



VOLGA

CITY COUNCIL COMMITTEES

Charter Information

General Committee Information

Membership

City Council committees consist of two council members and the Mayor. One council member is appointed the chair of the committee. Each council member serves on two committees. Membership is decided each year during the Annual Meeting of the Council.

Since the Mayor serves on all six committees, he or she may decide how much to be involved in a particular project or committee.

The City Administrator will serve as the lead staff member for all committees, but other City staff may be involved with or a part of the committee, such as the finance officer with the Finance & Economic Development committee or the electric superintendent with the Electric Committee.

Authority

Committees can research an issue and formulate proposals and recommendations for action. In general, final authorization and implementation requires full council discussion and approval.

Frequency

Each committee is a standing committee which can meet as often or seldom as the chair determines.

Duties and Responsibilities

The scope for each committee is described in detail on the following pages. There may be overlap on responsibilities between committees. Projects will be assigned to the committee which the Mayor or City Administrator feels is best suited based on the fundamental purpose for that committee.

Some committees oversee City employees through the City Administrator.

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Community Development

- The Community Development committee is the 'big picture' committee. It oversees the City's growth, planning and zoning, and long-range planning.
- Committee members are invited to attend zoning board meetings. This helps to transfer any discussion and feedback from the zoning board to the City Council meeting. Zoning items include requests for variances, conditional use permits, re-zoning, platting, and amendments to the zoning ordinance.
- Other items within the committee's scope include TIF documents and approval, new housing developments, strategic planning, and City growth opportunities.

Parks, Recreation, & Public Buildings

- The Parks, Recreation, & Public Buildings committee is responsible for community recreation activities and facilities.
 - a. Recreation activities are primarily youth summer recreation activities operated through the City. However, more activities may be incorporated in the future.
 - b. Public facilities include several parks, the City Pool, the Community Center, and the Auditorium. The committee is responsible for maintenance and improvements at these facilities, creation of any new facilities, and operational policies.
- The committee oversees the seasonal Parks & Recreation Director who in turn oversees all summer recreation staff.
- The committee members are part of the Park & Recreation Advisory Board which is comprised of parents and interested community members looking to provide feedback on summer recreation activities to the Park & Recreation Director.

Electric

- The Electric committee oversees the City's electrical system. Items include electric system improvements, setting electric rates, establishing electric policy, and overseeing the electric superintendent.
- Committee members will lead interactions with Heartland Consumers Power District and any other regional and national electric utility entities.

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Public Works

- The Public Works committee oversees City water and wastewater systems, streets, stormwater system, and garbage and recycling services. Specific items include:
 - a. Constructing improvements to water, wastewater, and stormwater systems. Facility studies may take place first to determine what improvements are necessary.
 - b. Annually approving water and wastewater rates.
 - c. Overseeing garbage and recycling services which are provided through a multi-year contract with a private company.
 - d. Maintenance, improvements, and reconstruction of City streets.
- The committee oversees the public works superintendent, water/wastewater director, and utility laborer.

Public Safety

- The Public Safety committee is responsible for the safety and well-being of the community. Specific items include:
 - a. Working closely with the Volga Fire Department to ensure that the department has the necessary resources to provide first responder services in the area. This includes vehicles, equipment, policies, and other topics.
 - b. Interacting with law enforcement and most notably overseeing the law enforcement contract with the Brookings County Sheriff's Office.
 - c. Overseeing emergency management, mitigation planning, and other related items.

Finance & Economic Development

- The Finance & Economic Development committee oversees City finances and economic development efforts.
 - a. City finances include the preparation, approval, implementation, and evaluation of the annual budget and the Capital Improvement Plan.
 - b. Economic development efforts include interactions with partners (VDC, BEDC, Heartland Consumers Power District, Brookings Area Chamber of Commerce) and use of business incentives such as the Sales Tax Grant Program.
- The committee oversees the finance officer and deputy finance officer.