

## **PUBLIC WORKS COMMITTEE**

### **Established; members.**

The Ad Hoc Public Works Committee is hereby established. The Committee shall consist of resident volunteers from the City of Afton. All members shall be appointed by the City Council.

### **Terms of office**

Members of the committee shall serve unlimited terms. Members shall serve without compensation.

### **Organization.**

The committee shall elect from its members a Chair person, Vice Chair, and Secretary to serve for no more than a one (1) year term. The commission, may re-elect a member provided the member has not served for more than three (3) concurrent terms.

The Chair shall be responsible for providing the secretary with an agenda for the meeting, calling a special meeting, if necessary, and running all meetings. The Vice Chair shall assume the role of Chair if the Chair is unable to exercise their role. The secretary shall be responsible for providing staff with an agenda and minutes of each of the meetings, in order to meet city posting and/or publication requirements. The city shall provide the committee with staff support to perform the administrative duties.

### **Meeting time and date**

Meetings shall be established by a majority vote of the membership. All meetings of the committee shall be scheduled and conducted in compliance with the Minnesota Open Meeting Law and state statute laws for public notification.

### **Duties**

With direction from the City Council and assistance from the City Engineer the Committee shall be responsible for:

1. Updating the City's Roads Capital Improvement Plan.
2. Reviewing the status of city roads and providing the City Council with recommendations, of work to be undertaken for the year and anticipated road projects for future years.
3. Reviewing all major subdivisions and to ensure any roads proposed meet the City standards for street construction, the City of Afton Comprehensive Plan, and City of Afton Code of Ordinances.
4. Providing recommendations to the City Council on expenditures for street and road projects, road signage, rights-of-way, maintenance needs and related infrastructure concerns.
5. Preparing and providing to the Council a list of goals the Committee would like to accomplish every year by the annual City Council Goal Setting session.
6. The committee shall make recommendations to the City Council on any and all opportunities to enhance safety and meet the needs of the residents. The City Council may then direct the committee to address these issues with staff assistance.