be given to the entire Council and include the agenda for the meeting, strictly adhering to the OPEN MEETING LAW, Chapter 426, laws OF 1975. The Committee on Rules shall file with the City Clerk a true and correct copy of the minutes of each regular, or other, meeting at which minutes shall be taken within 5 days after the date of each meeting.

#### **Legislative Review Committee**

Composition, Meeting and Attendance: The Mayor, the Council President and the chair of the Personnel and Finance Committee shall constitute the Legislative Review Committee. The Committee shall meet at the call of the Mayor, the Council President or at the request of any two alderpersons and may compel the attendance of any department head or City officer necessary for the Committee to complete its work.



**Duties:** The Legislative Review Committee shall review proposed legislation of interest to the City of Neenah being considered by the Wisconsin Legislature or the U.S. Congress and make recommendations to the Council for official position.

Council Rules Regarding Standing Committee: The Legislative Review Committee is a standing committee. The standing committees shall be appointed by the Mayor and confirmed by the Council at the Council Organizational Meeting the second Tuesday of April. At its first meeting the committee shall elect its chairman, vice chairman and secretary. The President of the Council shall not be chairman of any standing committees, with the exception of the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, but shall have voting power on each. The Chairman or President of any Committee, Board or Commission is a voting member of that body. A quorum of the committee shall be two (2) of the three (3) members. It is desirable that committee meetings beginning after 6:00 p.m. be so planned as to permit adjournment by 10:00 p.m., or shortly thereafter. Before going into effect, all committee recommendations shall be approved by the Council. Notification of all meetings shall be given to the entire Council and include the agenda for the meeting, strictly adhering to the OPEN MEETING LAW, Chapter 426, laws OF 1975. The Committee on Rules shall file with the City Clerk a true and correct copy of the minutes of each regular, or other, meeting at which minutes shall be taken within 5 days after the date of each meeting.

# N-M Fire Rescue Joint Finance & Personnel Committee

Municipal Code Sec. 2-172



#### Composition:

The N-M Fire Rescue Joint Finance & Personnel Committee consists of six alderperson, three from Neenah and three from Menasha and shall include the



Council Presidents of both cities, a member of the Neenah Finance & Personnel Committee, the Chair of the Menasha Finance & Personnel

Committee and two alderpersons at-large, one appointed by the Mayor of Neenah from the Neenah Common Council and one appointed by the Mayor of Menasha from the Menasha Common Council. The at-large alderpersons shall be appointed for one-year terms that may be renewed. In the event that the Chair of either the Neenah Finance & Personnel Committee or the Menasha Finance & Personnel Committee is also the President of the respective Council, then the Mayor of that city shall appoint one additional at-large alderperson so that at all times each city shall have three representatives to this Committee.

#### **Meeting and Quorum:**

The N-M Fire Rescue Joint Finance & Personnel Committee meets on the fourth Tuesday of each month. In January, March, May, July, September and November the Committee meets in the Hauser Room at Neenah City Hall (211 Walnut Street) at 5:30 pm. In February, April, June, August, October and December the Committee meets in the 3<sup>rd</sup> Floor Council Chambers at Menasha City Hall (140 Main Street) at 5:30 pm.

#### **Jurisdiction and Duties:**

The oversight of the day-to-day operations and budgetary matters of the Neenah-Menasha Fire Rescue shall be conducted by the Neenah-Menasha Fire Joint Finance and Personnel Committee. The Committee shall review budgetary issues, labor contracts, position vacancies, proposed new positions, capital outlay items and expenses of \$5,000.00 or more and make recommendations to the Common Councils of the Cities of Neenah and Menasha.



The recommendations of the Committee shall be acted upon separately by the Common Councils of both Neenah and Menasha and shall be effective only upon the concurrence of both Councils.

Ordinance No. 1261 adopted on April 20, 2004 Ordinance No. 1283 adopted on March 2, 2005

# **CHAPTER 2**

# COUNCIL/STAFF COMMITTEES





#### **BOARD OF PUBLIC WORKS**

Municipal Code Sec. 2-178



#### **Composition:**

The Board of Public Works shall be composed of the Mayor, City Attorney, Directors of Public Works, Finance, Community Development, and two Aldermen who are also members of the Public Services and Safety Committee. The Mayor shall serve as Chair of the Board and one of the Alderman members shall serve as Vice-Chair. In addition to the members of the Board, the Board may compel the attendance of any City department head or officer necessary for the Board to complete its work

#### **Meeting and Quorum:**

The Board shall meet at the call of the Mayor or at the request of any two Aldermen and a majority of its members shall constitute a quorum for conducting business. The Board may establish a regular meeting time in addition to any on-call meetings.

#### **Jurisdiction and Duties:**

The Board shall implement and supervise the annual capital improvement program for the City as recommended by the Public Services and Safety Committee and approved by the Council. In addition, it shall have the duties assigned to the Board by Wis. Stat. § 62.14. The Council shall approve all Board recommendations before they go into effect, unless otherwise directed or delegated by the Council.

#### **Public Works Contracts:**

The Board shall supervise the bidding of public works projects and recommend the award of public works contracts to the Council and review the same; it shall approve contract change orders and approve contract payments. It shall regularly report any change orders approved to the Council.

#### **Development Agreements:**

The Board shall review the terms of proposed development agreements involving the development of land within the City of Neenah to insure consistency with the ordinances and policies adopted by the Council.

Ordinance No. 1255 adopted March 17, 2004 Ordinance No. 1283 adopted March 5, 2005



#### **Council Technology Ad Hoc Committee**

#### **Composition:**

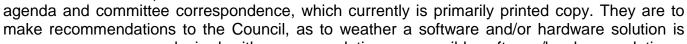
The Committee consists of four (4) alderperson and the Mayor.

#### **Meeting and Quorum:**

The Committee meets on call of the Chairman or at the request of any two committee members. Meetings are held in the Hauser Room, at Neenah City Hall, 211 Walnut Street. Three of the five (5) members constitute a quorum.

#### **Jurisdiction and Duties:**

The Council Technology Ad Hoc Committee was formed in 2014 to review the process in which Council receives their



desired, with recommendations on possible software/hardware solutions.

technology



The committee will begin to review city software purchases for compatibility with existing software. This function of the committee was to be a trial basis only. If it is determined this function of the committee has merit long term, a standing committee of the Council will be considered.

#### **EMERGENCY GOVERNMENT COMMITTEE**

#### **Composition:**

The Emergency Government Committee shall consist of the Mayor and as many additional members as may be determined by the Council by resolution. The members of the Commission shall be appointed by the Mayor, subject to confirmation by the Council, and shall serve without compensation. The Mayor shall serve as Chairman of the Commission. Current members are as follows:



Mayor, Chairman Fire Chief, Director City Attorney City Clerk/Deputy Clerk Dir. of Comm Dev & Assessment Dir. of Finance Police Chief Dir. of Public Works Dir. of Neenah Water Utility Dir. of Information Systems Dir. of Parks & Recreation Dir. of Human Resources & Safety Council Representative Winnebago County Health Representative Superintendent of Schools Red Cross Representative

#### **Meeting Dates:**

The Emergency Government Committee meets upon call of the Chairman.

#### **Duties:**

The Emergency Government Committee shall be an advisory and planning group and shall advise the Mayor, the Emergency Government Director and the Council on all matters pertaining to emergency government.

Ordinance No. 1283 adopted on March 2, 2005 Ordinance No. 1338 adopted August 16, 2006

#### I/S User Forum



**Composition:** Mayor and Department Heads or Department Heads Designee.

**Meeting and Quorum:** Committee will meet as needed.

**Jurisdiction and Duties:** The role and involvement of this committee will be that of policy setting, project management of major projects and long range planning, acting on recommendations of the Information Systems Director.





#### **Purchasing User Group (PUG)**

**Composition:** The Purchasing User Group (PUG) consists of the Mayor and specific Department Heads and/or their representatives.

#### **Meeting and Quorum:**

The PUG meets on call in the Hauser Room at Neenah City Hall, 211 Walnut Street.

#### **Jurisdiction and Duties:**

The PUG overseas purchases within the City and is guided by the City's Purchasing and Procurement Policy. The PUG makes recommendations to the Finance & Personnel Committee and Council.



#### REDISTRICTING COMMITTEE

#### **Composition:**

The Redistricting Committee consists of the Director of Community Development & Assessment and Deputy Director, the City Clerk and Deputy Clerk and one Council representative.

#### **Meeting and Quorum:**

The Redistricting Committee meets on call in the year following the census, which is conducted every ten years (i.e. 2000, 2010, 2020, 2030, etc.). Meetings are held in the Hauser Room at Neenah City Hall, 211 Walnut Street. Three members constitute a quorum.





#### **Jurisdiction and Duties:**

The Redistricting Committee utilizes the WISE-LR Software to resize the City of Neenah's wards following the census every ten year. They reviewed the proposed ward plan along with the population within each ward, and considered how the ward plan fits within the County's Supervisory Districts. The committee confirms maps and report progress to the council. Redistricting is

done in a manner as to affect as few residents as possible. A Resolution establishing new ward boundaries is recommended for Council approval along with an Ordinance adopting new Aldermanic Districts.



#### **Safety Committee**

Following the suggestion of Cities and Villages Mutual Insurance Company (CVMIC) after an audit, Mayor George Scherck created the Safety Committee on June 5, 2002 by Mayoral Order No. 2002-01.

**Composition and Meeting Times:** The Safety Committee is a staff committee consisting of the Director of Human Resources and Safety, who is the Chairman, (1) representative from each department within the City, all appointed by their respective department head for indefinite tenors. No representative is required from the Assessor's Office, Community Development and Information Systems. The Committee meets at the call of the Chairman and all meetings are held during regular City working hours.

**Duties:** The Committee is responsible for the development of comprehensive safety rules and mandated safety policies for the City of Neenah. The Committee reviews and recommends safety procedures throughout City operations to improve workplace safety to the benefit of all City employees and reviews & maintains all workplace safety reports and statistics. The Human Resources & Safety Director is the official keeper of all such reports and the repository of all safety policies and records of the City of Neenah. Copies of the Safety Rules and individual departmental procedures shall be distributed to each City department and available to all City employees.

# **CHAPTER 3**

# CITIZEN COMMITTEES





#### **BOARD OF APPEALS**

**Municipal Code Sec. 2-177** 

#### **Composition:**

The Board of Appeals shall consist of five citizen members appointed for 3-year terms by the Mayor, subject to confirmation by the Common Council in January. The members shall serve without compensation and shall be removable by the Mayor for cause upon written charges and after a public hearing. The Mayor shall designate one of the members Chairman. The Board may employ a secretary and other employees. The Mayor may appoint, for three years, one or two alternate members of such Board, in addition to the five members, who shall act with full power only when a member of the Board refuses to vote because of a conflict of interest or when a member is absent. Vacancies shall be filled for the unexpired terms of members whose terms become vacant.

The Secretary shall be the Director of Community Development & Assessment or his designee; and shall prepare all correspondence for the Board; receive and file all appeals, applications, papers and records; prepare and keep all minutes and recordings of the Board's proceedings. The Secretary shall also present to the Board the staff findings or recommendations for each appeal or variance requested.

#### **Meeting and Quorum:**

The Board of Appeals meets on call when deemed necessary. A quorum of the Board is three (3) of the five (5) members.

#### **Jurisdiction and Duties:**

The Board of Appeals shall adopt rules to govern its procedures. Those rules shall describe meeting schedules, minutes and records and methods of application and notification.

The Board may hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made by the Department of Community Development in the enforcement of the Zoning Code.

The Board may also authorize, upon appeal in specific cases, such variance from the terms of the City of Neenah Zoning Code as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the Zoning Code will result in a practical difficulty or unnecessary hardship, so that the spirit of the Code shall be observed, public safety and welfare secured, and substantial justice done.

Ordinance No. 1283 adopted March 2, 2005

#### **BOARD OF CANVASS**

#### **Composition:**

The Board of Canvass members are the City Clerk and two citizen members appointed for an indefinite tenure.

#### **Meeting and Quorum:**

The Board of Canvass meets on the Wednesday and Monday following each Spring Election and the Monday following each Fall Election. They meet in the spare DOLAS office at 9:00 a.m.





**Election Dates:** 

Spring Primary
Spring Election
Fall Primary
Fall General Election
Third Tuesday in February
First Monday in April
Second Tuesday in August
First Tuesday in November

#### **Jurisdiction and Duties:**

**Spring Elections:** The Board of Canvass meets on the Wednesday following the Spring Elections to canvass the results of that election. Upon completion of the Canvass, they adjourn

and reconvene the following Monday to canvass any provisional ballots that missing information has been provided to the Clerk by 4 pm on the Friday following the election. They also canvass any outstanding absentee ballots received in the mail after the close of the polls and by 4 pm on the Friday following the election. They complete a Certification of Election and submit election results to the County Clerk.



Note: Only the Spring Elections are canvassed the Wednesday after the Election as they contain local races.

**Fall Elections:** The Board of Canvass meets on the Monday following the Fall Elections to canvass any provisional ballots that missing information has been provided to the Clerk by 4 pm on the Friday following the election and any outstanding absentee ballots received in the mail after the close of the polls and by 4 pm on the Friday following the election. They complete a certification and submit election results to the County Clerk.

Note: Fall Elections **DO NOT** have any local races therefore **DO NOT** meet the Wednesday after the Election to canvass results. They only meet the Monday following the Fall Elections if any Provisional or Late Arriving Absentees need to be counted.



#### **BOARD OF REVIEW**

Municipal Code Sec. 2-168

#### **Composition:**

The Board of Review shall consist of seven residents of the City, five regular members and two alternate members, none of whom shall



occupy any public office or be publicly employed. The alternate members shall be authorized to act as full members of the Board only in the event of the resignation or absence of a regular member and shall count towards quorum requirements only when acting as a regular member. The quorum for the Board of Review shall be three regular members.

The Mayor, subject to confirmation by the Council, shall appoint the members of the Board. Each member of the Board shall be appointed for a five-year term in such a manner so as to effect the appointment of one member every year.

#### Compensation:

Each member of the Board shall receive compensation as shall be established by the Council from time to time. Compensation is set at \$100 per day.

#### **Proceedings:**

At the first annual meeting of the Board, the members of the Board shall elect a Chairman for that annual session. The City Clerk shall be the Clerk of the Board and shall keep an accurate record of all its proceedings and shall give such notices of meetings and adjournments as provided by State law.

#### **Duties and Confidentiality:**

The duties and functions of the Board of Review shall be as prescribed in Wis. Stats. § 70.47. In accordance with the requirements of Wis. Stats. § 70.47(7)(af), income and expense information provided by a property owner to an assessor for the purposes of establishing the valuation for assessment purposes by the income method shall be confidential and not a public record open to inspection or copying under Wis. Stats. §19.35(1).

#### **Exceptions:**

An officer may make disclosure of such information under the following circumstances:

- The assessor has access to such information in the performance of his/her duties.
- The board of review may review such information when needed, in its opinion, to decide upon a contested assessment.
- Another person or body has the right to review such information due to the intimate relationship to the duties of an office or as set by law.
- The office is complying with a court order.
- The person providing the income and expense information has contested the assessment level at either the board of review or by filing a claim for excessive assessment under Wis. Stats. § 74.37, in which case the base records are open and public.

Ordinance No. 1283 adopted March 5, 2005 Ordinance No. 1338 adopted August 16, 2006

# BUSINESS IMPROVEMENT DISTRICT (BID) BOARD

Resolution No. 6983 dated November 20, 2001 created the City of Neenah Business Improvement District (BID) for the downtown area and adopted their initial Operating Plan. The BID Board



was formed to create a stable stream of revenue from a broad base of benefactors aimed at achieving common objectives for the benefit of district property owners and business owners. BID By-Laws were adopted on February 13, 2002. The BID financial management system is accounted for within the City's existing accounting system. BID Assessments are collected annually by the City of Neenah through the property tax billing system.



#### **Composition:**

The BID Board includes ten (10) downtown business owners and one Council representative. The Board members are appointed by the Mayor for 3-year terms and the Council rep is appointed by the Mayor at the April Council Organizational meeting for a 1-year term. Non-voting members of the Board include the Mayor of the City of Neenah, the City of Neenah Director of Community Development & Assessment, the City Attorney and the Executive Director of Future Neenah (FNI).

#### **Meeting and Quorum:**

The Business Improvement District (BID) Board meets on the third Wednesday of each month at 8:00 a.m. in the Hauser Room at Neenah City Hall, 211 Walnut Street.

#### **Jurisdiction and Duties:**

The BID focuses on four objectives in the downtown district: physical maintenance, retention and recruitment, public relations & marketing and centralized administration. The Board reviews the scope of the proposed maintenance position and oversees the update of the market study of the overall downtown and implements the yearly Operating Plan for the District.

#### Subcommittees of the Business Improvement District (BID) Board:

- Executive Committee
- Marketing and Public Relations Committee
- Recruitment and Retention Committee
- Maintenance Task Force



#### **Citizen Advisory Committee**

**Composition and Meeting Times:** The Mayor is the Chairman of the Citizen Advisory Committee and may appoint any number of members for indefinite tenors. The Committee meets on call.

**Duties:** The Citizen Advisory Committee was created on June 5, 2012 by Mayor George Scherck to keep citizens informed of things happening in the City and to obtain citizen input on City matters.





#### **COMMITTEE ON AGING**

#### Composition:

The Committee on Aging was formed in the late 1970s to assist older adults with their concerns and to provide information. The Committee consists of seven (7) citizen members, appointed by the Mayor for three (3) year terms that expire in September.

#### **Meeting and Quorum:**

The Committee on Aging meets on the Third Thursday of each month at 9:00 a.m. in the Hauser Room at Neenah City Hall, 211 Walnut Street. Four of the seven (7) members constitute a quorum.

#### **Duties:**

The Committee on Aging serves as a forum at which residents can express concerns on issues relating to older adults and to facilitate the distribution and exchange of information about programs to enhance and assist with growing older.



#### COMMUNITY DEVELOPMENT AUTHORITY (CDA)

Municipal Code Sec. 2-202

#### **Composition:**

Ordinance No. 1257 adopted on April 20, 2004 creates the CDA and abolishes the Housing Authority. The CDA consists of (7) commissioners: five (5) citizen members appointed by the Mayor and confirmed by the Council with staggering four (4) year terms



expiring in April; and two (2) Aldermen commissioner appointed by the Mayor and confirmed by the Council at the Council Organizational Meeting in April, for terms that coincide with their aldermanic terms. Commissioners shall have sufficient ability and experience in the fields of urban renewal, community development and housing and shall receive no compensation for their services, but shall be entitled to reimbursement for their actual and necessary expenses, including local travel expense included in the discharge of their duties.

#### **Meeting and Quorum:**

The CDA meets on the first Monday of each month in the Hauser Room at Neenah City Hall, 211 Walnut Street. A quorum of the CDA would be a majority or four (4) of the seven (7) commissioners.

#### **Duties:**

The CDA identifies, recommends and manages commercial and housing redevelopment projects. Project manager of Housing Fund activities. Research and report on funding opportunities. Direct local studies and reports and public education & awareness activities.

#### **Budget and annual report:**

The CDA prepares an annual budget subject to approval by the Common Council. The Community Development Authority also prepare and file with the Mayor and Common Council a report of its activity for preceding calendar year on or before February 15 of the following year.

#### **Jurisdiction and Duties:**

The Community Development Authority shall have all powers, duties and functions set out in Wis. Stats. §§ 66.1201 and 66.1333 for housing and redevelopment authorities and as to all housing projects initiated by the Community Development Authority, it shall proceed under Wis. Stats. § 66.1201, and as to all projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs it shall proceed under Wis. Stats. §§ 66.1301 to 66.1327, 66.1331, 66.1333, 66.1337 or 66.1105, as determined appropriate by the Common Council on a project by project basis. As to all community development programs and activities undertaken by the City under the Federal Housing and Community Development Act of 1974, the Community Development Authority shall proceed under all applicable laws and ordinances not inconsistent with the laws of this State. In addition, the Community Development Authority may act as agent of the City to perform all acts, except the development of the general plan of the City, which may otherwise be performed by the Plan Commission under Wis. Stats. §§ 66.1301 to 66.1327, 66.1331, 66.1333 and 66.1337 or 66.1105. In addition to all other powers, duties and functions the Community Development Authority shall have such other powers, duties and functions related to community development as are conferred upon the Authority by the Common Council from time to time, which shall include any powers and duties previously conferred on the Neenah Housing Authority.

Ordinance No. 1257 dated April 20, 2004 Municipal Code Section 2-202



#### **Complete Count Committee**

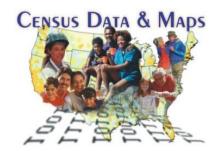
#### **Composition:**

The Complete Count Committee consists of the Dir. of Community Development, two Council reps and four citizen's reps.

#### **Meeting and Quorum:**

The Complete Count Committee meets on call during the year prior to the U.S. Census. The US Census is completed every ten years (2000, 2010, etc.).





#### **Jurisdiction and Duties:**

The Complete Count Committee works with the US Census Bureau to assist them in securing an increased return rate with the census. They assist in promoting the census using press releases and press coverage as well as a campaign tactics.



#### FOX CITIES HOTEL ROOM TAX COMMISSION

The Fox Cities Hotel Room Tax Commission was created for the coordination of tourism promotion and tourism development in the Fox Cities Tourism Zone.

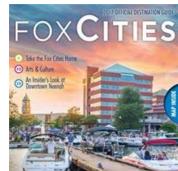
§66.0615 of the Wisconsin Statutes authorizes the governing body of a municipality to adopt an ordinance imposing a tax on the privilege of furnishing, at retail, rooms or lodging to transients by hotel keepers, motel operators or other persons furnishing accommodations which are available to the public ("Room Tax").

#### **Composition:**

The Fox Cities Hotel Room Tax Commission has representation from all municipalities in the Fox Cities Tourism Zone which is the geographic area encompassing the City of Appleton, the City of Kaukauna, the City of Neenah, the Village of Kimberly, the Village of Little Chute, the Town of Grand Chute, the Town of Neenah, the Village of Fox Crossing, the City of Menasha and the Village of Sherwood. The following is representation on the Fox Cities

Hotel Room Tax Commission by municipality:

City of Appleton	3	Town of Neenah	1
City of Kaukauna	1	Village of Fox Crossing	1
Town of Grand Chute	3	City of Menasha	1
City of Neenah	2	Village of Sherwood	1
Village of Kimberly	2	Lodging Association	2
Village of Little Chute	1		



#### **Meeting and Quorum:**

The Fox Cities Hotel Room Tax Commission meets on call. A majority of the Commission constitutes a quorum.

#### **Jurisdiction and Duties:**

The Fox Cities Hotel Room Tax Commission is assigned to accomplish uniformity of Room Taxes imposed across the Municipalities located within the Fox Cities Tourism Zone pursuant to the requirements of the Room Tax Act.



Ordinance No. 719 dated July 3, 1985 Resolution No. 6943 dated May 17, 2000 Ordinance No. 1151 dated May 17, 2000 Ordinance No. 1320 dated March 15, 2006

Ordinance No. 2015-14 Adopted November 24, 2015

#### FOX CITIES TRANSIT COMMISSION

#### **Composition:**

The Fox Cities Transit Commission shall be made up of members from the City of

Appleton - three citizen members and two aldermanic members, with additional members to be made up of representatives of municipalities and counties that provide local funding for Valley Transit. The Representation on the Fox Cities Transit Commission is based on population while making sure that every funding partner has at least one permanent seat on the Commission. To have a seat on the Commission, the municipality must have a three-year termination clause in their agreement with Valley Transit. The membership is based on the following population estimates:



#### **Municipality FCTC Seats Population (2014)**

Valley Transit II

Connecting the Fox Cities

Appleton 5 seats 72,623
Grand Chute 2 seats 20,919
Neenah 2 seats 25,501
Menasha 1 seat 17,390
Town of Menasha 1 seat 18,498
Kaukauna 1 seat 15,462
Kimberly 1 seat 6,468
Buchanan 1 seat 6,755
Harrison 1 seat 10,839
Total **15** seats

#### **Meeting and Quorum:**

The Fox Cities Transit Commission meets WEDNESDAY of the week following the Appleton Council, at 3:00 p.m., in Committee Room 6A at Appleton City Hall, 100 N. Appleton Street, Appleton. NOTE: Appleton City Council meets on the first and third Wednesday of each month.

#### **Jurisdictions and Duties:**

The Fox Cities Transit Commission reports to the Appleton Common Council and is part of the City of Appleton's organizational structure. The Commission shall have the power and duty to provide overall supervision of the operation and maintenance of the transit system. They provide a fixed route, subsidized public bus and ancillary services for the Fox Cities.



# JOINT REVIEW BOARD FOR TAX INCREMENT DISTRICTS

#### **Composition:**

The Joint Review Board (JRB) for Tax Increment Districts (TIDs) is composed of certain taxing districts affected by the TIDs. The City of Neenah JRB is a 5-member Board comprised of a Winnebago County Representative, a Fox

Valley Technical College (FVTC) Representative, a Neenah Joint School District (NJSD) Representative, a Neenah Common Council Representative and a Citizen Representative. The Representatives from Winnebago County and FVTC are appointed in April for a one-year term. The Council rep is appointed at the Council organizational meeting the third Tuesday in April for a one-year term. The NJSD appoints their rep for a one-year term at their organizational meeting in May. The citizen rep is appointed at the Council organizational meeting the third Tuesday in April for a three-year term.

#### **Meeting and Quorum:**

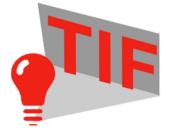
The Joint Review Board (JRB) for Tax Increment Districts meets on call.

#### **Jurisdiction and Duties:**

The JRB provides consistency of oversight over the creation and amendment of tax increment districts. They meet when a new TID is under consideration to evaluate the purposes and plan of the

proposed district. They also oversee existing TIDs and make recommendations regarding declaring a TID distressed. The JRB makes recommendations to the City Council.

Powers and duties of the JRB are detailed under Section 66.1105(3)(g) and (4m) of the Wisconsin Statutes.



#### LANDMARKS COMMISSION

Municipal Code Sec. 23-3 thru 23-7

#### **Composition:**

The Landmarks Commission consists of seven members and two alternates. Of the membership, one shall be a licensed real estate broker; one shall be a member of the Common Council; one shall be a registered architect; and the remaining four shall be citizen members. Said citizen members, to the extent available in the community, shall have background in disciplines in the area of history, architectural history, architecture, archeology, planning or other historic preservation related disciplines such as urban planning, American Studies,



American Civilization, cultural geography, or cultural anthropology. Each member shall have, to the extent practicable, a known interest in historic preservation. The Mayor shall appoint the Commissioners subject to confirmation by the Common Council. Except for the representative of the Common Council, the term for each member shall be three years on staggered terms. The representative of the alternate members shall be appointed for three-year terms. Alternate members shall have full voting power in the event one or more of the regular members have declared a conflict of interest or in the event one or more regular members are absent.

#### **Meeting and Quorum:**

The Landmarks Commission meets on the second Tuesday each month at 5:30 pm in the Hauser Room at Neenah City Hall, 211 Walnut Street. Four of the seven-member commission constitutes a quorum.



#### Jurisdiction and Duties:

The goals of the Landmarks Commission are to effect and accomplish the protection, enhancement and perpetuation of improvements and districts which represent or reflect elements of the City's cultural, social, economic, political, engineering and architectural history. They safeguard the City's historic and cultural heritage, as embodied and reflected in such historic structures, sites and districts. They assist in stabilizing and improving property values and foster civic pride in the beauty and noble accomplishments of the

past. They assist in protecting and enhancing the City's attractions to residents, tourists and visitors and serve as a support and stimulus to business and industry. They promote the use of historic structures, sites and districts for the education, pleasure and welfare of the citizens of Neenah.

The Landmarks Commission activities include research of individual properties and districts with the intent of designating appropriate properties and areas as historic landmarks with its accompanying protection. The Commission lends its expertise to interested individuals seeking information on preservation and to the general public regarding Neenah's historic structures, sites and district.

The Landmarks Commission has the power to designate historic districts within the City of Neenah with approval of the Common Council. They review and designate properties as local landmarks, review plans for exterior permit renovations on landmark properties and conduct public information and education activities.

#### LIBRARY BOARD

Municipal Code Sec. 2-166

#### Composition:

Appointments and terms of office are as provided by the relevant subsection of Wis. Stats. §43.54 and §43.60. The Library Board shall consist of nine members, appointed by the Mayor and confirmed by the Common Council for three-year terms. Each term shall commence May 1 in the year of appointment. Not more than one member of the Council shall, at any one time, be a voting member of the Board and shall be appointed for a one-year term at the April organizational meeting. The Mayor shall appoint the Superintendent of Schools, or designee, as a member of the Library Board. In addition to the members appointed by the Mayor, Winnebago County shall appoint up to



two additional voting members of the Library Board as representatives of the County, based on the requirements of Wis. Stats. § 43.60(3)

#### **Terms of Office:**

Terms for Library Board members are 3-year terms.

#### **Meeting and Quorum:**

The Neenah Library Board meets on the third Wednesday of each month at 4:00 pm in the Carpenter Room at the Neenah Public Library 240 E. Wisconsin Avenue. Five of the nine members constitute a quorum.

#### **Qualifications:**

- 1. Interest in the library, in the community, and in the library's relationship to the community.
- 2. Readiness to devote time and effort carrying out the duties of trusteeship.
- 3. Recognition of the library's importance as a center of information, of community culture, recreation and continuing education.
- 4. Close acquaintance with community social and economic conditions, and with groups within the community.
- 5. Ability to work well with others; other board members; city and county officials, library director and staff and library customers.
- 6. An open mind, intellectual curiosity, and respect for the opinions of others.
- 7. Initiative and the ability to establish policies for successful operation of the library.
- 8. Ability to plan creatively, think clearly, question objectively and to carry out plans effectively.
- 9. Ability to envision library development to include internal improvements and external expansion.
- 10. Willingness to become more knowledgeable about library services and standards of operation.

#### **Duties and Powers:**

The Library Board shall have the duties and powers as prescribed by Wis. Stats. Ch. 43. The Library provides library services to citizens of Wisconsin, with its primary service area the 50,000 persons living in and around the City of Neenah. Funding comes primarily from the City of Neenah and secondarily from the Winnefox Library System by contract with Winnebago County. The library is governed by a ten member Board of Trustees and administered by a Library Director appointed by the Board.

The Library Board responsibilities are:

- Employ a competent and qualified Library Director.
- Determine and adopt written policies to govern the operation of the Library.
- Determine the purposes of the Library and secure adequate funds to carry out the Library's mission.
- Know the needs of the Library in relation to the community; keep abreast of standards and library trends; plan and carry out library goals and objectives.
- Participate in planned public information programs.
- Approve the annual budget; approve all expenditures; set staff salaries.
- Be aware of local and state laws; actively support library legislation that is in the best interest of the Library.
- Attend Board Meetings regularly.
- Attend Trustee Workshops and Training Sessions.
- Cooperate with other libraries, and with Winnefox Library System, to make the fullest possible resources available.

#### Legal Responsibilities:

Public Library Trustees serve in fiduciary capacity for the citizens and taxpayers of the governmental units served by the Library. Public Library Trustees are mandated by state law to control:

- 1. Hiring of a Library Director.
- 2. Expenditure of Library funds.
- 3. Library Property.

As public officials, library trustees must follow, or cause to be followed, state laws concerning open meetings, open records, and confidentiality of library records. They must obey federal, state and local laws as well as the Library Board's own bylaws.

Ordinance No. 1283 adopted March 2, 2005

#### LOAN ASSISTANCE BOARD

#### **Composition:**

The Loan Assistance Board consists of four citizen members, one Council Representative, the Director of Community Development and the Director of Finance. The citizen members are appointed in June for three-year terms. The Council appoints the Council Representative at its organizational meeting the third Tuesday in April for a one-year term.



its organizational meeting the third Tuesday in April for a one-year term. The Finance Director and the Community Development Director, or their respective appointed alternates serve indefinite terms.

#### **Meeting and Quorum:**

The Loan Assistance Board meets on call. Four members constitute a quorum of the Board.

#### **Jurisdiction and Duties:**

Consider housing rehabilitation applications to improve the housing stock for low- and moderate-income households, and business loan applications to provide lower cost, fixed rate financing to small, growing companies that are creating new jobs in Neenah.



#### NEENAH-MENASHA JOINT FIRE COMMISSION

Municipal Code Sec. 2-171 Wis. Stats. §62.13



**Composition & Quorum:** The Neenah-Menasha Joint Fire Commission shall consist of six citizens, four of whom shall constitute a quorum. Three

members shall be appointed by the Mayor of Neenah and three shall be appointed by the Mayor of Menasha. Each Mayor shall annually, between the last Monday of April and the first Monday of May, appoint, in writing to be filed with the Secretary of the NM Fire Commission, one member whose term expires that year for an additional term of three years. The Chair of the Commission



shall be elected by the Board annually at its organizational meeting in May for a one-year term. The Chair of the Commission shall rotate annually between the Cities of Neenah and Menasha. The Vice-Chair of the Commission shall be from the opposite City than the Chair.

#### **Meetings:**



The Neenah-Menasha Joint Fire Commission meets on the fourth Wednesday of each month in alternating locations. In January, March, May, July, September and November the Commission meets in the Hauser Room at Neenah City Hall (211 Walnut Street) at noon. In February, April, June, August, October and December the Commission meets in third floor Council Chambers at Menasha City Hall (140 Main Street) at noon.

#### **Powers & Duties:**

The powers and duties of the Board shall be as provided in Wis. Stats. § 62.13.

Ordinance No. 1261 adopted April 20, 2004 Ordinance No. 1283 adopted March 2, 2009



#### **NEENAH-MENASHA SEWERAGE COMMISSION**

Municipal Code Sec. 2-176

The Neenah-Menasha Sewerage Commission (NMSC) was created on September 15, 1982 by Ordinance No. 628 pursuant to Wis. Stats. §66.0301. The Ordinance/Contract jointly reorganized

the N-M Sewerage Commission, pursuant to Wis. Stats. 66.30 and contractually jointly established the operation and administration of sewerage collection, treatment and disposal facilities.

#### **Composition:**

The NMSC consists of two City of Neenah representatives, two City of Menasha representatives, a Waverly Sanitary District rep, a Town of Neenah Sanitary District rep and a Town of Menasha Utility District rep. Members are appointed in January for three-year terms, which expire December 31<sup>st</sup>. The N-M Sewerage Plant Manager and Accountant attend all meetings of the Commission.



NMSC Service Building

#### **Meeting and Quorum:**

The NMSC meets on the fourth Tuesday of each month at 8:00 am at the NMSC Offices located at 101 Garfield Ave., Menasha. Four of the seven-member commission constitutes a quorum.



Chlorine Contact Tank

#### **Jurisdiction and Duties:**

The Neenah-Menasha Sewerage Commission shall have the powers to plan, design, purchase, acquire, construct, extend, add to, improve, control, operate, manage, maintain and hold title to such real and personal property, including a treatment plant, interceptor mains, and the plans and specifications developed in connection with in order to provide the contracting municipalities with adequate and sufficient sewerage collection, treatment and

disposal services and to produce a treatment plant effluent which meets

effluent standards established by the current Wisconsin Pollutant Discharge Elimination System permit issued to the Commission.



Aeration Tank

Ordinance No. 628 adopted September 15, 1982 Ordinance No. 1283 adopted on March 2, 2005



#### **NEENAH ARTS COUNCIL**

The Neenah Arts Council was created to bring individuals and groups together to collaborate and promote the Arts in our area. They find ways to leverage the Arts Community to promote local expressions of the arts, grow the economy and build a stronger community. They have the responsibility to develop programs and projects which promote and enhance the Arts and specifically public arts initiatives within our community.

#### **Composition:**

The Neenah Arts Council consists of eleven (11) citizens members appointed by the Mayor with confirmation by the Council for staggering three (3) year terms which expire the third Tuesday in April; and one (1) Alderperson to act as Chairman appointed for a one (1) year term which expire the third Tuesday in April.



#### **Meeting and Quorum:**

The Neenah Arts Council meets on call. A majority of the Committee (7 members) constitutes a quorum.

#### **Jurisdiction and Duties:**

The Neenah Arts Council shall report its activities to the Common Council on a regular basis and shall be under the jurisdiction of the Public Services & Safety Committee.

Resolution No. 2017-13 adopted March 1, 2017



#### NEENAH HARBOR COMMITTEE

Harbor Boundaries: (Municipal Code Sec. 19.21) The Neenah Harbor shall be the Doty Park Lagoon and that area of the Fox River lying between the Chicago and Northwestern Railway Company Bridge and an imaginary line from the Kimberly Point Lighthouse.

#### **Composition:**

The Neenah Harbor Committee consists of seven (7) members: six citizen members are appointed by the Mayor with confirmation by the Council for staggering three (3) year terms which

expire in October; and one (1) Park & Recreation Commission representative appointed by the Park & Recreation Commission in February each year. Neenah Harbor Committee reports directly to the Park & Recreation Commission.

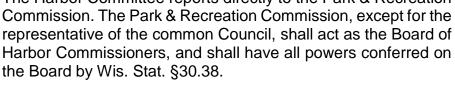
#### **Meeting and Quorum:**

The Neenah Harbor Committee meets on call. A majority of the Committee (4 members) constitutes a guorum.



#### Jurisdiction **Duties:**

The Harbor Committee reports directly to the Park & Recreation



Ordinance No. 1370 adopted May 21, 2008 Resolution No. 7282 adopted May 21, 2008

#### PARK AND RECREATION COMMISSION

Municipal Code Sec. 2-169

#### **Composition:**

The Park and Recreation Commission shall consist of nine members, appointed by the Mayor, subject to confirmation by a majority of all the members of the Council. One of the commission members shall be a representative from the Common Council. The term of office of each member shall be three years, ending on December 31, except for the representative from the Common Council whose term shall be one year, ending on the third Tuesday of April. The Neenah



Joint School District shall appoint a representative who shall be a non-voting member. All members of the Commission shall serve without salary or other compensation.

#### **Meetings and Quorum:**

The regular meetings shall be held at 4:30p.m. on the third Thursday of each month in the Hauser Room at Neenah City Hall, 211 Walnut Street. Special meetings may be called by the president, or at the request of any two members, for the transaction of business as stated in the call for the meeting. A quorum for the transaction of business at any meeting shall consist of a majority of the Commission.

#### **Duties and Powers:**

The Commission shall have complete charge, supervision and management of all public parks, municipal swimming pool, recreational buildings and grounds upon which the same are situated or adjacent thereto, public playgrounds, public ice rinks, public centers and other similar public property and functions as shall be assigned to such Commission by the Council for the development, maintenance and operation of all public recreational facilities and activities as it shall from time to time determine are for the best interests of the City and its citizens.

The Park & Recreation Commission Bylaws govern the commission and Section 6 outlines specific duties of the Commission.

Ordinance No. 1283 adopted March 2, 2005



Tarks & Recreation

#### **Article 1 – Identification**

The name of this organization is the Parks and Recreation Commission, located in Neenah, Wisconsin, existing by virtue of the provisions of Chapter 27 of the Wisconsin Statutes and Ordinance 1.34 of the City of Neenah, and exercising the powers and authority and assuming the responsibilities delegated to it under those laws.

#### <u>Article 2 – Parks and Recreation Commission</u>

**Section 1. Number and qualifications.** The Commission is composed of nine City resident members appointed by the mayor and confirmed by the city council. One of the commission members shall be a representative of the Common Council.

**Section 2. Term of Office.** The term of office for commissioners shall be three years, ending on December 31, with the exception of the Council representative, whose term shall be 1 year, ending on the 3<sup>rd</sup> Tuesday of April.

**Section 3. Disqualifications, Vacancies.** Members who move out of the City of Neenah shall be responsible for notifying the mayor, and become disqualified from service. When any commissioner fails to attend three consecutive Commission meetings without reasonable excuse, the president shall notify the mayor to request disqualification of the commissioner.

#### **Article 3 – Officers**

**Section 1.** The officers shall be a president and a vice president, elected from among the appointed Commissioners at the February meeting. Officers may succeed themselves once only and may be re-elected to the same office after a lapse of at least one year. Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs. Removal from office shall be by a two-thirds vote of all members of the Commission.

**Section 2.** A nominating committee shall be appointed by the president at the January meeting and will present a slate of officers at the February meeting. Additional nominations may be made from the floor at that time.

**Section 3.** Officers shall serve a term of one year from the February meeting at which they are elected and until their successors are duly elected.

**Section 4.** The president shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute documents authorized by the Commission, sign vouchers for disbursements from the city's park and recreation funds, serve as an ex-officio voting member of all committees, and general perform all duties associated with that office.



**Section 5.** The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

#### **Article 4 – Meetings**

**Section 1.** The regular meetings shall be held at 4:30p.m. on the third Thursday of each month.

**Section 2.** The order of business for regular meetings shall include, but not be limited to, the following items:

- 1. Call to order and introductions
- 2. Appearances (time may be limited)
- 3. Commission consideration of appearances
- 4. Consideration of minutes of any Commission or committee meeting since the previous Commission meeting
- 5. Financial report
- 6. Consideration of the bills
- 7. Parks and Recreation Director's report
- 8. Committee reports
- 9. Liaison reports
- 10. Business for consideration
- 11. Adjournment

**Section 3.** Special meetings may be called by the president, or at the request of any two members, for the transaction of business as stated in the call for the meeting.

**Section 4.** A quorum for the transaction of business at any meeting shall consist of a majority of the Commission.

**Section 5.** Robert's Rules of Order newly Revised, latest revised edition, shall govern the parliamentary procedure of the meetings.

#### <u>Article 5 – Committees</u>

**Section 1. Ad Hoc Committees.** Ad Hoc committees for special situations will be appointed by the president, with approval of the Commission, to serve until the final report of the work for which they were appointed has been filed. Many of these committees may also include staff, citizen, or municipal representatives.

**Section 2.** No committee will have other than advisory powers unless, by suitable action of the Commission, it is granted specific power to act.



#### <u>Article 6 – Duties of the Commission</u>

- **Section 1.** Determine policies for governance of the lands, facilities, recreation activities, and programs of the department.
- **Section 2.** Develop the highest possible degree of operating efficiency and effectiveness, while continuing to practice responsible stewardship.
- **Section 3**. Provide facilities and opportunities for every citizen to acquire and develop a variety of recreational skills.
- **Section 4.** Maintain and improve a stimulating environment for citizen enjoyment of recreational activities.
- **Section 5.** Plan wisely for future parks and recreation needs of our community.
- **Section 6.** Select and recommend for Council approval a competent parks and recreation director. Maintain oversight, and consult with the mayor concerning the director's annual performance evaluation.
- **Section 7.** Advise in the preparation of the budget, approve it, and recommend its funding.
- **Section 8.** Through the parks and recreation director, supervise and maintain lands, facilities and activities, as well as review land, facility and activity needs to see that they meet requirements of the total parks and recreation program.
- **Section 9.** Study and support legislation that will bring about the greatest good to the greatest number of parks and recreation users.

#### <u>Article 7 – Parks and Recreation Director</u>

The parks and recreation director shall be considered the chief administrator of the Commission and shall have sole charge of the administration of the parks and recreation department under the direction and review of the Commission. The director shall have the authority to perform the duties and functions associated with the position of chief administrator of the Commission. The director shall be held responsible for care of the lands, facilities, and equipment of the department, for operation of recreational programs and activities, for the employment and direction of the staff, for the efficiency of the parks and recreation department's service to the public, and for the operation of the parks and recreation department under the financial conditions set forth in the annual budget. The director shall attend all Commission meetings but shall have no vote.



**Section 1.** An affirmative vote of the majority of all members of the Commission present at the time shall be necessary to approve any action before the Commission. The president may vote upon and may move or second a proposal before the Commission.

**Section 2.** Any rule or resolution of the Commission, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Commission shall be present and two-thirds of those present shall so approve.

**Section 3.** These bylaws may be amended at any regular meeting of the Commission by majority vote of all members of the Commission provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws will be in force when approved by the Commission.

APPROVED February 27, 1992
REVISED February 15, 1996
REVISED February 21, 2002
REVISED December 19, 2002



#### PARKING TASK FORCE

#### **Composition:**

The Neenah Downtown Parking Task Force consists of representatives from the



Common Council, Future Neenah, Inc., the Business Improvement District, business owners in downtown Neenah and various City departments including Public Works, Community Development and Assessments, Finance and Police

#### **Jurisdiction and Duties:**

The Downtown Neenah Parking Task Force meets on call to oversee parking issues in the downtown area – generally bounded by the Fox River, Winneconne Avenue, Oak Street and Torrey Street/Isabella Street. It is charged with

reviewing parking demands, identifying conflicts in the parking system and developing parking solutions to promote the overall health of the downtown. The Parking Task Force makes recommendations to the Public Services and Safety Committee on downtown parking related issues.



#### **PLAN COMMISSION**

Municipal Code Sec. 26-26 and 2-167 Wis. Stats. § 62.23(1) - (3)

#### Composition:

The Plan Commission shall consist of the Mayor, who shall be its presiding officer, the Director of Public Works, a representative of the Park and Recreation Commission (or alternate representative



who shall be counted for quorum and voting purposes only if the representative was unavailable) appointed by the Chairman of the Park and Recreation Commission for a one-year term, an alderman, a member of the Board of Education who is a resident of the City and three residents.

The Alderman and the Board of Education members shall be appointed by a two-thirds vote of the entire Council each April. The Mayor shall appoint one resident member annually each April for a term of three years. Such appointed members of the Commission shall commence their terms on May 1.



#### Meeting and Quorum:

The Plan Commission meets on the Tuesday of the week prior to Council at 4:15 pm in the Council Chambers. Four members constitute a quorum. Council meets on the first and third Wednesday each month.

#### **Jurisdiction and Duties:**

The Plan Commission is responsible for maintaining and updating the City's Comprehensive Plan. In addition the Plan

Commission reviews rezoning requests, annexations, special use permits, site plans and landscape plans, land divisions including subdivision plats, and comprehensive plan amendments.



Ordinance No. 1283 adopted March 2, 2005 Ordinance No. 2013-4 adopted February 6, 2013

#### POLICE COMMISSION

Municipal Code Sec. 2-170 Wisconsin Stats §62.13

#### **Organization and Appointment:**

The Board of Police Commissioners shall consist of five citizens. The Mayor shall annually, between the last Monday of April and the first Monday of May, appoint, in writing, to be filed with the Secretary of the Board, one member for a term of five years. No appointment shall be made which shall result in more than three members of the Board belonging to the same political party.



#### **Powers and Duties:**

The powers and duties of the police commission shall be as provided in Wis. Stats. §62.13.

#### **Meeting and Quorum:**

The Police Commission meets the first Wednesday of each month at noon, at the Neenah Police Station, 2111 Marathon Avenue. Three members shall constitute a quorum.

Ordinance No. 1283 adopted March 2, 2005



#### SUSTAINABLE NEENAH COMMITTEE

**Composition, Meeting and Quorum:** The Sustainable Neenah Committee consists of the Mayor or Mayor's Representative, Council Representative, Dir. of Parks & Recreation, City of Neenah Inspector, Future Neenah/BID Representative and a NJSD Representative all appointed for an indefinite tenure. The Mayor also appoints ten (10) citizen members appointed by the Mayor for three (3) year terms. The Committee meets on the second Wednesday of each month at 5:00 pm in the Hauser Room at Neenah City Hall, 211 Walnut Street. A quorum is defined as seven members, at least four of whom must be citizen members.

**Duties:** The mission of the Sustainable Neenah Committee is to identify and foster economically feasible energy conservation and efficiency measures; to promote recycling, waste reduction, and use of renewable resources; to increase public awareness and access to new and existing sustainability programs and services; and to be conscientious stewards of our city.

The Committee develops and distributes educational materials about sustainable practices. They attend Neenah's Farm Market and other events promoting sustainable practices and assist and partner with residents to implement sustainable practices, projects and policies.

Resolution No. 7250 dated October 17, 2007



#### WATERWORKS COMMISSION

Municipal Code Sec. 17-21 thru 17-24 Wis. Admin. Code Ch. PSC 185

#### **Composition:**

The Waterworks Commission shall consist of the Mayor, an Alderman and three citizens. The citizen members of the Commission shall be appointed by the Council for a five-year term commencing October 1 in the year which they were appointed. The Mayor shall be a Commissioner so long as he/she is Mayor. The Alderman member shall be appointed by the Council for a one-year term commencing the third



Tuesday of April of each year. The citizen members and the alderman member shall serve on the Commission until his/her successor is elected and qualified. The Director of the Neenah Water Utility shall attend all meetings of the Waterworks Commission.

#### **Meeting and Quorum:**

The Waterworks Commission meets the third Monday each month at 4:30 pm in the Council Chambers at Neenah City Hall, 211 Walnut Street. Three of the five-member board constitutes a quorum of the Commission.

#### **Jurisdiction and Duties:**

The Waterworks Commission shall supervise the Water Utility of the City; prescribe rules of order for the regulation of its own meetings and deliberations and alter, amend or repeal the same from time to time as it shall deem proper; enact, amend and repeal all necessary rules and regulations for the government, operation and maintenance of the City's water utility; award and contract to purchase all fuel, chemicals, supplies and repairs necessary for or incident to the proper operation and maintenance of the City's water utility; enact, amend or repeal all necessary rules and regulations under which the customers of the water utility shall be served; award, contract to purchase, construct and install all extensions, additions, replacements, and alterations to such water utilities facilities whenever the same shall have been ordered and funds provided therefor by the Commission; approve the issuance of revenue bonds for the construction, repair and alteration of water utility facilities, subject to the final approval of the Council; employ a Director of the Water Utility at a salary authorized by the Commission, who shall be subject to removal at any time upon the recommendation of the Commission provided the Council shall approve such removal; and impose appropriate restrictions on the use of City water for filling private swimming pools, noncommercial washing of motor vehicles and lawn and garden sprinkling due to a shortage of water.

**Accounts to be Audited:** All accounts of the Water Utility shall be audited by the Waterworks Commission and, if approved, shall be paid by order of the Director of the Water Utility, issued and signed by the Mayor, the City Clerk, and the Finance Director.

**Separate fund:** The Director of Finance shall keep as a separate fund all income and revenue derived from the City's Water Utility, and any funds specially provided therefore by the Council, and pay therefrom all orders drawn upon him and approved by the Commission.

Ordinance No. 1283, adopted March 2, 2005