

Memo

To: Village Board

Fr: Tracy Flucke, Administrator

Re: Changes to Public Works Committee Organization

Date: April 10, 2014

The Public Works Committee discussed this at a their last meeting and voted to send it to the Village Board with a recommendation to approve the staff recommendation.

I discussed this with various Administrators and Public Works Directors in the area. A summary of their thoughts are as follows: (Please note all committees are Advisory and their recommendation go on to the Council or Board for final approval)

Ashwaubenon has a Public Works and Protection Committee – the committee has five members – three trustees and two citizen members. They meet once a month and review and make recommendations on the following: all construction contracts, Public Works purchases and anything Public Works related. They also are responsible for traffic and safety issues, although these issues are handled slightly differently. For example if there is a request for a stop sign the committee would send it back for internal staff review – the Public Works Director and the Public Safety Director review and bring the item back to the committee with their recommendation.

Both the Administrator and Public Works Director feel the format and set up for the committee works well and they would not change anything.

Suamico has a Public Works and Utility Commission and a Health and Safety Committee – descriptions of the commission and committee are attached. Speaking with the Public Works Director he felt the two committee format worked well and they really did not have any issues with their format or plans to change things. In regard to traffic and safety items the DEO and Public Works Director review the request and make a recommendation to the Health and Safety Committee.

DePere has a Board of Public Works - Their board has five members – four council members and the mayor. They deal with all the traditional public works items. The traffic and safety items are handled internally between the Engineer, Planner and a Police Lieutenant. They

discuss the situation and then the engineer provides a recommendation and it is handled in one of two ways - An action item at Board of Public Works or discussion item at Board of Public Works. It only goes on to City Council if it is a request that is in the City Ordinances or a large financial cost otherwise the Board of Public Works action is implemented.

Hobart has a Public Works and Utilities Committee – there committee is seven members with two from the Village Board the other five are citizen members. They recently combined several different committees into the Public Works and Utilities Committee. They are responsible for any public works and utility items. The traffic and safety items are reviewed by the DPW and Police Chief they decide if they should go to the committee with a recommendation or a denial corresponded directly to the petitioner.

Bellevue, Howard, Wrightstown and Ledgeview do not have any type of Public Works Committee or Traffic and Safety Committee – items are handled by staff and the Village or Town Board. Although Ledgeview and Bellevue are both looking at possibly adding a Public Works Committee and having Public Works handle the traffic and safety items.

Considering all the input from the various communities I would recommend we change the Public Works Committee as follows: Have the Public Works Committee be a five member committee with three trustees and two citizen members. Dissolve the Traffic and Safety Committee and have Public Works handle those items as well. I would also suggest we have a staff review committee for traffic items to review and provide recommendations to the Public Works Committee. We could potentially have the DPW, Street Foreman and DEO fill that role.

The board will also need to revise our current ordinances - 100.09 Boards and Committees and make the necessary changes in the ordinance when we decide which direction you would like to go with the committee.

Village Board is asked to make a motion in regard to any changes to the Public Works Committee.

Village of Suamico

Public Health & Safety Committee

The Public Health & Safety Committee reviews:

1. Speed limits and other traffic regulations;
2. Stop sign and other traffic regulation signs;
3. Street lights;
4. Monthly incident, traffic, and crime reports;
5. Monthly fire and rescue reports;
6. Preliminary plat for review of speed limits and traffic control signs only;
7. Issues referred by the Village Board or Administrator for their review and recommendation; and
8. Individual or citizen group requests for additional stop signs, traffic speed reduction regulations, railroad regulatory sign changes, other public safety-related signage, guardrails, deletions, etc., and street lights.

The Committee also reviews and recommends action to the Village Board on issues related to traffic control, public safety ordinances, and issuing of alcohol licenses. It makes recommendations to the Village Board for action on resolutions, ordinances, policy, and/or staff recommendations as requested by the Village Board or Village Administrator. The Committee shall NOT consider or make recommendations on issues related to contracted services, service/personnel issues, or contract management as these are under the direct control of the Village Board, Fire Commission, and as authorized, the Administrator.

The Committee is made up of one trustee and four residents who are appointed by the Village President and approved by the Village Board for three years, staggered. They meet on the 2nd Tuesday of the month at 4 p.m. as needed but not less than four times per year. The meetings are held at the Municipal Services Center, 12781 Velp Avenue. The members are Daniel Drewery - Chair, Greg Steenbock, Mike Sheedy, Steve Dantoin, and Dennis O'Donnell.

Public Works & Utility Commission

The Public Works & Utility Commission reviews and recommends action to the Village Board on:

1. Village streets, sidewalks, trails, bridges, and other proposed major traffic infrastructure improvement plans;
2. Proposed annual sidewalk and trail improvement/replacement plans;
3. Proposed 5-year Capital Improvements Plan for transportation structures, facilities, equipment, and utilities annually;
4. Refuse and recycling, site use, and collection;
5. Subdivision acceptance;
6. Water supply and distribution including well abandonment, proposed wells, towers, and mains;
7. Sanitary sewer collection including proposed sewers;
8. Engineering proposals and construction bids;
9. Stormwater management and detention including proposed detention basins; and
10. Annual review of utility rates.

The Commission also makes recommendations to the Village Board for action on resolutions, ordinances, policy, and/or staff recommendations as requested by the Village Board or Village Administrator.

The Commission consists of seven members, one trustee, six others, five who must be residents, appointed by the President and approved by the Village Board for three years, staggered. Meetings are on the 4th Tuesday of the month at 6 p.m. and as otherwise deemed necessary. They are held at the Municipal Services Center, 12781 Velp Avenue. The members are Dan Roddan - Chair, Paul Garvey, Colleen Chambers, Bryan Fischer, Joel Ehrfurth, Mike Salemi, and Dennis O'Donnell.