



CITY MANAGER UPDATE TO THE CITY COUNCIL

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From the Manager

Annexation News: The Circuit Court judge ruled in favor of the Town of Washington, with regard to the Stewart-Hauge annexation. The City Attorney's Office will provide a confidential update with options for City Council to consider. The case is still in litigation, so please refrain from public comment and direct any questions to the City Attorney's Office.

Spring Primary: Coming up this month is the February 21st Spring Primary for the State Justice of the Supreme Court. There are four candidates, so the purpose of this election is to bring the number of candidates down to two. We are expecting a fairly low voter turnout. Between 8,000 and 10,000 would be reasonably high for an election of this type. In person absentee voting starts Tuesday, February 7th and ends February 17th. The location will be the parking lot of City Hall from 9AM to 4PM, Monday through Friday. Because it will be a small election, the Elections Department plans to set aside a few parking spaces reserved for voters instead of having all the tents and poll workers in the parking lot. When voters arrive, they will call the Elections Office and our usual office staff will bring the voting materials out.

Boards/Committees/Commissions Work: We are working to gather ideas and information about the pros and cons of how our current Board/Committee/Commission structure works to support a Work Session discussion with the Council, to be held in the next month or so. We plan to survey current members of the Boards, sending two separate links – one gathering their feedback and the other gathering their demographic information. Take a look the draft surveys here and feel free to share any feedback with us.

- **Demographic Survey:** Here is the link to the demographics survey. (Questions and options were taken from the American Community Survey from the census. Demographics Survey: <https://www.cognitoforms.com/CityOfEauClaire2/CityOfEauClaireCommitteesCommissionsAndBoardsDemographicsSurveyDraft>)

- Satisfaction/Feedback Survey: And here's a link to our draft survey gathering their input.
<https://www.cognitoforms.com/CityOfEauClaire2/CityOfEauClaireCommitteesCommissionsAndBoardsSurveyDraft>

Note that we were happy recently to receive from Oshkosh a report they carried out in 2017 to review the structure of their Boards and Commissions. It's attached to this update. They are reviewing this plan again this year, so we will be comparing notes with them.

Altoona/Eau Claire Cooperation Update: In a meeting this past week, we heard from Altoona leadership that they'll need more time to consider whether or not consolidation is their desired path forward. They plan to carry out a comprehensive study to analyze costs, call volume, and staffing models. That study will not be done in time to carry out consolidation for 2024. The possibility of consolidating in 2025, however, remains on the table.

Station 6 Updates: The Eau Claire Fire Department Station 6 construction project is nearing substantial completion. The project is nearly two weeks behind schedule as the acquisition of many of the construction materials have been delayed due to product availability. The anticipated substantial completion date is February 10th. The newly added living quarters have passed the occupancy inspection and are occupied by personnel. They are awaiting finish trim work. The existing section of the structure has been demoed and is currently under complete renovation. Tasks being completed this week include:

- Drywall installation, taping, and painting;
- Installation of bathroom tile, shower doors, toilets, and sinks;
- Installation of interior doors;
- Installation of flooring; and
- Installation of the four overhead garage doors.

Awesome Teamwork: There was an excellent team effort in City Hall last week, required to move an extra-large copier from the mailroom to the Fire/Elections building. When the City needs to move one of the large copiers from one location to another, they will ask for the help of EO Johnson, who is our copier support vendor. Many times, it requires parts of the machine to be removed before moving, especially with the larger machines. EOJ was scheduled to come to City Hall Thursday morning to relocate the copier from the City Hall mailroom over to the Elections/IT area. When EOJ arrived, IT had some of the Help Desk staff ready to assist. The staff had already made sure the existing furniture was out of the way, answered some questions related to the power between the two locations, and made sure the network port in the wall was live. When EOJ got here, staff rolled the machine across the alley, with some IT staff sweeping salt off the sidewalk ahead of them, to ensure a smooth trip. The machine was rolled into place, plugged in, and powered up, and it functioned perfectly on the first test. It prompted this response from the rep at EOJ: "Your team did a great job of having everything set. It is so nice when you move equipment and plug it in and everything is live and test print appears. Kudos to you and your group."

Goals Review: When we held our first Strategic Planning review meeting, Council Member Gragert mentioned that there was a list of more specific goals that the Council and Staff had put together in 2019 tied to the Strategic Plan. We found a list like this, and have worked with staff to provide updates on those goals. We also prepared accomplishments from 2022 and a list of goals for 2023. The 2023 goals are the ones I hope we can focus on most, as I hope to track and share our progress on these with the Council and the public throughout the year. Within the next week, I plan to send the draft goals to you and then to touch base with each of you to see if there are any goals you'd like added.

Council Calendar (With Tentative Work Session Dates)

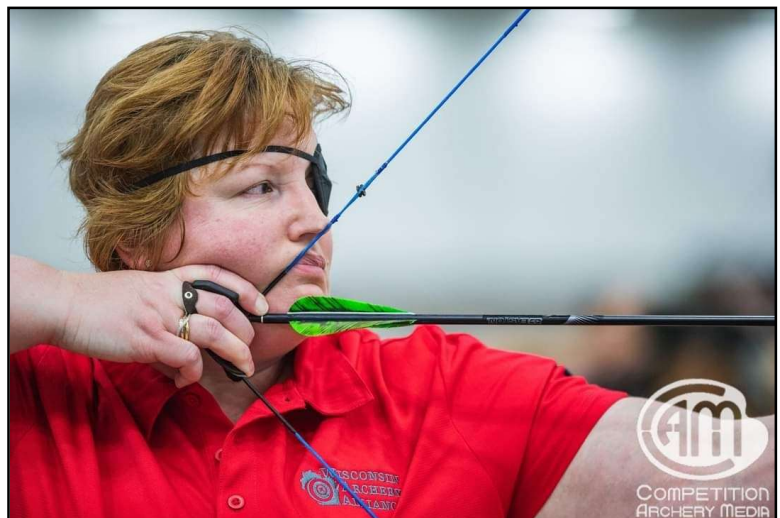
- Monday, February 13th: Regular Council Public Hearing/Discussion night
- Tuesday, February 14th: Council Meeting
 - Fiscal Stability Work Session #2:
 - Refinement of Community Values
 - Continued presentation of 2023 goals.
- Monday, February 27th: Regular Council Public Hearing/Discussion night
- Tuesday, February 28th: Council Meeting
- Monday, March 13th: Regular Council Public Hearing/Discussion night
- Tuesday, March 14th: Council Meeting
 - Closed session: Manager Annual Evaluation
- Monday, March 27: Regular Council Public Hearing/Discussion night
- Tuesday, March 28th: Council Meeting
- Monday, April 10th: Regular Council Public Hearing/Discussion night
- Tuesday, April 11th: Council Meeting
 - Last meeting for President Weld

Additional Dates:

- Friday, February 17th: Eggs and Issues – State of the City
- Wednesday, February 22nd: 29th Annual Chippewa Valley Rally

Employee Spotlight:

Here's our next spotlight. (Give a shout-out to a City employee using [this form](#)).



Today we highlight **Erica Strassman!**

A coworker said this about Erica: “Erica is well respected amongst all of the records staff. She is always willing to take on new projects. When she was tasked with implementing a new software last year, she took it and ran with it and excelled along the way. She is a go getter, and the Police Department is very lucky to have her supervising the Records Division.”

- Your Position: “I am the Records Supervisor for the ECPD and I have been working for the City since July of 2021.”
- What people may not know: “Something people may not know about me is that I was a Corrections Officer at the Eau Claire County Jail for 22 years 10 months and 7 days (not that I was counting 😊) before I came to work for the City.”
- Favorite activities: “I have been involved in the sport of Archery for 37 years. I travel around the state and the US to attend competitions, both indoor target and outdoor field. I am nowhere near in the same league as the professional archers out there, but I am proud to say that I hold several state and national records in my shooting class.”
- Best part about working for the City: “What I like working for the City of Eau Claire is that when I started at the PD, everyone was very welcoming and made me feel like part of the team.”

REVIEW OF CITY BOARDS, COMMISSIONS, AND COMMITTEES

JUNE 9, 2017

MARK A. ROHLOFF

INTRODUCTION

The Oshkosh Common Council assigned the City Manager a goal for 2017 to assist Council in evaluating the city's boards and commissions. As part of this evaluation, Council asked the City Manager to work with staff to identify possible consolidation of boards and commissions. Council also inquired regarding the need for assignment of a Council liaison to the various boards and commissions, assuming that not all commissions require a Council liaison. The purpose of this evaluation is to identify boards and commissions that are required of the city either by statute or indirectly required because of certain policy decisions made by Council. The review will also identify boards and commissions that have been created by Council policy that did not necessarily require a board, commission, or committee (BCC). Additionally, this review will identify Council liaisons that are assigned to these committees, and whether or not these assignments are required by statute or created by local option. BCCs will also be reviewed to identify any functional connection between the committees and their respective departments.

REQUIRED BOARDS AND COMMISSIONS

As shown on Appendices A and B, City Attorney Lynn Lorensen has identified 10 BCCs that are required by state statute or are necessary because the city council has taken an action that requires the creation of a board, (e.g. creation of a BID, maintaining a public library, adopting a redevelopment plan). The required boards and commissions are as follows:

- Business Improvement District (BID)
- Board of Zoning Appeals (BOA)
- Board of Review (BOR)
- Extraterritorial Zoning Committee (ETZ)
- Housing Authority
- Landmarks Commission
- Library Board
- Plan Commission
- Police And Fire Commission (PFC)
- Redevelopment Authority (RDA)

Because of the complexity of running a city of this size, mandated BCCs are unlikely to change, but making recommendations regarding scope or the core mission of these BCCs is possible as long as authority prescribed by statutes is not removed.

LOCAL OPTION BOARDS, COMMISSIONS, AND COMMITTEES

Staff has identified an additional 14 BCCs that have been created by Council. This does not include the Diversity Committee that Council recently directed staff to begin developing as a committee. These 14 BCCs are not required by state law but are by local option, and may be amended, consolidated, or eliminated at the Council's discretion. These boards are as follows:

- Arts & Beautification Committee
- Bike And Pedestrian Committee
- Committee On Aging
- Equal Opportunity Housing Commission
- Grand Opera House Advisory Board
- Long-Range Finance Committee
- Museum Board
- Parking Utility Board
- Parks Advisory Board
- Rental Housing Committee
- Storm Water Advisory Board
- Sustainability Advisory Board
- Traffic Review Advisory Board
- Transit Advisory Board

In addition to the above BCCs, there are other committees that are not part of the city organization. These include the Oshkosh Opera House Foundation (OOHF) and the Convention and Visitors Bureau (CVB) Board. Council has representation on the OOHF and the CVB at the request of these independent boards and takes these assignments into consideration when assigning council members to BCCs.

COUNCIL LIAISONS TO BOARDS, COMMISSIONS, AND COMMITTEES

Currently, there are 15 BCCs that have Council liaisons specifically identified. No BCC is required by statute to have any Council liaison or representative. The 15 Council liaison assignments are the result of being included in local ordinances passed by Council. There have been other BCCs in recent years that have asked for a Council liaison, but no additional assignments have been made due to the number of current assignments. On average, Council members serve on at least two BCCs. In some cases, Council members serve on as many as four BCCs. The two assignments to the Convention and Visitors Bureau Board and the Grand

Opera House Foundation Board are not formally recognized as Council assignments. This means that there are 17 BCCs and other assignments that are recognized by the Council.

Staff conducted a survey of other cities and villages operating under Wisconsin State Statutes Chapter 64 (City Manager form of government) to identify how BCC assignments are conducted in other municipalities. As shown on Appendix C, the number of Council liaison assignments vary by city. In discussing these survey results with other communities, the preference is to limit Council assignments so as not to dilute the effectiveness of individual Council members. At the same time, Councils recognize the need to be engaged and support their BCCs. The result is a higher number of Council liaison assignments than desired, but are deemed necessary.

CONSIDERATIONS BEFORE REVIEW OF OPTIONS

Prior to studying options that may be available to Council, staff identified several questions that may be worthwhile to ask prior to considering the consolidation or elimination of any BCC:

1. Can any of the 14 local option BCC's be absorbed into any of the 10 required BCC's?
2. Do any of the 14 local option BCC's share a compatible mission or a common liaison/department?
3. Are any of the missions of the local option BCCs outdated or in need of reconsideration? Are any BCCs duplicating the work of another BCC?
4. Can any of the BCCs be considered an ad hoc committee to address specific issues on an as needed basis?
5. Instead of creating a new BCC, can issues be referred to an existing BCC as ad hoc assignments?

In reviewing these questions, staff identified BCCs as they are assigned to specific departments. These assignments are shown on Appendix D. The purpose of pointing this out is so that Council recognizes that in some cases, staff is being assigned to multiple committees and is required to commit the necessary resources to prepare and support each individual agenda. As shown on Appendix A, even with this significant investment in staff resources, multiple meetings are cancelled due to the lack of a quorum. Staff also reviewed the history of the BCCs, and recognizes that many of the local option committees were created in response to Councils desire for greater public input into a specific policy area. The options presented to Council take the above questions into consideration so that Council can review whether or not any consolidation or elimination of a respective BCC is warranted.

OPTIONS FOR CONSIDERATION

Based on the above considerations, Staff has identified the following options that Council may wish to consider. A brief discussion follows each option for Council's consideration. The options are as follows:

CONSOLIDATE PARKING UTILITY AND TRAFFIC REVIEW ADVISORY BOARD INTO A SINGLE PARKING AND TRAFFIC COMMITTEE; OR CONSOLIDATE WITH TRANSIT COMMITTEE INTO A SINGLE TRANSPORTATION COMMITTEE

The Parking Utility and Traffic Review Advisory Board are optional committees created by Council. Each of the committees are managed and staffed by employees from the Transportation Department, and both Traffic and Parking have similar goals in terms of managing traffic (on street and off). As a result, there are some efficiencies that could be created by the consolidation of these two boards. Both of these boards have limited agendas, and as shown on Appendix A, have had multiple meetings canceled over the past two years due to a lack of a quorum or lack of agenda items. The consolidation of these two boards would give a more meaningful purpose to a single board and result in a more efficient use of staff time. Alternately, both local option committees could be consolidated with the Transit Advisory Board into a single Transportation Advisory Committee. This would make more efficient use of Transportation Department staff.

COMBINE ARTS AND BEAUTIFICATION AND THE GRAND OPERA HOUSE ADVISORY BOARD INTO THE LANDMARKS COMMISSION

The Landmarks Commission has an overall mission of preserving historical structures and recognizing public art and architecture. The Arts and Beautification Committee was created a few years ago to address public art. Its need and its mission are both narrow, lending itself to being assigned to another board or commission. Similarly, the work of The Grand Opera House Advisory Board is purely advisory and limited to facility issues that are also coordinated between city staff and the Opera House Foundation Board. The Grand Opera House is recognized as an historical landmark, and it may be appropriate to have the Landmarks Commission be responsible for performing the functions of The Grand Opera House Advisory Board. The disadvantage is that the Landmarks Commission typically has agenda items to address, and it would be necessary to make sure that the work of the Public Arts and Beautification and The Grand Opera House Advisory Board do not overburden a

consolidated committee. Given the limited scope of the original Public Arts and Beautification Committee and The Grand Opera House Advisory Board, consolidation may be warranted.

ELIMINATE THE GRAND OPERA HOUSE ADVISORY BOARD

The Grand Opera House (GOH) Advisory Board was initially created to oversee the operations to the GOH following the city's acquisition of the facility in the 1980's. Shortly thereafter, the Oshkosh Opera House Foundation (OOHF) was created to manage the daily operation of the GOH in accordance with an agreement between the City and Foundation. The purpose of the GOH Advisory Board was essentially transferred, but the Board remained in existence to review capital expenditures made by the City at the Grand. Because the Foundation has essentially supplanted the Advisory Board in purpose, it may be time to eliminate the Advisory Board altogether, or consolidate some capital expenditure review with another BCC.

RESTRUCTURE THE LONG-RANGE FINANCE COMMITTEE AS AN AD HOC COMMITTEE

Since its creation, the Long-Range Finance Committee has sought out projects that may be of value to them. The Long-Range Financial Committee is not charged with reviewing annual financial documents, such as the budget or capital improvement plan. It is not practical for this committee to be inserted into annual financial reviews, as the amount of time needed to prepare the CIP and annual budget for Council consideration is already time-consuming. Adding another layer of review that is not required by law will make it difficult to give this group additional financial oversight and could undermine Council's authority. At the same time, reviews of items such as our investment policy and fund balance policy are important considerations, and citizen input is valuable. It may be appropriate to put these types of assignments on a review schedule for every five years and task an ad hoc committee to advise Council on any changes or to provide reports on fund balance and investment policy issues.

RESTRUCTURE THE EQUAL HOUSING OPPORTUNITY COMMISSION AS AN AD HOC COMMITTEE

The Equal Opportunity Housing Commission is one board that is required in order to be compliant with housing laws for federal funding. With the possible loss of the CDBG program, this requirement may end up being a moot point. However, should complaints regarding

housing opportunities become an issue, it would be appropriate to have an independent citizen committee to review these types of issues. I have not had a single equal opportunity housing complaint in the nine years I have been with the city. For that reason, I believe we need to consider making this an ad hoc committee and assembling the group as necessary in the event that a housing issue arises. The City will continue to contract with the Fair Housing Council however, to educate tenants and landlords on housing discrimination, investigate complaints and resolve issues, as they have done for many years.

RESTRUCTURE THE RENTAL HOUSING COMMITTEE AS AN AD HOC COMMITTEE OR CONSOLIDATE WITH THE EQUAL HOUSING OPPORTUNITY COMMISSION

As Council is aware, there was limited demand for members of the newly created Rental Housing Committee. The controversy surrounding the creation of the Rental Inspection Ordinance has likely deterred some people from participating, but there remains a need to address issues related to managing our Rental Inspection Ordinance. Rather than create a formal committee, it may be suitable to create an ad hoc committee and bring citizens together for an initial review and perhaps reassemble a citizens group in a few years to review the effectiveness of the program and make recommendations on changes. Alternatively, the responsibility of this committee could be assigned to the Equal Housing Opportunity Commission, as this commission does not regularly meet and could perform the duties of both local groups.

CONSOLIDATE THE BIKE AND PEDESTRIAN COMMITTEE AND SUSTAINABILITY ADVISORY BOARD INTO A SINGLE GROUP AND/OR CONSOLIDATE WITH THE PLAN COMMISSION

The multidisciplinary nature of the Plan Commission requires representatives from various departments to be present at Plan Commission meetings. This meeting is not simply for Planning and Community Development, but also for Public Works (including Utilities), Transportation, Parks, Police, and Fire. Staff use this approach for site plan reviews and for special event coordination. Similarly, the missions of the Bike and Pedestrian Committee and Sustainability Advisory Board cross multiple departments. In many cases, these boards and commissions are concerned that they may be inadvertently overlooked because there is no mandate that they review items that are brought before other boards and commissions, such as the Parks Advisory Board or Plan Commission. Additionally, the Bike and Pedestrian Committee and the Sustainability Advisory Board have limited scope and therefore limited

agenda items. Meanwhile, staff is required to assist in the preparation for these meetings as they do for any board or commission. It may be appropriate to combine these two boards and give a broader scope of work, or perhaps consolidate those groups into the Plan Commission. The consolidation of these groups could provide a greater pool of quality citizens able to work on a broader scope of issues under the umbrella of a single Plan Commission or a combined Sustainability / Bike and Pedestrian Committee. It will also prevent items from being overlooked by consolidating their review under a single committee.

REMOVE CITY COUNCIL LIAISONS AS REQUIRED MEMBERS

Council membership is not required by state law for BCCs. Rather than making Council membership a requirement, Council may wish to consider making these assignments an ex officio assignment, whereby the Council member is not required to attend the meeting, and does not factor into the quorum requirements for the meeting. The value of the Council Member as a liaison comes from their insight into the committee's work and their ability to share that information with the Council when and if items are brought before Council for consideration. This value may still be achieved with ex officio assignments rather than making them a required member of the committee. An ex officio membership with no vote may discourage attendance by Council Members, but the Council Member's value as a liaison would still remain, so attendance should remain an expectation for each Council Member.

CHANGE FREQUENCY OF MEETINGS

As noted in Appendix A, there are a number of committees that have canceled due to lack of quorum or lack of items on the agenda. Additionally, the frequency of meetings may be a deterrent for some committee members. It may be appropriate to review the BCCs and determine if less frequent meetings are warranted. Some examples of BCCs that could hold fewer meetings include the Long Range Finance Committee, Public Arts and Beautification, Advisory Parks Board, Parking Utility, Traffic Advisory Board, Transit Advisory Board, and Storm Water Utility Appeals Board.

CHANGE MEMBERSHIP CRITERIA FOR LOCAL OPTION COMMITTEES

Mayor Cummings and I have been holding quarterly meeting with the Chairs of all Boards and Commissions to discuss issues of membership. One of the items discussed is that there are many people who are interested in serving as members and may have community ties that

would make them productive members, but the lack of city residency prevents them from doing so. While the 10 required boards and commissions have residency and/or membership requirements, the remaining 14 committees do not have any such restrictions that cannot be changed. The Council may wish to amend restrictions that are under their control. The groups that are more advisory in nature may benefit most, as they do not have formal authority and Council review is still available if concerns about residency arise.

CONCLUSION

In addition to assigning this goal to the City Manager for 2017, the reassignment / realignment of our boards and commissions are also a component of the 2017–2018 City of Oshkosh Strategic Plan. This review is not intended to diminish the work or value of citizen boards and commissions, but rather respect their purpose. Correspondingly, it is our hope that the options outlined for consideration in this report will provide the proper structures necessary to efficiently, effectively, and comprehensively consider the issues that impact our community. I welcome and anticipate discussion and debate on this key component of our representative government.

Appendix A

Name	Statute Ref.	Ord or Ref	Number of Members	Council Rep.	Term of Citizen Members	Liaison	Frequency of Meeting	Number of Meetings Cancelled or Not Held Over the Past 24 Months
Required Committees (10)								
BID Board	66.1109	2-38	10+2 alt.	None	3 years	Dept. of Comm. Development	Monthly	0
Landmarks Commission	62.27(7)(em)	2-48	6+2 alt	2	3 years	Dept. of Comm. Development	Monthly	0
Library Board	Chapter 43	2-49	9 +5'int of Schools + up to 5 add	None	3 years	Library Director	Monthly	0
Plan Commission	62.23	2-52	9+2 alt	1	3 years	Dept. of Comm. Development	2 per month	2-4
Extraterritorial Zoning Committee	62.23(7a)(c)	2-52.1	3+2 alt	None	3 years	Dept. of Comm. Development	As needed per year	0
Board of Police & Fire Commissioners	62.13	2-53	5	None	5 years	Dept. of Administrative Services	Monthly	7 due to no items on agenda
Board of Review	70.46	2-56	5+2 alt	None	5 years	City Clerk/City Attorney	Varies on objections	0
Board of Zoning Appeals	62.23(7)(e)	2-59	5+2 alt	None	3 years	Dept. of Comm. Development	Monthly	4 each year
Housing Authority Board	66.1201-66.1211	None	5, no more than 2 city	1 (NR)	5 years			
Redevelopment Authority	66.1333	Res 03-65	7	1(NR)		Dept. of Comm. Development	Every other month	1-2 each year

Appendix A

Name	Statute Ref.	Ord or Ref	Number of Members	Counc Rep.	Term of Citizen Members	Liaison	Frequency of Meeting	Number of Meetings Cancelled or Not Held Over the Past 24 Months
Local Option Committees (14)								
Long Range Finance Committee	None	2-44	9	2	3 years	Director of Finance	Monthly	7
Sustainability Advisory Board	None	2-42	9	1(NR)	3 years	Dept. of Comm. Development	Monthly	1
Rental Housing	None	2-59.2	7	1(NR)	3 years	Dept. of Comm. Development	TBD	0
Bicycle & Pedestrian Advisory Committee	None	2-39	7	1	3 years	Dept. of Comm. Development	Monthly	1
Commission on Equal Opportunity in Housing	106.50	2-43	5	None	3 years	Dept. of Comm. Development	None	Never called
Public Arts & Beautification Committee	None	2-47	7+2 alt	1	3 years	Dept. of Comm. Development	Monthly	3
Committee on Aging	None	2-37	9	1	3 years	Senior Services Manager		
Advisory Park Board	None	2-51	9	1	3 years	Parks Director	Monthly	7
Parking Utility Commission	None	2-50	5	1	3 years	Director of Transportation	Monthly	12
Traffic Review & Advisory Board	None	2-57	7	1	3 years	Director of Transportation	Monthly	7

Appendix

Local Option Committees (14) continued:

Transit Advisory Board	None	2-58	7	1	4 years	Director of Transportation	Monthly	11
Advisory Grand Opera House Board	None	2-45	11	1	3 years	Manager of General Services	4 per year Feb, May, Aug & Nov	1
Public Museum Board	None	2-54	7+2 alt	None	3 years	Museum Director	Monthly	0
Storm Water Utility Appeals Board	66.0805(6) Operation & management assigned to Director of Public Works Section 14-3 Municipal Code	2-60	5	None	3 years	Director of Public Works	Every 4-6 weeks	5

Appendix A

Name	Statute Ref.	Ord or Ref	Number of Member	Council Rep.	Term of Citiz Members	Liaison	Frequency of Meeting	Number of Meetings Cancelled or Not Held Over the Past 24 Months
Non-City Committees (2)								
Convention & Visitors Bureau Board			15	1		Council Member (Herman)	Every other Month	0
Grand Opera House Foundation Board						Council Member (Pech)		

NR = Not Required

Appendix B

City of Oshkosh Boards and Commissions

BID BOARD

Ordinance Reference: 2-38

Statutory Reference: 66.1109 Wis. Stats.
(Mandatory if a BID District is created)

Membership: 10 members + 2 alternates

By Statute – membership must be at least 5 members and a majority of the membership must own or occupy real property in the BID district

By Ordinance -- Membership shall be of the category necessary to ensure Board representation stipulated by the annual operating plan

Terms: 3 year terms

Staff Liaison: Dept. of Community Development

Purpose and Duties:

Duties and Responsibilities

The Board shall develop and implement an annual operating plan for the BID.

SECTION 2-48 LANDMARKS COMMISSION

Ordinance Reference: 2-48
Statutory Reference: §62.23(7)(em) Wis. Stats.
(An ordinance is mandatory if a City has landmarked property, the City may create a Commission to administer ordinance)
Membership: 6 members + 2 alternates, 1 member shall be a Council member
Ex officio members – Paine Art Center Director and Public Museum Director
Terms: 3 year terms for citizen members, 1 year term for Council member
Staff Liaison: Dept. of Community Development

Purpose and Duties:

Duties, Purposes, and Functions

The Landmarks Commission:

- (1) Shall recommend to the City Council those historic sites, structures, and districts which are of sufficient significance to be classified as landmarks and the criteria under which these were developed.
- (2) May receive and expend funds for the benefit of protecting, supporting or promoting the City's historic, architectural and cultural heritage.
- (3) Shall report to the Oshkosh City Council as requested to review its work program and expenditures.
- (4) Shall foster the protection, enhancement, and perpetuation of historic improvements and of districts which represent or reflect elements of the City's cultural, social, economic, political and architectural history.
- (5) Shall safeguard and foster civic pride in the City's historic and cultural heritage as embodied and reflected in landmarks and historic districts.
- (6) Shall cooperate with the City administration to provide information on historic resources to be used to meet requirements of the State of Wisconsin "smart growth law".
- (7) Shall implement and regulate the provisions of Article 18, of Chapter 30 of this Code, **Historic Preservation**.

LIBRARY BOARD

Ordinance Reference: 2-49
Statutory Reference: Chapter 43, Wisconsin Statutes
(Mandatory if a City has a Municipal Library)
Membership: 9 members + Superintendent of Schools + up to 5 additional members appointed by the County; not more than 2 members may be town residents
Terms: 3 year terms for citizen members
Staff Liaison: Library Director

Purpose and Duties:

Duties and Powers

The Library Board shall have the duties and powers as prescribed in Sections 43.25 to 43.31 of the Wisconsin Statutes. The Library Board establishes all policies governing the management and operation of the Library and the Board has the power to contract for the extension of Library Services.

Employees

Notwithstanding ss. 59.031(2)(br) and 59.033(2)(b) Wis. Stats., the Library Board shall supervise the administration of the Public Library and shall appoint a librarian, who shall appoint such other assistants and employees as the Library Board deems necessary, and prescribe their duties and compensation.

Budget

The Library Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the Library Fund, and of the purchase of a site and the erection of Library Buildings whenever authorized. The Library Board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes. [Statutory Reference Chapter 43, Wis. Stats.]

PLAN COMMISSION

Ordinance Reference: 2-52
Statutory Reference: §62.23 Wis. Stats
(Not Mandatory by Statute – City may create, but other sections of the statutes contain mandatory duties, as a practical matter a mandatory commission)
Membership: 9 members + 2 alternates, 1 member shall be a Council member
Terms: 3 year terms for citizen members, 1 year term for Council member
Staff Liaison: Dept. of Community Development

Purpose and Duties:

Functions and Duties

The functions and duties of the Commission shall be as prescribed in Chapter 30 of this Code and in Section 62.23 of the Wisconsin Statutes.

EXTRATERRITORIAL ZONING COMMITTEE

Ordinance Reference: 2-52.1
Statutory Reference: §62.23(7a)(c) Wis. Stats
(If a City exercises extraterritorial zoning then you must have an extraterritorial zoning committee)
Membership: 3 citizen members of plan commission + 2 alternate citizen members
Terms: coextensive with plan commission membership
Staff Liaison: Dept. of Community Development

Purpose and Duties:

Functions and Duties.

The functions and duties of the Extraterritorial Zoning Committee shall be as prescribed in Chapter 30 of this Code and in Section 62.23(7a) of the Wisconsin Statutes as it relates to the Town of Algoma.

BOARD OF POLICE AND FIRE COMMISSIONERS

Ordinance Reference: 2-53
Statutory Reference: §62.13 Wis. Stats
(Mandatory)
Membership: 5 members
Terms: 5 year terms
Staff Liaison: Dept. of Administrative Services

Purpose and Duties:

Functions and Duties

The Board shall have such functions and duties as are prescribed by the Wisconsin Statutes, particularly section 62.13 thereof.

BOARD OF PUBLIC WORKS

Ordinance Reference: 2-55
Statutory Reference: §62.14, 64.10(2) Wis. Stats.
(Mandatory)
Membership: 1 member – City Manager
Terms:
Staff Liaison:

Purpose and Duties:

The duties of the Board of Public Works as set forth in the Wisconsin Statutes, particularly Section 62.14 thereof, shall be exercised by the City Manager.

BOARD OF REVIEW

Ordinance Reference: 2-56
Statutory Reference: §70.46 Wis. Stats
(Mandatory)
Membership: 5 members + 2 alternates
Terms: 5 year terms
Staff Liaison: City Clerk / City Attorney

Purpose and Duties:

Functions and Duties

The Board shall have such functions and duties as are prescribed by the Wisconsin Statutes, particularly Section 70.45 and Section 70.47 thereof.

BOARD OF ZONING APPEALS

Ordinance Reference: 2-59
Statutory Reference: §62.23(7)(e) Wis. Stats.
(Mandatory if the City has adopted zoning requirements)
Membership: 5 members + 2 alternates
Terms: 3 year terms
Staff Liaison: Dept. of Community Development

Purpose and Duties:

Functions and Duties

The Board of Zoning Appeals shall have the duties and powers prescribed in Section 62.23 of the Wisconsin Statutes and Chapter 30 of this Municipal Code.

HOUSING AUTHORITY BOARD

Ordinance Reference: None
Statutory Reference: §§ 66.1201-66.1211 Wis. Stats.
(Mandatory if you establish a Housing Authority)
Membership: 5 members one of whom must be a low income resident or voucher participant, no more than 2 may be city officials
Terms: 5 year terms
Staff Liaison:

Purpose and Duties:

The Board of Commissioners has the powers enumerated in 66.1201(9) Wis. Stats. and the authority to acquire property by eminent domain, issue bonds, mortgage property, contract with the federal government and liquidate and dispose of housing projects.

REDEVELOPMENT AUTHORITY

Ordinance Reference: Resolution 03-65

Statutory Reference: §66.1333 Wis. Stats.

Membership: 7 members, only reference to Council members is in the resolution creating the commission which provides that when the Mayor serves as a commissioner he/she shall act as its chair

Terms:

Staff Liaison: Dept. of Community Development

Purpose and Duties:

LONG RANGE FINANCE COMMITTEE

Ordinance Reference: 2-44
Statutory Reference: None
Membership: 9 members, 2 of whom shall be Council members
Terms: 3 year terms for citizen members, 1 year term for Council members
Staff Liaison: Director of Finance

Purpose and Duties:

Purpose, Duties and Functions

The Long Range Finance Committee shall have the responsibility to advise the Common Council on policy issues related to the City's finances including areas such as policy development, communications, and the impact of state legislation.

SUSTAINABILITY ADVISORY BOARD

Ordinance Reference: 2-42
Statutory Reference: None
Membership: 9 members
Terms: 3 year terms
Staff Liaison: Dept. of Community Development

Purpose and Duties:

Responsibility

The Sustainability Advisory Board is charged with the responsibility of advising the City Manager and Common Council on sustainability issues affecting municipal operations and the community at large.

Duties

- (1) Promote sustainability in the community.
- (2) Advise the City Manager and Common Council on existing and proposed City Ordinances and actions and State and Federal regulations pertaining to sustainability.
- (3) Facilitate citizen and agency input pertaining to sustainability.
- (4) Collaborate in the development and monitor implementation of a Community Sustainability Plan.

RENTAL HOUSING ADVISORY BOARD

Ordinance Reference: 2-59.2
Statutory Reference: none
Membership: 7 members
Terms: 3 year terms
Staff Liaison:

Purpose and Duties:

To advise staff on the creation of rental housing educational materials and residential rental training programs for landlords and tenants, to review and make recommendations regarding City policy or changes to the municipal code pertaining to rental housing.

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Ordinance Reference: 2-39
Statutory Reference: None
Membership: 7 members, 1 of whom is a City Council member
The Committee's composition should seek to reflect the diversity of parties interested in bicycle and pedestrian mobility issues, such as, but neither limited to nor excluding, schools and universities, recreational organizations, members of the elderly and disabled community, and the health community.
Terms: 3 year terms for citizen members, 1 year term for Council member
Staff Liaison: Dept. of Community Development

Purpose and Duties:

Functions and Duties

- (1) The Committee shall advise the Common Council with respect to recommendations on bicycle/pedestrian matters with an emphasis on policy and planning issues.
 - (2) The Committee shall be responsible for developing, implementing, and updating the City's Bicycle and Pedestrian Circulation Plan.
 - (3) The Committee shall coordinate education, encouragement, and outreach activities across City departments, other government agencies, non-profit organizations, and the private sector.
 - (4) The Committee shall make recommendations on capital and maintenance projects to improve bicycle and pedestrian safety and mobility.
 - (5) The Committee shall recommend to the Common Council the priorities for expenditures from the Bicycle Fund.
- (C) Coordination with Other Governmental Units
- (1) Any Committee recommendations which require changes in the number and type of travel lanes or in the availability or duration of on-street parking shall obtain an advisory review from the Traffic Review Advisory Board.
 - (2) Any Committee recommendations which involve the Oshkosh Park System shall obtain an advisory review from the Advisory Parks Board.
 - (3) Any Committee recommendations which would entail physical changes to the public right-of-way shall obtain an advisory review from the Board of Public Works.

COMMISSION ON EQUAL OPPORTUNITY IN HOUSING

Ordinance Reference: 2-43
Statutory Reference: 106.50 Wis. Stats.
Membership: 5 members
Terms: 3 year terms
Staff Liaison: Dept. of Community Development

Purpose and Duties:

Powers and Duties of Commission

The Fair Housing Commission shall be as prescribed in section 16-7 of this Municipal Code.

SECTION 2-47 PUBLIC ARTS AND BEAUTIFICATION COMMITTEE

Ordinance Reference: 2-47
Statutory Reference: None
Membership: 7 members + 2 alternates, 1 member shall be a Council member
Ex officio members – Paine Art Center Director, Public Museum
Director and Library Director
Terms: 3 year terms for citizen members, 1 year term for Council member
Staff Liaison: Dept. of Community Development

Purpose and Duties:

Scope of Authority

The committee shall provide assistance for Public Art projects that utilize public funding or are located on property owned by the City of Oshkosh.

Purpose, Duties, and Functions

The Public Arts Advisory Committee shall have the responsibility to:

- 1) Promote public art and beautification in the community.
- 2) Advise the City Manager, Common Council and appropriate boards and commissions on matters pertaining to public art and beautification.
- 3) Facilitate community and agency input pertaining to public art and beautification.
- 4) Advise the Common Council on Gifts or donations of public art pursuant to the City of Oshkosh Gifts and Donations Policy.
- 5) Act upon appeals under the City's mural ordinance.

COMMITTEE ON AGING

Ordinance Reference: 2-37
Statutory Reference: None
Membership: 9 members, 1 of whom is a City Council member
Selected to reflect the diversity of parties interested in or professionally engaged in areas and issue affecting senior citizens
Terms: 3 year terms
Staff Liaison: Senior Services Manager

Purpose and Duties:

(A) Duties, Purposes and Functions

The Committee shall:

- (1) Advise the City Common Council with respect to recommendations on the promotion and development of Oshkosh with an emphasis on aging services and planning issues.
- (2) Assess the needs to of the Aging, determine the resources available, and recommend action for bridging the gap between needs and resources.
- (3) Promote existing community services to meet the needs of the Aging to avoid overlapping and duplication.
- (4) Recommend, if needed, the establishment of services and programs to meet the needs of the Aging.
- (5) Appoint sub-committees such as but not limited to: (1) Isolation (2) Transportation; (3) Health; (4) Housing; (5) Economic Independence; (6) Social Services; and others as determined by the Committee.

(B) Notwithstanding anything to the contrary, not more than 25% of the membership of the entities created pursuant to subparagraph B (5) above may be non-residents.

ADVISORY PARK BOARD

Ordinance Reference: 2-51
Statutory Reference: None
Membership: 9 members, 1 of whom shall be a Council member
Terms: 3 year terms for citizen members, 1 year term for Council member
Staff Liaison: Parks Director

Purpose and Duties:

Functions

The Advisory Park Board is empowered and directed to:

- (1) Advise and assist the City Parks Director, City Administration, Common Council, and Planning Commission in planning and developing the Oshkosh Park System to include parks, open spaces, forestry, golf courses, municipal cemeteries, waterways, and other related areas.
- (2) Participate in the development of the Parks Capital Improvement Program and annually recommend priorities.

Coordination of the Advisory Park Board with other Governmental Units

Prior to acting on the Park Capital Improvements Budget or any Park Acquisition or sale the Common Council and Planning Commission shall obtain an advisory review from the Park Board.

SECTION 2-50 PARKING UTILITY COMMISSION

Ordinance Reference: 2-50
Statutory Reference: None
Membership: 5 members, 1 of whom shall be a Council member
Terms: 3 year terms for citizen members, 1 year term for Council member
Staff Liaison: Transportation Director

Purpose and Duties:

Duties and Responsibilities.

The Parking Utility Commission shall:

- (1) Advise City staff and the Common Council with respect to the goals and objectives of public parking in the City, as it pertains to the parking areas under its jurisdiction.
- (2) Advise the Common Council on all matters involving the operations of parking areas under its jurisdiction, including establishment of parking rates, time limits, availability of and requirements for leased and permit parking.
- (3) Recommend to the Common Council all matters involving the Parking Utility Commission's inventory of infrastructure, including acquisition and disposition of land, proposed property improvements, and investments in revenue collection technology.
- (4) Review all requests to restrict access to parking areas under its jurisdiction, and provide recommendations to the Common Council as to whether such reservations are consistent with the goals and objectives of public parking in the City.
- (5) Review financial reports pertaining to the operations of the Parking Utility.

Coordination with Other Governmental Units

- (1) Any recommendations by the Parking Utility Commission for changes in the duration of on-street parking shall obtain an advisory review from the Traffic Review Advisory Board.
- (2) Prior to acting on recommended capital improvements, or acquisition or disposition of land for municipal parking, the Common Council shall obtain an advisory review from the Parking Utility Commission.

TRAFFIC REVIEW AND ADVISORY BOARD

Ordinance Reference: 2-57
Statutory Reference: None
Membership: 7 members, 1 of whom shall be a Council member
Terms: 3 year terms for citizen members, 1 year term for Council member
Staff Liaison: Director of Transportation

Purpose and Duties:

Functions and Duties

The Board shall study and recommend to the Common Council on all matters involving non-metered on-street parking, intersectional traffic flow, speed limits, pedestrian right of ways, crosswalks, bus stops, taxicab parking areas, school zones, vehicular traffic, and snow emergency traffic regulations.

TRANSIT ADVISORY BOARD

Ordinance Reference: 2-58
Statutory Reference: None
Membership: 7 members, 1 of whom shall be a Council member
Terms: 4 year terms for citizen members, 1 year term for Council member
Staff Liaison: Director of Transportation

Purpose and Duties:

Duties and Responsibilities

The Transit Advisory Board shall guide and assist in the implementation of improved transit service to the City of Oshkosh. The Board will monitor the level of transit service provided to ensure an efficient and effective operation.

ADVISORY GRAND OPERA HOUSE BOARD

Ordinance Reference: 2-45
Statutory Reference: None
Membership: 11 members, 1 of whom shall be a Council member
Terms: 3 year terms for citizen members, 1 year term for Council member
Staff Liaison: Director of General Services

Purpose and Duties:

(A) Functions

The Advisory Grand Opera House Board is empowered to advise and assist the City Administration and Common Council concerning the responsibilities of the City as set forth in the Lease and Operating Agreement between the Oshkosh Opera House Foundation, Inc. and the City of Oshkosh.

(B) Accounts

The City Treasurer shall set up an account on the books, for the purpose of supporting the Oshkosh Grand Opera House Fund. All gifts or contributions, or the proceeds therefrom in the form of money, shall be deposited with the City Treasurer, all such deposits to be credited to said Oshkosh Grand Opera House Fund. All expenditures from said fund shall be solely for the purpose of adding to or improving the Grand Opera House, and shall be spent solely with the approval of the Oshkosh City Council.

PUBLIC MUSEUM BOARD

Ordinance Reference: 2-54
Statutory Reference: None
Membership: 9 members + 2 alternates, 2 of the members shall be the President of School Board and Superintendent of Schools
Terms: 3 year terms for citizen members
Staff Liaison: Museum Director

Purpose and Duties:

(A) General Powers

The Museum Board shall have power to manage, control, and operate the Museum through the establishment of strategic and other plans and the setting of policies related to the care, maintenance and acquisition/disposal of the Museum and Museum property including appurtenances, fixtures, furniture and items within exhibits or collections, where such policies are not inconsistent with the ordinances and policies of the City of Oshkosh.

(B) Acquisition, Disposition, Care and Management of Property

The Board shall have power to accept all gifts, donations, bequests, grants, and devises of or to direct the purchase of property, both real and personal with funds budgeted for such purposes or with donated funds, for the enrichment and improvement of the Museum collections and properties, provided, however, that, before accepting grants, devises, or gifts of or otherwise acquiring real estate, such acquisition of real estate must be approved by the Common Council. All books, specimens and other personal property within the museum collections shall be under the care, management and control of the Board who may provide for the disposition of such property in accordance with policies which the Board may adopt.

(C) Employees

The Board shall recommend a Director to be appointed by the City Manager to be in active charge of the Oshkosh Public Museum. Other employees may be employed as deemed necessary for the proper operation, management, and functioning of the Museum as authorized within the City's organizational chart and current city budget. The compensation for the Director and all employees shall be included in the budget submitted to the City Manager and presented to the Common Council for approval.

(D) Approval of Annual Budget / Appropriated Funding

The Board shall annually review the budget for the Museum to be submitted to the City Manager for review and submittal to the Common Council for approval. Funds appropriated to the Museum by the Common Council shall be used for the purposes appropriated and shall not be used for any purpose other than for the operation, care and maintenance of the Museum.

(E) Other Revenue

The Board shall have the power to derive additional revenues in proper legal ways which the members shall from time to time agree upon, to be expended at the direction of the Museum Board for Museum purposes.

(F) Trust Funds, Monetary Gifts and Contributions

The City Treasurer shall set up accounts on the books as appropriate, for the purpose of supporting the Oshkosh Public Museum. All gifts or contributions, or the proceeds therefrom in the form of money shall be deposited by the Museum Board with the City Treasurer and shall be credited to such funds.

The Museum Board shall have control over the expenditure of all money devised, bequeathed, given or granted to, or otherwise acquired by the Museum and/or the City for Museum purposes. All expenditures from said funds shall be made in accordance with the intent of the donors and in accordance with the provisions of any trust document or other instrument of gift and made solely for the purpose of adding to or improving the various collections and exhibits or for the care, maintenance or improvement of the Museum or Museum property. All disbursements from such funds, unless otherwise provided by the donor, shall be made solely at the discretion of the Museum Board without further approval required.

Bonds or securities devised, bequeathed, given or granted to the Museum shall be invested in accordance with municipal statutes governing the investment of public funds or may be converted to cash as deemed appropriate by the Director of Finance.

The Museum Board shall have management and control over investments but such trusts or similar funds established for the benefit of the Museum shall be invested in accordance with the laws, rules and policies governing the investment of public funds.

(G) Expenditures

Expenditures shall be made consistent with the approved budget and with City ordinances and City and Museum policies. Capital Expenditures shall require Council approval.

(H) Code of Ethics

The relations between the Museum and the public, between museums, between the Director and the Museum Board, between the Director and other museum employees, between other museum employees and the Director, and between museum employees shall be governed in all respects where possible and practicable by the Code of Ethics of the American Alliance of Museums, and it shall be the further duty of the Museum Board to enforce said code whenever need for such enforcement is called to its attention.

STORM WATER UTILITY APPEALS BOARD

Ordinance Reference: 2-60
Statutory Reference: §66.0805 Wis. Stats.
Membership: 5 members
Terms: 3 year terms
Staff Liaison: Director of Public Works

Purpose and Duties:

Functions and Duties

The Board shall provide advice and recommendations to the Council concerning stormwater utility planning, projects, rates and credits, and shall conduct all appeals, pursuant to Sections 14-37) of this Code.

CONVENTION AND VISITORS BUREAU BOARD

GRAND OPERA HOUSE FOUNDATION BOARD

Appendix C

City of Oshkosh Board and Commission Survey

Spring 2017

City	# of Boards/ Commissions/ Citizen Committees	# of Boards, etc. created by code, not by statute	# of Boards, etc. w Council Liaison	Notes
Oshkosh	24	14	15	City identifies 10 boards, etc. created according to statute; others are created by code.
Platteville	23	14	21	Some of committees are joint agencies for intergovernmental services, likely formed by contract.
Fond du Lac	21	10	15	
Janesville	14	8	8	City identifies 6 boards, etc. created according to statute; others created by ordinance/policy.
Fort Atkinson	12	10	11	

Appendix D

DISTRIBUTION OF BOARDS, COMMISSIONS AND COMMITTEES BASED ON PRIMARY DEPARTMENT' ASSIGNMENTS

Administrative Services -

- Grand Opera House Advisory Board
- Police and Fire Commission

Finance - 1

- Long Range Finance Committee

Museum - 1

- Museum Board

Library – 1

- Library Board

Public Works – 1

- Storm Water Utility

Transportation – 3

- Parking Utility Commission
- Traffic Review Board
- Transit Advisory Board

Parks - 2

- Advisory Parks Board
- Committee on Aging

Community Development – 12

- Arts and Beautification Committee
- Bicycle and Pedestrian Committee
- Bid Board
- Board of Appeals
- Board of Review
- Equal Opportunity in Housing Committee
- Extraterritorial Zoning Committee
- Landmarks
- Plan Commission
- Redevelopment Authority
- Rental Inspections
- Sustainability Advisory Board

Other/Misc. - 3

- Housing Authority
- Grand Opera House Foundation
- Oshkosh Convention & Visitors Bureau