



City of Elkins

Rules and Ordinances Committee Meeting

September 18, 2023

3:30 PM

401 Davis Avenue
Council Chamber, 2nd Floor

Charter Authority of the Rules & Ordinances Committee: Consider and propose to Council new and amended ordinances, rules, and policies.

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of May 10, 2023
4. **Presentation**
5. **Reports**
6. **New business**
 - a. Construction road closure request protocol
 - b. Purchasing policy ordinance
 - c. Proposed change to charter restriction on mayor serving in multiple elected offices
 - d. Advance planning requirement for boards and commissions
7. **Announcements**
8. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of May 10, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Rules and Ordinances- 2023_05_10 - minutes

RULES AND ORDINANCES COMMITTEE

REGULAR MEETING

MINUTES

401 Davis Avenue

City Hall, Council Chambers

May 10, 2023

9:00 AM

Present were Committee Members: Marilyn Cuonzo, Chad Griggs, and Nanci Bross- Fregonara

Also present were: Jerry Marco (Mayor), Mike Kesecker (Operation Manager), Sutton Stokes (City Clerk), Gerry Roberts (City Attorney), Travis Bennett (Police Chief), Tracy Judy (Treasurer), Steve Himes (Fire Chief), and Tina Vial representing the Randolph County Humane Society.

MINUTES

Marilynn Cuonzo **MOVED APPROVAL OF THE MINUTES OF THE APRIL 12, 2023, MEETING.** The motion carried.

UNFINISHED BUSINESS

Gerry Roberts **PRESENTED RECOMMENDED LANGUAGE FOR THE EVENTUAL ANIMAL CONTROL ORDINANCE.**

Marilynn Cuonzo **MOVED RECOMMENDING THAT COUNCIL APPROVE AN ORDINANCE REGULATING ANIMALS IN ELKINS TO BE PREPARED BY THE CITY ATTORNEY.** The motion carried.

Marilynn Cuonzo **MOVED ADJOURNMENT.** The motion carried.

The meeting was adjourned at 10:55 a.m.

The foregoing minutes were approved at the meeting of _____, 2023

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Construction road closure request protocol
Recommended By:	City Attorney
Summary:	Block parties and similar events involving closure of streets and sidewalks require a city "Event Request" and must include indemnification of the city and a certificate naming the city as additional insured. There is currently no similar requirement for construction-related road closures.
Fiscal Impact:	If similar requirements are imposed for construction road closures, the city's exposure to liability may be reduced.
Recommendation:	For discussion and recommendations, and later reconsideration by the committee
Attachments:	1. Events Protocol 2016_12_15_adopted 2. Closure Request draft - 2023_09_18

**City of Elkins
Events Protocol
Approved by Council: December 15, 2016**

Persons, groups, or organizations who wish to hold events in the City of Elkins that utilize City streets or City facilities must do the following:

- 1) Request an event application form from the Mayor's Office.
- 2) Submit the completed application to the Mayor's Office at least two months in advance of the proposed event. The date the request is received, and the event date will be noted by the Mayor's Executive Secretary in a log kept for this purpose. Events will be scheduled on a first come/first-served basis.
- 3) In the application provide, the name of the contact person and an alternate contact person; their telephone numbers; the organization represented; the organization's address; the date of the event, proposed route for the event; certification of insurance naming the City of Elkins as an additional insured; and any other relevant information. (Under special circumstances, the Mayor and Administrative Officers may collectively recommend that council waive the insurance requirement.) Any requests for assistance from the Police Department, Fire Department, or Operations Department must be detailed in full. All safety measures must be described in the request. The City reserves the right to implement additional safety measures if warranted.
- 4) Applications will be reviewed by the Police Chief, Fire Chief, Operations Manager and City Clerk to ensure compliance with City and State Code, citizen safety and limited liability for the City. If the request is recommended for approval by the aforementioned Administrative Officers, it will be forwarded to the Mayor's Office for final consideration. If additional information or planning is required, the applicant will be notified by the mayor's office.
- 5) If the request involves use of City Park facilities, it will be referred to the Parks and Recreation Director before consideration by the mayor. (Note: Good alternatives to City Streets for walks and runs are the Riverbend/Glendale walking trail, the Allegheny Rail Trail or the cross-country trails at Davis and Elkins College). Whenever possible, groups are encouraged to use these alternatives.
- 6) Once the approval process is complete, the Mayor's Office will contact the requesting party and notify them of the approval. The date, place and time of the event will be recorded with the Mayor's Executive Secretary to avoid conflict with other events planned within the city.
- 7) The mayor's office will provide the final information to the Operations Department, Police Department, Fire Department and City Council.
- 8) The approval of the event request is subject to cancellation by the City, with or without notice and without liability, for any reason deemed appropriate by the City.

Request for Street and/or Sidewalk Closure for Construction Purposes

Date of Street/Sidewalk Closing: _____ Time of Street/Sidewalk Closing: _____

Date of Street Reopening: _____ Time of Street Reopening: _____

Applicant Name _____ Address _____

City/State/Zip _____ Fax _____

Contact _____ Telephone _____ E-mail _____

2nd Contact _____ Telephone _____ E-mail _____

???Does the applicant have liability insurance that names the City as an additional insured? * _____ Yes _____ No
(*A Certificate of Insurance may be required of the applicant for this event and must be submitted to the Mayor's Office upon request.)???

Explain reason for request for closure: _____

What type of equipment will be used: _____

Operator of Equipment if not Applicant: _____

What property owners if any could be affected by closure: _____

Have affected property owners been notified of closure: _____ Yes _____ No

Streets you are requesting to use or close – **identify specific block.**

			Barricade Street	Sidewalk Usage
1.	from	to	_____	_____
2.	from	to	_____	_____
3.	from	to	_____	_____
4.	from	to	_____	_____

Specific assistance needed from City (Parking, Police, Fire, etc.): _____

Signature of Applicant

Date

_____/_____
Initials / Date **Police Chief Approval**

_____/_____
Initials / Date **Operations Manager Approval**

_____/_____
Initials / Date **Fire Chief Approval**

_____/_____
Initials / Date **City Clerk Approval**

Mayor's Signature **Date**

Contingencies/Restrictions: _____

File this application at the Mayor's Office at least _____s in advance of the requested event date to assure full consideration. Approval is subject to any restrictions or changes required by the City Administration, **or if necessary for public safety reasons.**

cc: Chief Travis Bennett, Police Department
 Chief Steve Himes, Fire Department
 Operations Manager Mike Kesecker
 City Clerk Sutton Stokes
 911 Center



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Purchasing policy ordinance
Recommended By:	City Attorney and other staff - not yet recommended for action
Summary:	The city's current purchasing policy ordinance imposed bidding requirements on any purchase of materials, supplies, or equipment for an amount of \$25,000 or greater, unless certain specific exceptions apply and among other stipulations. Current law also makes an exception for purchases made through "through the State Director of the Purchasing Division of the State Department of Finance and Administration as provided by the W.Va. Code § 5A-3-9," i.e., what is known as "the state contract." The issue staff wants to address is that, under the current rules, there is no clear requirement that council grant approval or even be notified of large purchases if the bidding requirement is followed. Council's only role under the current rules is to consider granting a waiver of the bidding requirement, under certain specified conditions. In other words, there is nothing in current city code preventing a department from making a purchase of materials, supplies, or equipment costing \$25,000 or more without first requesting permission from council. The draft before you today is based on a similar ordinance from the City of Buckhannon. This draft is not recommended by staff for final referral to council but is rather presented for discussion. The Buckhannon language before you today retains the requirement that purchases of materials, supplies, or equipment \$25,000 or greater be let to public bid but imposes a new requirement that, even if bidding requirements are being followed, the purchase must also be memorialized in "a contract, or other writing" authorized by city council. This would remove the possibility that a large purchase could be bid out and finalized without first seeking permission from council. There are additional significant differences. Buckhannon's law also: 1. Eliminates the possibility of waiving bidding requirements, substituting only the possibility of reducing the length of time for



CITY OF ELKINS AGENDA ITEM REPORT

	accepting bids from 14 days to 5 days. 2. Grants the City Treasurer the authority to reject bids for purchases being made by a board or commission. 3. Requires the recommendation of the Treasurer for alterations to contracts let under this section. 4. Requires that all departmental purchase requests of \$25,000 or greater be forwarded to the Treasurer, who will combine and consolidate them under sealed bids. 5. Incorporates requirements imposed by West Virginia Code 8-12-11 concerning leases, including the requirement that municipalities may not enter into leases without the option to terminate each year (this always applied to cities but was not previously restated in city law). However, this language creates the new requirement that such a purchase be authorized by council. Again, staff is not yet recommending these changes be referred directly to council. Today's meeting will be discussion of the pros and cons of some of these changes.
Fiscal Impact:	n/a
Recommendation:	Discuss and recommend changes to the draft language for future reconsideration by this committee.
Attachments:	1. Memo - Rules - competitive bidding - 2023_09_18

Memo

To: Rules & Ordinances Committee

From: Sutton Stokes, City Clerk

Date: September 18, 2023

Re: Changes to city purchasing policy ordinance

The city's current purchasing policy ordinance imposed bidding requirements on any purchase of materials, supplies, or equipment for an amount of \$25,000 or greater, unless certain specific exceptions apply and among other stipulations. Current law also makes an exception for purchases made through "through the State Director of the Purchasing Division of the State Department of Finance and Administration as provided by the W.Va. Code § 5A-3-9," i.e., what is known as "the state contract."

The issue staff wants to address is that, under the current rules, there is no clear requirement that council grant approval or even be notified of large purchases *if the bidding requirement is followed*. Council's *only* role under the current rules is to consider granting a waiver of the bidding requirement, under certain specified conditions. In other words, **there is nothing in current city code preventing a department from making a purchase of materials, supplies, or equipment costing \$25,000 or more without first requesting permission from council.**

The draft before you today is based on a similar ordinance from the City of Buckhannon. This draft is not recommended by staff for final referral to council but is rather presented for discussion.

The Buckhannon language before you today retains the requirement that purchases of materials, supplies, or equipment \$25,000 or greater be let to public bid but imposes a *new* requirement that, even if bidding requirements are being followed, the purchase must also be memorialized in "a contract, or other writing" authorized by city council. This would remove the possibility that a large purchase could be bid out and finalized without first seeking permission from council.

There are additional significant differences. Buckhannon's law also:

1. Eliminates the possibility of waiving bidding requirements, substituting only the possibility of reducing the length of time for accepting bids from 14 days to 5 days.
2. Grants the City Treasurer the authority to reject bids for purchases being made by a board or commission.
3. Requires the recommendation of the Treasurer for alterations to contracts let under this section.
4. Requires that all departmental purchase requests of \$25,000 or greater be forwarded to the Treasurer, who will combine and consolidate them under sealed bids.
5. Incorporates requirements imposed by West Virginia Code 8-12-11 concerning leases, including the requirement that municipalities may not enter into leases without the option to terminate each year (this always applied to cities but was not previously restated in city law). However, this language creates the new requirement that such a purchase be authorized by council.

Again, staff is not yet recommending these changes be referred directly to council. Today's meeting will be a discussion of the pros and cons of some of these changes.

##

Current Purchasing Policy

COMPETITIVE BIDDING

§ 30.20 WHEN REQUIRED; PUBLICATION OF NOTICE.

(A) Every contract for the procurement of goods and services by the city, except as hereinafter provided, shall be by competitive bidding and shall not be approved and let until notice of the intent to so contract and an invitation to sealed bids shall have been advertised once per week, for a period of two successive weeks, in one newspaper of general circulation in the city, the last of which publications shall occur no less than five days prior to the meeting at which the bids are to be opened and examined; provided, that the above requirements shall not apply to any contract for a gross amount of less than \$25,000; nor shall this section preclude the use by the city of or be applicable to the purchasing of goods or services through the State Director of the Purchasing Division of the State Department of Finance and Administration as provided by the W.Va. Code § 5A-3-9.

(B) (1) The provision of division (A) above shall not be applicable when the Council, by vote, finds that:

(a) Compliance therewith would be inimical to the public welfare;

(b) Procurement of the contemplated goods or services is of such urgency as to brook no delay;

(c) Other circumstances exist which would render the interests of the city better served by noncompliance than by compliance with division (A) above;

(d) As a practical matter it is determined that there exists only one supplier of the goods or services sought to be obtained;

(e) The goods or services sought to be obtained are for the purpose of maintenance or repair of existing city goods or equipment; or

(f) No suppliers of goods or services sought to be obtained are located within the general circulation area of any of the city newspapers.

(2) When the Council determines that division (A) above is not applicable, the Council shall, at the time of the approval of the contract for the procurement of goods and services, refer to the applicable provision of this division (B) which is relied upon for the waiver of the bidding process.

(C) (1) Notwithstanding other provisions of this subchapter, in any instance that a purchase of goods or services by the city is required under the provisions of this subchapter to be made upon competitive bids, such purchase shall be made from a vendor resident in the city if such bid does not exceed the lowest qualified bid from a nonresident vendor by more than 2% of the latter bid, and if such resident vendor has made written claim for such preference at the time the bid was submitted.

(2) A vendor shall be deemed to be a resident of the city if such vendor is an individual, partnership, association or corporation that maintains an active, bona fide place of business within the city and maintains therein a representative inventory of the commodities on which the bid is submitted and, in the case of a corporation, is duly qualified to do business in the state as is in good standing under the laws of the state and under the ordinances of the city.

(1991 Code, § 2-3) (Ord. passed 11-1-1979; Ord. 175, passed 3-20-2014)

Statutory reference:

Authority of city to require competitive bidding for purchases of supplies and the like, see W.Va. Code § 8-12-10

Availability to municipalities of facilities of state division of purchases, see W.Va. Code § 5A-3-9

§ 30.21 TRANSMITTING AND RECEIVING BIDS; BONDS; SPECIFICATIONS AND THE LIKE.

The form and manner of transmitting and receiving bids under the provisions of § 30.20, the amount of deposit or performance bond, if any, to accompany such bids, the terms, specifications, reservation of right to reject bids or waive irregularities therein shall be determined by the Council prior to each respective advertisement for bids and, insofar as is practical, be stated in the published notice.

(1991 Code, § 2-4)

§ 30.99 PENALTY.

(A) Generally. Any person violating any provision of this chapter, for which no other penalty is provided, shall be subject to the penalty provisions of § 10.99.

(B) No smoking policy.

(1) First offense. Any person who violates § 30.06 shall first be warned that smoking is not allowed in the Council chamber and that any further violation will necessitate his or her removal from the Council chamber.

(2) Second offense. Any person who violates § 30.06 after the first offense shall be excluded from the Council chamber.

(Ord. passed 1-16-1992)

Purchasing Policy Based on City of Buckhannon

ORDINANCE ____

AN ORDINANCE TO AMEND ELKINS CITY CODE §30.20 AND §30.21 COMPETITIVE BIDDING

WHEREAS, the Common Council of the City of Elkins, West Virginia, previously adopted ordinances which are codified and reflected in the City Code, §30.20 and §30.21, Competitive Bidding; and

WHEREAS, subsequent to the passage of these ordinances, it has become apparent that these sections on Competitive Bidding need to be changed and amended to reflect the best practices as West Virginia Code §8-12-10 empowers a municipality to provide for the central purchasing of materials, supplies or equipment, including motor vehicles; and

WHEREAS, said Code provision provides that any ordinance adopted in accordance therewith “shall supersede any provision pertaining to competitive bidding contained in the special legislative charter of such municipality;” and

WHEREAS, the Common Council of the City of Elkins desires to conform its purchasing practices to those permitted under this provision of the Code of West Virginia; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COMMON COUNCIL OF THE CITY OF ELKINS, AS FOLLOWS, AMENDING §30.20 AND §30.21 COMPETITIVE BIDDING:

§30.20 – MUNICIPAL PURCHASING, GENERALLY:

(a) The purchase of any materials, supplies, or equipment having a price of more than twenty-five thousand dollars (\$25,000) shall be memorialized by a contract, or other writing, authorized by City Council. The City of Elkins, its departments, boards, commissions, and committees shall make all such purchases as provided in this Article: *Provided*, that City Council may by motion subsequently ratify purchases made by its employees or agents in the event of a mistake of law or fact. Motor vehicles are expressly included within the definition of “equipment” for purposes of this Ordinance.

(b) The purchase of any materials, supplies, or equipment pursuant to subsection (a) of this Article shall be made following competitive bidding, and from the lowest responsible bidder after at least fourteen days public notice made as 1) the public posting at City Hall of the notice for bids, request for proposal, or other written solicitation by the City, 2) the public posting of such notice, request, or solicitation on the City’s website and social media accounts, and 3) a Class I legal advertisement in compliance with the provisions of article three [§§ 59-3-1, *et seq.*], Chapter fifty-

ORDINANCE ____

nine of the Code of West Virginia, and after a public opening of bids: *Provided*, that either the Council, or in the case of a purchase made by a board, or commission, the respective body's governing board, or the City's Treasurer may reject all bids and advertise again. In the case of an emergency purchase, declared as such by the Council, the Council may reduce the time for public notice and opening of bids to five days.

(c) Alterations in any contract may be made when authorized by City Council upon the recommendation of the Treasurer. *Provided*, that the Council shall not except individual contracts, purchases or sales otherwise subject to this Ordinance from the requirements thereof.

(d) All purchases and purchasing procedures must meet the standards set by the City Council, upon recommendation of the Treasurer and Operations Manager, Police Chief, or Fire Chief. All departmental purchase requests will be forwarded to the Treasurer who shall combine and consolidate purchases under sealed bids.

§30.21:

(a) Notwithstanding the provision of the previous section, or any Ordinance of the City of Elkins, or the charter thereof, to the contrary, the Council, acting through its duly authorized representatives, may enter into and execute a lease agreement for the obtaining of equipment or material, including motor vehicles. Such leases shall be governed by section eleven [§ 8-12-11] of article twelve, chapter eight of the Code of West Virginia.

(b) Any lease entered by the City of Elkins which is governed by this Ordinance shall include the following terms, as required in the aforesaid section of the West Virginia Code [§ 8-12-11]: (1) the option on the part of the City of Elkins to terminate the agreement and return the equipment or material without any further obligation on the part of the City; (2) the option to continue the agreement for an additional rental period not to exceed one year in length; and, if the agreement contains a provision that title to the equipment or material shall vest in the City at or before the expiration of the leasehold term upon fulfillment of the terms and conditions thereof, that application of annual rental payments shall be made toward the purchase price of such equipment or material, or that the risk of loss of the equipment or material shall be borne by the City, then (3) the option for the City to pay in advance at any time during the fiscal year the balance due under the agreement, with an appropriate rebate of the unearned interest or time-price differential.

§30.22:

Any materials, supplies, or equipment - including motor vehicles, - may at the discretion of the City's authorized representatives be purchased pursuant to an agreement with the Director of the West Virginia Department of Administration, Purchasing Division, or pursuant to an agreement with one or more other municipalities, counties or county boards of education, or any combination thereof, for centralized purchasing for all governmental units which are parties to such agreement. Purchases made under any of these agreements are not subject to the requirements of §30.20, but Council shall approve such purchases by motion, recorded in the minutes of the meeting whereat the Council adopted such motion.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

ORDINANCE ____

This Ordinance shall become effective upon the date of its final adoption.

PASSED AND APPROVED ON THE FIRST READING: _____, 2023.

PASSED AND APPROVED ON THE SECOND AND FINAL READING: _____, 2023.

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk

ORDINANCE ____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposed change to charter restriction on mayor serving in multiple elected offices
Recommended By:	Mayor
Summary:	The mayor proposes changing the city charter to eliminate the prohibition against Elkins mayors holding more than one elected public office, as shown below. SECTION 3.04. PUBLIC ETHICS AND PROHIBITIONS. (b) Holding Other Office. During term of office, the Mayor shall hold no other elected public office nor be employed by the City in any other capacity. The process for changing the city charter is laid out in West Virginia Code 8-4-8, as follows. • Council proposes amendment(s) by enacting an ordinance; Announces by Class II ad the proposed amendments and public hearing. A Class II ad requires two publications, at least one week apart. Ordinance would receive the usual two readings, also at least one week apart. • Council conducts public hearing and hears public input/objections. “Qualified objections” must be resolved within ten days after this hearing, or the charter changes under consideration cannot be made by enacting an ordinance. • If no qualified objections are received, or if objection is resolved within ten days following the public hearing, Council may adopt by ordinance those charter amendments not subject to objection. • If qualified objections remain ten days following the public hearing, Council may order the proposed amendment(s) be put to voters at the next regular municipal election or at a special election. It would not be possible to hold the above hearing at this week’s meeting. To schedule the hearing before a council meeting, the next



CITY OF ELKINS AGENDA ITEM REPORT

	opportunity would be the meeting of Oct. 19 (if council cancels its first meeting in October, per custom during the Mountain State Forest Festival).
Fiscal Impact:	n/a
Recommendation:	
Attachments:	1. Memo - charter change process mayoral officeholding - 2023_09_18

Memo

To: Rules & Ordinances Committee

From: Sutton Stokes

Date: September 18, 2023

Re: Charter change process

The mayor proposes changing the city charter to eliminate the prohibition against Elkins mayors holding more than one elected public office, as shown below.

SECTION 3.04. PUBLIC ETHICS AND PROHIBITIONS.

(b) Holding Other Office. During term of office, the Mayor **shall hold no other elected public office** nor be employed by the City in any other capacity.

The process for changing the city charter is laid out in West Virginia Code 8-4-8, as follows.

- Council proposes amendment(s) by **enacting an ordinance**; Announces by Class II ad the proposed amendments and public hearing. A Class II ad requires two publications, at least one week apart. Ordinance would receive the usual two readings, also at least one week apart.
- Council conducts public hearing and hears public input/objections. "Qualified objections" must be resolved within ten days after this hearing, or the charter changes under consideration cannot be made by enacting an ordinance.
- If no qualified objections are received, or if objection is resolved within ten days following the public hearing, Council may **adopt by ordinance** those charter amendments not subject to objection.
- If qualified objections remain ten days following the public hearing, Council may order the proposed amendment(s) be put to voters at the next regular municipal election or at a special election.

It would not be possible to hold the above hearing at this week's meeting. To schedule the hearing before a council meeting, the next opportunity would be the meeting of Oct. 19 (if council cancels its first meeting in October, per custom during the Mountain State Forest Festival).

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Advance planning requirement for boards and commissions
Recommended By:	Administrative Officers
Summary:	Boards and commissions have a great deal of autonomy and discretion regarding council oversight. However, various activities require assistance from city resources. Staff is recommending that boards and commissions be required to route annual proposed work plans for council approval. Changes to these work plans should also require council approval.
Fiscal Impact:	Better control by council of expenditures requested by boards and commissions.
Recommendation:	Recommend council pass a resolution requiring the city's boards and commissions present annual proposed work plans (and any proposed changes to these plans) to council for approval.
Attachments:	1. tree board planning rules

§ 93.096 DUTIES AND RESPONSIBILITIES.

(A) It will be the responsibility of the Board to study, investigate, counsel, develop and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets, and in other public areas. Such plan will be presented to the Council and upon their acceptance and approval shall constitute the official comprehensive city tree plan. Any changes to the city tree plan shall be presented to Council for its consideration.

(B) The Board will promote and supervise the establishment of a tree inventory for public trees. The inventory should be updated as often as practicable.

(C) The Board shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work. The Board shall report the results of its investigations to Council within a reasonable time.

(Ord. 076, passed 7-3-2008; Ord. 235, passed 4-6-2017)

§ 93.102 REVIEW BY THE COUNCIL.

The Council shall have the right to review the conduct, acts and plans of the City Tree Board. The City Tree Board shall file an annual report of its actions with Council on or before December 31 of each year.

(Ord. 076, passed 7-3-2008; Ord. 235, passed 4-6-2017)