

## CHAPTER 4- PUBLIC WORKS

### CITY OF FENNIMORE

#### 4.01 DIRECTOR OF PUBLIC WORKS

#### 4.02 PUBLIC CONSTRUCTION

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(1) Position of Director of Public Works: There shall be a Director of Public Works who shall be appointed as set forth in s. 1.03(8) of this Code.

(2) Compensation: The salary, expense allowance, vacation, and leave of absence of the Director of Public Works shall be established by resolution of the Common Council from time to time.

(3) Powers and Duties: The Director of Public works shall have the following powers and duties:

(a) Subject to the direction of the Common Council and the Board of Public Works, he or she shall be responsible for the administration of all public works, and he or she shall have general charge and supervision of all maintenance, repair and construction of streets, alleys, curbs and gutters, sidewalks, bridges, street signs and house numbering, traffic control devices, signs and markings, storm sewers, culverts and drainage facilities, sanitary sewers, city buildings and structures and all machinery and equipment used in any activity under his control.

(b) He or she shall manage the utilities of the city.

(c) He or she shall have charge of such public services as garbage and refuse collection and disposal, snow and ice removal, street cleaning and such other activities as may be assigned to him from time to time by the Common Council.

(d) He or she shall be responsible for the keeping of all records and documents required by law or ordinance for activities under his supervision, and all such items shall remain the property of the City.

(e) He or she shall from time to time submit to the Common Council such suggestions and recommendations as he shall deem advisable for the betterment and more efficient operation of the various departments and activities under his supervision.

(f) **(Here we should enumerate his powers to hire employees and to dismiss employees. I was not sure what authority he holds in this area. We should also add any other areas for which he has responsibility that I have not enumerated. I was to check his contract to find out what it said on this subject. The contract I looked at made no reference to it at all.)**

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- (1) Bids Not Required: Pursuant to s. 62.15, Wis. Stats., all classes of public construction in the City of Fennimore may be done directly by the City without submitting the same to bids.
- (2) Construction to be Done by Board of Public Works: All public construction shall be performed by the Board of Public Works under the direct supervision of the Director of Public Works.
- (3) Authority of the Board and Director of Public Works: In doing public construction work directly the Board of Public Works and its director are authorized to use labor from the entire work force and the machinery of any and all departments of the City, to purchase material required and to hire additional machinery, operators and laborers and services found necessary and desirable.
- (4) Accounting and Reporting: Pursuant to s. 62.15(14), Wis. Stats., when the City is directly doing public construction, the Board of Public Works shall keep an accurate account of the costs thereof, including the necessary overhead expense. Upon the completion of such work said Board shall make a complete report thereof to the Common Council stating in detail the items of costs and the total costs of doing such work, and the City Clerk shall publish such report as part of the proceedings of the Council.
- (5) Control of Common Council: The decision whether the City shall directly do any specific public construction, or the extent thereof shall be subject to the final authorization, responsibility and control of the Common Council.
- (6) Bids Permitted: If it appears to the Common Council that the size or complexity of any type of public construction makes it advisable or feasible to let the same to bid, the Council shall provide for the letting of all or part of such specific public construction to bids. All bidding will be in compliance with s. 62.15, Wis. Stats.

**UPDATED 7/29/2015**