

BOARDS AND COMMISSIONS

AIRPORT COMMISSION

NUMBER OF MEMBERS: Five

TERM: Six years

NUMBER OF MEETINGS: Meets the second Monday of each month at 5:30 PM at the Airport

PURPOSE: Management of the Airport

REFERENCES: Section 330.20 Code of Iowa

APPOINTED: Mayor with Council approval

SPECIFIC POWERS & DUTIES: The Commission has all of the powers in relation to airports granted to cities and counties under state law, except powers to sell the airport. The Commission shall annually certify the amount of tax within the limitations of state law to be levied for airport purposes and upon certification the governing body may include all or a portion of the amount in its budget. All funds derived from taxation or otherwise for airport purposes shall be under the full and absolute control of the commission for the purposes prescribed by law, and shall be deposited with the County Treasurer or City Clerk to the credit of the Airport Commission, and shall be disbursed only on the written warrants or orders of the Commission, including the payment of all indebtedness arising from the acquisition and construction of airports and their maintenance, operation, and extension.

BLANDEN MUNICIPAL ART MUSEUM BOARD OF TRUSTEES

NUMBER OF MEMBERS: Nine

TERM: Six years

NUMBER OF MEETINGS: Meets the second Tuesday of each month at 5:30 PM at the Blanden
(except December and August)

PURPOSE: Acquires and owns works of art, care for them, interprets them, and exhibits them to the public on a regular basis

REFERENCE: Ordinance #733 (amended by #1635, Executive Order #90-004)

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES:

- A. To make and enforce policy and regulations for the control, operation, supervision and maintenance of the museum
- B. To have charge, control, and supervision of the public art museum, its works of art, appurtenances, fixtures, and buildings or rooms containing the same, directing and controlling all of the affairs of such art museum
- C. To employ a director and such assistants and employees as may be necessary of the management of said art museum and fix the compensation of the personnel consistent with the classification system and pay range policies of the City
- D. To apply for and accept grant or subsidies from any other unit of government
- E. To accept gifts or works of art, care for them, and interpret them
- F. To have control of the expenditures of all monies allocated by the Council

BOARD OF ADJUSTMENT

NUMBER OF MEMBERS: Five

TERM: Five years

NUMBER OF MEETINGS: Meets the first Tuesday of each month at 5:30 PM in the
Council Chambers

PURPOSE: Oversee Zoning Regulations

REFERENCE: Ordinance #1489

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS & DUTIES:

- A. Administrative Review: To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Administrative Official in the enforcement of this Ordinance.
- B. Special Exceptions: Conditions governing applications, procedures. To hear and decide only such special exceptions as the Board of Adjustment is specifically authorized to pass on by the terms of this Ordinance; to decide such questions as are involved in determining whether special exceptions should be granted; and to grant special exceptions with such conditions and safeguards as are appropriate under this Ordinance, or to deny special exceptions when not in harmony with the purpose and intent of this Ordinance
- C. Variance: Conditions governing applications-procedures. To authorize upon appeal in specific cases such variances from the terms of this ordinance as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of this ordinance would result in unnecessary hardship

BOARD OF ANIMAL APPEALS

NUMBER OF MEMBERS: Three

TERM: Three years

NUMBER OF MEETINGS: Meets when there is an appeal

PURPOSE: Defining dangerous dogs and cats, vicious dogs and cats, providing rules with respect
thereto

REFERENCE: Ordinance #1410 (amended by #1477, #1550, and #1685)

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES: Has jurisdiction to hear and decide appeals where it is alleged there is an error in the finding of the City Animal Warden in declaring dogs or cats to be dangerous or vicious

BOARD OF APPEALS

NUMBER OF MEMBERS: Five

TERM: Five years

NUMBER OF MEETINGS: Meets when there is an appeal

PURPOSE: Jurisdiction to hear and decide appeals where it is alleged there is an error in any order, requirements, decision or determination involving alternate materials, methods of construction or reasonable interpretation of the several Ordinances above cited by the Inspector or Fire Chief responsible for enforcement

REFERENCE: Ordinance #1621

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS & DUTIES: May reverse, affirm or modify the decision of the Inspector or Fire Chief so long as such action is in conformity with the terms of this Ordinance

CABLE TELEVISION COMMISSION

NUMBER OF MEMBERS: Five

TERM: Three years

NUMBER OF MEETINGS: Meets when needed

PURPOSE: Harmonious, resolution of complaints between citizen subscribers and the City's cable television franchises, and to promote compliance with the City's cable television franchise and regulatory ordinances

REFERENCE: Ordinance #1822 (amended by #1962)

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS & DUTIES:

- A. Investigate and review any unresolved complaints against the franchisees brought by any subscriber of said franchisee
- B. Render a decision subject to further review by the City Council assisted and advised by the Cable Television Commission in regard to compliance with the terms of the City franchise and cable television regulatory ordinances by subscribers and franchisees

CHARTER REVIEW COMMISSION

NUMBER OF MEMBERS: Variable

TERM: One year

NUMBER OF MEETINGS: Meets decennially

PURPOSE: Shall review existing Charter and within twelve months recommend any Charter amendments that it deems necessary

REFERENCE: Article VI

APPOINTED BY: City Council

CIVIL SERVICE COMMISSION

NUMBER OF MEMBERS: Three

TERM: Four years

NUMBER OF MEETINGS: Meets annually in April and when necessary in connection with test and certification of civil service

PURPOSE: See Specific Powers and Duties

REFERENCE: Chapter 400 Code of Iowa

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES: To hold examinations for the purpose of determining the qualifications of applicants for positions, including applicants for the position of Chief of Fire and Police Departments and positions in the Fire and Police Department and review discipline and discharge actions taken by the Chief if appeals by the affected member of the department

COUNCIL SALARY REVIEW BOARD

NUMBER OF MEMBERS: Five, a member at large and a member from each ward

TERM: Four years

NUMBER OF MEETINGS: Meet the month of December of each even numbered year

PURPOSE: Salary Review Board pursuant to 1981 Charter

REFERENCE: Article V – 1981 Charter

APPOINTED BY: Ward members appoint from their ward with Council approval.

Three at-large Council members appoint the at-large members with Council approval

SPECIFIC POWERS AND DUTIES: Prescribe reasonable compensation of the Council members and Mayor giving due regard to the duties and responsibilities of each Council member and Mayor

ELECTRICAL EXAMINING BOARD

NUMBER OF MEMBERS: Five; the Electrical Inspector, one member of the public, one member of a licensed journeyman electrician, one member of a licensed electrical contractor, and one member of a practicing professional electrical engineer

TERM: Two years

NUMBER OF MEETINGS: At least twice a year or as often as necessary to conduct examinations of applicants for licenses

PURPOSE: Provide for examinations and licensing of electrical contractors, journeyman electricians and registration of maintenance electricians in order to protect the public safety, health and welfare

REFERENCE: Ordinance #1614

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES: Conduct examinations. Make rules for the conduct of business, subject to Council approval.

HISTORICAL PRESERVATION COMMISSION

NUMBER OF MEMBERS: Seven

TERM: Five years

NUMBER OF MEETINGS: First Monday of each month at 4:00 PM in the Council Chamber

PURPOSE: To preserve and enhance historical properties

REFERENCE: Ordinance #1775 & #1847

APPOINTED BY: The Mayor with the approval of the City Council

SPECIFIC POWERS AND DUTIES:

- A. To promote the educational, cultural and economic and general welfare of the public through the recognition, enhancement and perpetuation of sites and districts of historical and cultural significance as now or hereafter provided by law
- B. Recommend to the City Council such Ordinances as they deem necessary from time to time to safeguard the City's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance
- C. Take actions necessary to promote the use of sites and districts of aesthetic and cultural significance as places for the education, pleasure and welfare of the people of Fort Dodge, as now or hereafter provided by law

HUMAN RIGHTS COMMISSION

NUMBER OF MEMBERS: Seven

TERM: Two years

NUMBER OF MEETINGS: First Wednesday of each month at 5:00 PM in the Council Chamber

PURPOSE: To secure for all individuals within the City of Fort Dodge freedom from discrimination because of race, color, religion, creed, sex, national origin, age or mental or physical disability in connection with employment, public accommodations, housing, and credit, and thereby to protect the personal dignity of these individuals to insure their full productive capacities, to preserve the public safety, health, and general welfare, and to promote the interests, rights, and privileges of individual citizens in Fort Dodge.

REFERENCE: Ordinance #1299 (amended by #1328, #1502, #1526, #1712, #1757, #1768, #1801, #2070)

APPOINTED BY: The Mayor with the approval of City Council *

*28E Agreement terminated effective 7/1/06

SPECIFIC POWERS AND DUTIES:

- A. To receive, investigate, and finally determine the merits of complaints alleging unfair or discriminatory practices pursuant to this ordinance
- B. To investigate and study the existence, character, causes and extent of discrimination in public accommodations, employment, apprenticeship programs, on-the-job training programs, vocational schools, extension of credit, real estate, financial transactions, and housing in this City and to attempt the elimination of such discrimination by education and conciliation
- C. To hold hearings upon any complaint pursuant to this Ordinance made against a person, an employer, an employment agency, or a labor organization, or the employees or members thereof, to subpoena witnesses and compel their attendance at such hearings, to administer oaths and take the testimony of any person under oath

LIBRARY BOARD OF TRUSTEES

NUMBER OF MEMBERS: Five

TERM: Five years

NUMBER OF MEETINGS: Meets the fourth Monday of each month at 4 PM at the Library

PURPOSE: To oversee Public Library

REFERENCE: Ordinance #1518

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES:

- A. To have charge, control and supervision of the Public Library, its appurtenances, fixtures and rooms containing the same
- B. To direct and control all the affairs of the library
- C. To employ a librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library

MECHANICAL EXAMINING BOARD

NUMBER OF MEMBERS: Seven, one member of a heating contractor, one member of a ventilating and cooling contractor, one member of a refrigeration contractor, one member of an appliance dealer/installer, one member of a representative of the local gas utility, and two members of the general public

TERM: Two years

NUMBER OF MEETINGS: Meets twice a year and when necessary

PURPOSE: Provide for the examination, licensing and registration of heating contractors, ventilating and cooling contractors, refrigeration contractors, appliance dealers/installers and maintenance mechanics, and to provide for the collection of fees therefore and penalties for the violation hereof

REFERENCE: Ordinance #1740

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES: Established by regulation, subject to Council approval, requirements and procedures for the qualification, examination and licensing of heating contractors, ventilating and cooling contractors, refrigeration contractors and appliance dealers/installers and the registration of maintenance mechanics. Shall issue appropriate certificates of qualification

MUNICIPAL HOUSING AGENCY

NUMBER OF MEMBERS: Five

TERM: Two years

NUMBER OF MEETINGS: Meets the fourth Tuesday of each month at 12:00 PM at the Municipal Housing Agency Office

PURPOSE: Oversee housing

REFERENCE: Resolution #79-1-3 Section 403A5 Code of Iowa

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES:

- A. To prepare, carry out, and operate housing project and to provide for the construction, reconstruction, improvement, extension, alteration or repair of any housing project or any part thereof
- B. To undertake and carry out studies and analysis of the housing needs
- C. To arrange or contract for the furnishing by any person or agency, public or privileges, works or facilities for or in connection with, a housing project or the occupants thereof
- D. To lease or rent any dwellings, accommodations, lands, buildings
- E. To invest funds held in connection with a housing project
- F. To determine where slum areas exist or where there is unsafe, unsanitary or overcrowded housing; to make studies and recommendations to clear problems up
- G. To provide accommodations for persons of low income

PARKS, RECREATION COMMISSION

NUMBER OF MEMBERS: Seven – 4 City / 3 County

TERM: Five years

NUMBER OF MEETINGS: Meets the third Wednesday of each month at 4:00 PM in the Council Chamber

PURPOSE: Advise Council on the needed facilities to provide open space, such as parks, play-grounds and community facilities, and for other forms of recreation

REFERENCE: Ordinance #1461, #1543, #1985, #2011 (amended by #2227)

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES: Update and revise plans as required, set fees for recreational programs, make recommendations to Council for changes in Parks or Recreation

PLANNING AND ZONING

NUMBER OF MEMBERS: Seven

TERM: Five years

NUMBER OF MEETINGS: Meets the second and fourth Tuesday of each month at 4:00 PM in the Council Chamber

PURPOSE: Advisory body to the City Council

REFERENCE: Ordinance #1126 & Section 414.6 Code of Iowa

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES: The Fort Dodge Planning and Zoning Commission is an advisory body to the City Council on matters concerning land use planning and zoning. This Commission recommends to the City Council on matters such as Comprehensive Plans, rezoning requests, subdivision approval, urban renewal plans, Self-Supported Municipal Improvement District presentations, and other similar development proposals which are required by Iowa law. This Commission works closely with the municipal staff and consultants in order to insure that the City Council and the public are adequately informed and educated about the benefits, detriments and other ramifications of local programs, problems and developments. The Fort Dodge Planning and Zoning Commission exercises a variety of functions, some of which are mandatory by State law and others which are discretionary

PLUMBING EXAMINING BOARD

WATER CONDITIONING AND TREATMENT BOARD

NUMBER OF MEMBERS: Five; the City Inspector, one licensed master plumber, one licensed journeyman plumber, two members shall represent the public

NUMBER OF MEMBERS: Five; the City Inspector, one water conditioning and treatment technician, one water conditioning and treatment contractor, two members shall represent the public

TERM: Two years

NUMBER OF MEETINGS: Meets twice a year or when called by the City Inspector

PURPOSE: To provide for the examination and licensing of plumbers, water conditioning and treatment contractors and gas fitters and registration of maintenance plumbers in order to protect public safety, health and welfare

REFERENCE: Ordinance #1737 (repealed Ordinance #1612)

APPOINTED BY: Mayor with Council approval

SPECIFIC POWERS AND DUTIES: Establish by regulation, subject to Council approval, requirements and procedures for the qualification, examination and licensing of master plumbers, journeyman plumbers, water conditioning and treatment contractors, water conditioning and treatment technicians and gas fitters. Issue certificates of qualification

S.S.M.I.D.

NUMBER OF MEMBERS: Nine

TERM: Three years

NUMBER OF MEETINGS: Meets the third Tuesday of each month at 4:00 PM in the Council Chamber

PURPOSE: To undertake actions and the design and construction of any and all improvements authorized by Chapter 386 of the Code of Iowa and the performance of administration redevelopment and revitalization of the District as authorized by Chapter 386 of the Code of Iowa, all of which actions and improvements are intended to benefit the property of the proposed District; and to further aid in promoting and assisting the growth and development of business concerns including small business concerns in the District; to provide a forum for mutual education, discussion and action with regard to trade, technical, legal and social matters bearing upon the existence of a profitable, viable and socially responsible downtown business and trade area; to provide a vehicle for achieving such economies of scale as may present themselves with regard to such activities as redevelopment, research, advertising and public relations; and to engage in all such other activities in aid / of such purposes or beneficial to the property owners of this District, as authorized by Chapter 386 of the Code of Iowa.

REFERENCE: CMB32P45

APPOINTED BY: Self appointment

SPECIFIC POWERS AND DUTIES: To act as the advisory body to the City Council and further to initiate project petitions and act as liaison for the property owners and the City Council in regard to authorized actions allowable by Chapter 386 of the Code of Iowa