

Bellville Committee Structure

Draft of the Committee Structure

There shall be six (6) standing Committees of Council. Each Councilman shall be appointed by the Council President Pro-Temp to chair one committee and serve as a member on two other committees. All Council Committee meetings shall be considered to be “Public Meetings” and shall be publicly announced at least 24 hours in advance, and the chairman shall prepare and post a copy of the Meeting Agenda along with the announcement of the meeting. At least two Committee members must be present for a quorum. The Council President Pro-Temp shall be considered as an – Ex-Officio member of all standing Committees but he/she shall have no vote except when necessary to break a tie vote.

Parks, Buildings and Grounds

The Parks, Building and Grounds Committee shall be responsible for working with the Village Park Board on issues related to park land acquisition, park maintenance and improvement, coordination of park usage by other recreational organizations and the maintenance and improvement of all other village owned grounds and buildings including village hall, police station, public works buildings, etc. The Parks, Building and Grounds Committee shall also co-operate with and coordinate with the Cemetery Board on issues related to the maintenance, operation and expansion of the Village’s Cemetery.

The Buildings and Grounds Committee shall also oversee the disposition of all surplus equipment, materials, properties, etc.

Finance/Personnel

The Finance Committee shall work with the Village Administrator, Fiscal Officer and Mayor on the preparation of the Village’s annual temporary and permanent appropriations, determine Village wages, salaries and other compensation, review proposals for Village insurance coverage, cooperate with other Committee Chairmen to plan and receive funding for major capital projects. The Finance/Economic Development Committee shall also assist the Village Administrator and Mayor in the areas of Annexation and Economic Development and shall review all annexation agreements, tax abatement requests, and other economic development incentive programs and applications.

Finance/Personnel Committee shall be responsible for drafting rules and policies for the conduct of all public meetings, review and updating of the Village employment and discipline policies (Personnel Manual), review and update Village ordinances as required and establish policies, procedures regarding the codification of Village ordinances.

Public Utilities Committee

The Public Utilities Committee shall review water and sanitary sewer rates, operating bylaws for the Water/Sewer Department as provided by the Village Administrator, monitor water/sewer billing and collections and act as an appeals board for disputed water/sewer bills. The Public Utilities Committee shall also review all major capital improvement or capital equipment purchases for the Water/Sewer Department and shall cooperate with the Finance Committee to secure funding for such projects. The Public Utilities Committee shall also be responsible for the communications and coordination with other non-village utilities such as electric power, natural gas, telephone, broadband and wireless communications providers on items such as services, rates, easements, etc.

Safety Committee

The Safety Committee shall assist the Chief of Police and the Mayor in the establishment of Operating Policies and Procedures for the Village Police Department and shall review and recommend all ordinances and regulations dealing with the health, safety and welfare of Village residents, especially as they relate to determent of crime, pedestrian and traffic safety, security of Village properties and operations, etc.

The Safety Committee shall be responsible for cooperation with the other local law enforcement and fire departments and other appropriate local agencies in the area of disaster prevention and recovery, and shall cooperate with the Finance Committee to secure necessary funding for Safety related capital improvements.

The Safety Committee shall also assist and cooperate with the Village Administrator and Chief of Police in establishing a safety policy and safety training program for Village employees, and shall act as a review board for all job-safety related complaints, and to review all job-related injuries, acting as an accident investigating group, to determine likely causes and possible preventive measures.

Streets/Sidewalks and Storm Drainage Committee

The Streets/ Sidewalks Committee shall assist the Village Administrator to review and make recommendations to Village Council concerning maintenance and improvements to the Village's streets, sidewalks, storm drainage, bridges and culverts. The Streets/Sidewalks Committee shall also cooperate with the Village Administrator in developing policies for ice and snow removal, leaf collection, yard waste collection, roadside mowing, sign maintenance, etc. The Streets/Sidewalks and Storm Drainage Committee shall review and recommend major capital improvements and capital equipment needs to the Finance Committee to secure funding.

Community Development Committee

The Community Development Committee shall assist the Mayor to review policy and make recommendations to Village Council concerning developing the Village in improving public areas, economically, additional services, prestige and beautification.