



Wauwatosa, WI

Government Affairs Committee

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, May 13, 2025

6:30 PM

Council Chambers and Zoom:
<https://servetosa.zoom.us/j/82923188685>,
Meeting ID: 829 2318 8685

Regular Meeting

HYBRID MEETING INFORMATION

Members of the public may observe and participate in the meeting in-person or via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

GOVERNMENT AFFAIRS COMMITTEE ITEMS

1. Consideration of Special Event Permit application - Applicant: Beth Gleesing, Wauwatosa Tourism Commission; Event Name: ART 64; Location: Village of Wauwatosa; Date/Time: June 6, 2025 9:00 AM - June 7, 2025 10:00 PM, with a rain date of June 8, 2025 [25-0722](#)
2. Consideration of Special Event Permit application - Applicant: Rob Kos, Tosa Village BID; Event Name: Tosa Village Classic (Tour of America's Dairyland); Location: Village of Wauwatosa - State Street, Harmonie Avenue, Wauwatosa Avenue, Blanchard Street, 72nd Street; Date/Time: June 29, 2025, 7:30 AM - 8:30 PM [25-0723](#)
3. Consideration of applications for temporary extension of licensed premises by Lowlands 6, LLC d/b/a Buckatabon Tavern & Supperclub, 7700 Harwood Avenue for Tosa Village Classic (Tour of America's Dairyland) on June 29, 2025 and Tosa Fest on September 5-6, 2025 [25-0726](#)
4. Consideration of applications for temporary extension of licensed premises by DRI 7 Tosa Village LLC d/b/a Café Hollander, 7677 W. State Street for Tosa Village Classic (Tour of America's Dairyland) on June 29, 2025 and Tosa Fest on September 5-6, 2025 [25-0727](#)

5. Consideration of applications for Fireworks User Permit by Kevin Heus, Wauwatosa School District, for the property address located at 11400 W. Center Street for a salute to 2025 graduates of Wauwatosa West High School on June 13, 2025 from 8:00 PM - 9:00 PM and for a salute to 2025 graduates of Wauwatosa East High School on June 14, 2025 from 11:00 AM - 12:00 PM [25-0763](#)
6. Consideration of application for temporary extension of licensed premises by Scatback LLC d/b/a Pipsqueak Wine, 6410 W. North Avenue, for an anniversary wine tasting/party on June 13-15, 2025 [25-0775](#)
7. Consideration of retail Class A/B/C alcohol license renewal applications for the 2025-2026 license period [25-0677](#)
8. Consideration of renewal and new applications for certain licenses for the 2025-2026 licensing period: Amusement Arcade, Theaters [25-0678](#)
9. Consideration of designation of the City's official newspaper for publications [25-0676](#)
10. Consideration of ratification of a one-year extension to the 2022-2025 Collective Bargaining Agreement between the City of Wauwatosa and the Wauwatosa Peace Officers Association [25-0729](#)

The Committee may convene into closed session regarding this item pursuant to Wis. Stat. §19.85 (1)(e), to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee may reconvene into open session to consider the balance of the agenda.

UNFINISHED BUSINESS

1. Discussion and consideration of future Council standing committee structure as of 2026 [25-0103](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0722

Agenda Date: 5/13/2025

Agenda #: 1.

Consideration of Special Event Permit application - Applicant: Beth Gleesing, Wauwatosa Tourism Commission; Event Name: ART 64; Location: Village of Wauwatosa; Date/Time: June 6, 2025 9:00 AM - June 7, 2025 10:00 PM, with a rain date of June 8, 2025

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

Beth Gleesing, Wauwatosa Tourism Commission, submitted an application for a special event permit to be held on June 6-7, 2025. The event is the annual ART 64 which is held at the Village of Wauwatosa.

B. Event Details

Art 64 is a two-day bracket-style live performance painting tournament that takes place in the streets of the Village of Wauwatosa. Artist from around the country are selected to participate in the competition and are paired up in a head-to-head competition for a \$20,000 cash prize, with visitors to the event voting on each round of the competition determining not only who advances through each round of competition, but also the final winner.

The event hours are:

June 6: 5:00 - 8:00 PM

June 7: 10:00 AM - 5:00 PM

The roads will be closed from June 6, 2025 9:00 AM - June 7, 2025 10:00 PM.

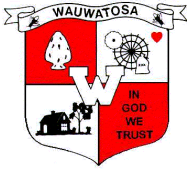
C. Department Reviews/Fees

- Police Department: Police overtime fee for evening hours only- closure will be handled "on duty". \$1,305.92
- Fire Department: Fire will inspect roadway access to provide life safety protection in Village. Will work through any concerns with setup crews. Need one lane of access to all buildings.
- Public Works: See attached for more info. \$644.00
- Health Department: Inspector will contact event organizer to ensure proper food licenses are obtained by vendors.

- City Attorney: COI not needed. City event already covered by our insurance.

D. Requested Actions

If acceptable, recommend the Common Council approve the Special Event Permit Application - Applicant Beth Gleesing, Event Name: Art 64; Location: Village of Wauwatosa; Date/Time: June 6, 2025 9:00 AM - June 7, 2025 10:00 PM, with a rain date of June 8, 2025



CITY OF WAUWATOSA
 7725 West North Avenue
 Wauwatosa, WI 53213
 (414) 479-8917
www.wauwatosa.net

**SPECIAL EVENT PERMIT
 APPLICATION**
Fee: \$150

PERMIT TO HOST A STREET FESTIVAL, RUN/WALK, PROTEST, OR PARADE

Organization Information	Name of the Organization: _____
	Address: _____ City, ST Zip: _____
	Phone: _____ Are you a 501(c)3 organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Event Contact Person: _____
	Phone: _____ Email: _____
	Home Address: _____ City, ST Zip: _____
Event Information	Name of Event: _____
	Date(s) of Event: _____
	Location of Event: _____
	Event set up time: _____ Event tear down time: _____
	Event Start Time: _____ Event End Time: _____
	Website of Event: _____
Are you interested in Advertising this Event with the City of Wauwatosa? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please visit wauwatosa.net/advertising to view policy, pricing, and more.	
Will your event take place in a residential neighborhood? <input type="checkbox"/> Yes <input type="checkbox"/> No	
You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.	
*If you are using a City Park, you must reserve the park through the Parks Office prior to getting your special event permit approved by the Common Council. Call 414-471-8420 or email DPW@wauwatosa.net .	
Generally describe your event and its purpose:	
Estimated Number of Participants: _____ Spectators: _____ Vendors: _____	
Other Information	Run/Walk Routes and Fees: If event is a walk/run, choose a route. This includes police costs, barricades and up to 12 refuse or recycling containers to be placed at start/finish lines and may be moved for the event. Please note that route fees are the base price of the event and may include other fees, such as extra or special barriers for safety, extra work fees for involved city departments, extra permits or application fees, or other special circumstances.
	<div> <input type="checkbox"/> Route #1 <input type="checkbox"/> Route #2 <input type="checkbox"/> Route #3 <input type="checkbox"/> Route #4 <input type="checkbox"/> Route #5 </div> <div> <input type="checkbox"/> Route #6 <input type="checkbox"/> Route #7 <input type="checkbox"/> Route #8 <input type="checkbox"/> Route #9 <input type="checkbox"/> Route #10 </div>

	Will there be any alcohol served/sold at the event? If yes, liquor and bartender licenses are necessary under separate application. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Please list the number of City of Wauwatosa licensed bartenders that will be on site: _____
Other Information (Cont'd)	Will you be selling/serving food? If yes, you will need to contact the City of Wauwatosa Health Department for proper permits <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will merchandise be sold at the event? If yes, please ensure that all vendors have their Wisconsin Seller's Permit available upon inspection. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will your event need electricity? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will you be setting up any lighting? If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will your event require any fencing? If yes, please provide plans for the fencing location and the gates. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the event involve fireworks? If yes, you will need to obtain a fireworks permit under separate application. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the event involve amplified music? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will the amplified music be a: <input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Other _____ Hours of Amplified Music: _____
	Please list the number of security staff you will be providing for the event: _____
	Will you require street and/or intersection closures? If yes, the Police Department will determine the number of barricades, and the Department of Public Works will provide the costs and schedule of delivery and pickup. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the streets and/or intersections to be closed.
	Will you be erecting any tents, canopies or other temporary structure(s)? If yes, you will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will you be providing portable restrooms and wash stations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?
	Will you provide parking for participants? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where will parking be available?

Other Information (Cont'd)	<p>Will you provide a dumpster/clean-up services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe your clean-up and refuse collection plan.</p>
	<p>What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?</p>
	<p>Have you reviewed and do you have a copy of the City of Wauwatosa Special Events Manual as well as the City Special Events Ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Insurance Requirements	<p>TBD</p> <p>*Certificate of Insurance is required upon submittal of the application.</p>
Signature and Certification	<p><input type="checkbox"/> I hereby certify that the above information is true and correct to the best of my knowledge. I understand that failure to provide truthful, complete or correct information may lead to denial of this license.</p> <p>Signature: _____ Date: _____</p>

FOR OFFICE USE ONLY	
TBD	

Applicant's Checklist:

Application is incomplete without the completed and signed application, \$150 application fee, COI, a map/sketch of the event and a parking plan. Incomplete applications will not be accepted or processed.

- ☐ Completed and signed application
- ☐ Fee – cash, check or credit card accepted. Please make check payable to the City of Wauwatosa. A small convenience fee applies to credit card payments.
- ☐ Site plan sketch (parades/races should include start/end points).
- ☐ Parking plan that accommodates the number of estimated vehicles, please note how many vehicles.
- ☐ Certificate of Insurance (must have a minimum liability of \$1 million per occurrence and name the City of Wauwatosa and its employees as an additional insured).
- ☐ If the tents will be 400 sq. ft. or more, you have to file a separate [Tent Permit through Fire Department](#)

- ☐ If you plan fireworks, you have to file a separate [Fireworks Permit](#) through the Fire Department
- ☐ Plan to notify affected residents/businesses.

Applicant/Organizer Notification

Special Event permit applicants/organizers shall be aware of and comply with the following. A summary is below and more specific information may be obtained by reading the Special Event ordinance or by contacting individual City departments when planning the event and seeking City approval.

- a) **Compliance with City Ordinances:** Special Events must comply with all applicable City ordinances and requirements, including but not limited to traffic rules, park rules, State health laws, fire codes, building codes, zoning, food service, merchant, and liquor licensing requirements. Special Event organizers shall use all reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements, unless otherwise waived.
- b) **Designated Contact:** The applicant/organizer shall identify a designated individual who can be contacted at any time regarding the event. They may be contacted by City representatives such as the Police, Fire, Health, Parks, Public Works, or City Attorney's Office to provide information or answer questions.
- c) **Duration and Hours of Operation:** No Special Event shall be open except between the hours of 8:00 a.m. and 12:00 a.m., unless such other hours of operation are specifically approved by the Council.
- d) **Parking:** The applicant/organizer shall take all reasonable precautions to minimize adverse effects on the neighborhoods that will be directly affected by parking and traffic related to the event. The police department shall post temporary parking-related regulations on public streets for Special Event only if it is determined to be necessary by the Police Chief, or their designee, for public safety.
- e) **Sanitary Facilities and Potable Water:** All sanitary facilities and potable water facilities shall be provided for as required in the applicable codes.
- f) **Illumination:** If the Special Event is to continue during hours of darkness, it shall comply with all applicable codes related to illumination.
- g) **Fire Dept. Protection:** All fire protection applicable to the Special Event activities on the premises, shall be provided by the applicant as required by the municipal Fire Prevention Code and the Wisconsin Administrative Code, including alarms, extinguishing devices, fire lanes, fire escapes and tent permits.
- h) **Refuse Removal:** The Special Event applicant/organizer shall be responsible for taking all reasonable efforts to pick up litter, refuse and recycling during the event, and for removing all litter, refuse and recycling created during the event within twenty-four (24) hours after the conclusion of the event. The event applicant/organizer is responsible not only for the event grounds, but will also take all reasonable measures for the removal of litter, refuse and recycling attributable to the event from the surrounding neighborhoods and properties. Refuse and recycling containers are available for rent from the City. Special Event:
Applicant/Organizer Notification Form modified: 04/27/18
- i) **Notification:** The Special Event applicant/organizer is required by the City to provide reasonable advance notice to property owners, residents and/or businesses. The Special Event organizer shall include date, time, and location/route to all properties that border the location of the planned event and any other areas

designated by the Police Department at least ten business days in advance of the special event.

The Aldermen of the district in which the Special Event is scheduled to occur shall be provided a copy of such notification prior to its delivery to property owners, residents and/or businesses as described above.

- j) **Glass Containers Prohibited:** No person shall carry, possess, or drink any liquid beverage in a glass container while at a Special Event that receives a temporary liquor license. This applies during the time a Special Event permit is in force.

Note: authorized vendors may be required by law to maintain the product in original glass containers. In this case, prior to servicing a customer the liquid contents should be put into a non-glass beverage container.

- k) **Cancellation:** The City may cancel or suspend a Special Event regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

Any Special Event permit applicant aggrieved by a decision of the City staff with respect to cancellation/suspension of an application, imposition of conditions or determination of the extraordinary fees may, upon written request to the City Clerk, have the decision reviewed by the Government Affairs Committee of the Common Council prior to an event's scheduled date. Such review and determination of the Committee shall constitute final action.

- l) **Penalties:** In addition to other potential fines, penalties, and/or charges as described in the Wauwatosa Municipal Code, the violation of the terms of the Special Event permit shall be punishable by forfeiture of not less than \$500.00 and not more than \$1,000.00. Each day of violation shall be considered a separate offense. In addition, the City may enforce this section by way of immediately revoking the permit, seeking injunctive relief, and all other remedies available at law and in equity.

The penalties set forth herein shall also apply to all persons, organizations, and entities that organize events which are required to obtain a Special Event permit but fail or refuse to do so. If any person violates any provision of this Ordinance, the City shall have the authority to institute the appropriate legal action or proceedings to ensure compliance and to thereby prohibit such person from violating these conditions.

The failure to obtain a Special Event permit before holding or conducting a Special Event, or the failure to abide by Special Event permit requirements, will constitute a violation of this section and may result in the termination of the event, denial of future permit applications, and/or issuance of a City Ordinance citation.

ART 64

Event Map





Special Events Staff Review

Departmental Review based on application

Form modified: 1/1/2020

DEPARTMENT	PERMIT REVIEWED BY	DATE	COST TO DEPARTMENT
POLICE			
FIRE			
PUBLIC WORKS			
HEALTH			
ATTORNEY			

Extra permits required (Please save in shared folder)

Yes No

Department Notes:

Please save over the existing document after each department reviews and adds notes.

Police:

<Add Comments Here>

Fire:

<Add Comments Here>

Public Works:

<Add Comments Here>

Health:

<Add Comments Here>

Attorney:

<Add Comments Here>

City Clerk:

<Add Comments Here>

The following event costs have been reviewed and approved

Friday, May 9, 2025

Public Works Operations Superintendent
Jason Blasiola

2:55:03 PM

APPROVED

Event Date	Event Name	Barricade Fee	Sign Fee	City Waste/Recycle Bin Fee	Delivery Fee	Sign Tech inspection Fee	Route Fee (Includes DPW and PD Costs)	Tourism Total	Event Cost	Notes
6/6/2025	Art 64	\$26.00	\$8.00	\$120.00	\$300.00	\$0.00	\$0.00	\$0.00	\$644.00	4 trucks x \$25.00 = \$100.00 2 hours x \$45.00 = \$90.00 Total = \$190.00

Event Location

Village of Wauwatosa

Number of
Barricades

13

Number of
Signs

4

Number of
Trash Bins

12

Number of
Recycle Bins

12

Event
Route

None

Other Unspecified Fee

\$190.00

See the notes section for further explanation of this fee

Barricade Fee Info:
The barricade fee is

\$2.00

per barricade

Sign Fee Info:
The sign fee is

\$2.00

per sign

City Waste/Recycle Bin
Fee Info: The bin fee is

\$5.00

per waste/recycle bin

Tourism Reimbursement Info:
Tourism Reimbursement Funds will
be split evenly between barricades
and waste/recycle bins



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0723

Agenda Date: 5/13/2025

Agenda #: 2.

Consideration of Special Event Permit application - Applicant: Rob Kos, Tosa Village BID; Event Name: Tosa Village Classic (Tour of America's Dairyland); Location: Village of Wauwatosa - State Street, Harmonee Avenue, Wauwatosa Avenue, Blanchard Street, 72nd Street; Date/Time: June 29, 2025, 7:30 AM - 8:30 PM

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

Rob Kos, Tosa Village BID, submitted an application for a special event permit to be held on June 29, 2025. The event is going to be held in the Village of Wauwatosa, State Street, Harmonee Avenue, Wauwatosa Avenue, Blanchard Street and 72nd Street.

B. Event Details

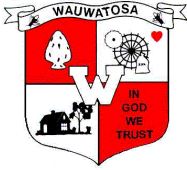
Tour of America's Dairyland is a professional bike race held on village streets. There is also a kid's race. Spectators line the streets.

C. Department Reviews/Fees

- Police: Fees for police overtime. Officers and Reserves will be on scene for the duration of the event. \$4,833.96
- Fire: No issues
- Public Works: See attached for more info. \$636.00
- Health: WHD will assign an inspector and will follow up on proper food licensing with participating vendors. No further info needed at this time.
- Attorney: COI approved

D. Request Actions

If acceptable, recommend the Common Council approve the Special Event Permit application - Applicant: Rob Kos, Tosa Village BID, Event Name: Tour of America's Dairyland, Location: Village of Wauwatosa - State Street, Harmonee Avenue, Wauwatosa Avenue, Blanchard Street, 72nd Street, Date/Time: June 29, 2025, 7:30 AM - 8:30 PM.



CITY OF WAUWATOSA
7725 West North Avenue
Wauwatosa, WI 53213
(414) 479-8917
www.wauwatosa.net

**SPECIAL EVENT PERMIT
APPLICATION**
Fee: \$150


PERMIT TO HOST A STREET FESTIVAL, RUN/WALK, PROTEST, OR PARADE

Organization Information	Name of the Organization: _____
	Address: _____ City, ST Zip: _____
	Phone: _____ Are you a 501(c)3 organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Event Contact Person: _____
	Phone: _____ Email: _____
	Home Address: _____ City, ST Zip: _____
Event Information	Name of Event: _____
	Date(s) of Event: _____
	Location of Event: _____
	Event set up time: _____ Event tear down time: _____
	Event Start Time: _____ Event End Time: _____
	Website of Event: _____
Other Information	Are you interested in Advertising this Event with the City of Wauwatosa? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please visit wauwatosa.net/advertising to view policy, pricing, and more.
	Will your event take place in a residential neighborhood? <input type="checkbox"/> Yes <input type="checkbox"/> No
	You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.
	*If you are using a City Park, you must reserve the park through the Parks Office prior to getting your special event permit approved by the Common Council. Call 414-471-8420 or email DPW@wauwatosa.net .
	Generally describe your event and its purpose:
	Estimated Number of Participants: _____ Spectators: _____ Vendors: _____

Run/Walk Routes and Fees: If event is a walk/run, choose a route. This includes police costs, barricades and up to 12 refuse or recycling containers to be placed at start/finish lines and may be moved for the event. Please note that route fees are the base price of the event and may include other fees, such as extra or special barriers for safety, extra work fees for involved city departments, extra permits or application fees, or other special circumstances.

<input type="checkbox"/> Route #1	<input type="checkbox"/> Route #2	<input type="checkbox"/> Route #3	<input type="checkbox"/> Route #4	<input type="checkbox"/> Route #5
<input type="checkbox"/> Route #6	<input type="checkbox"/> Route #7	<input type="checkbox"/> Route #8	<input type="checkbox"/> Route #9	<input type="checkbox"/> Route #10

	Will there be any alcohol served/sold at the event? If yes, liquor and bartender licenses are necessary under separate application. <input type="checkbox"/> Yes <input type="checkbox"/> No
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	Will you provide parking for participants? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where will parking be available?

Other Information (Cont'd)	<p>Will you provide a dumpster/clean-up services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe your clean-up and refuse collection plan.</p>
	<p>What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?</p>
	<p>Have you reviewed and do you have a copy of the City of Wauwatosa Special Events Manual as well as the City Special Events Ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Insurance Requirements	<p>TBD</p> <p>*Certificate of Insurance is required upon submittal of the application.</p>
Signature and Certification	<p><input checked="" type="checkbox"/> I hereby certify that the above information is true and correct to the best of my knowledge. I understand that failure to provide truthful, complete or correct information may lead to denial of this license.</p> <p>Signature:  Date: 3/19/2025</p>

FOR OFFICE USE ONLY	
TBD	

Applicant's Checklist:

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- ☐ Completed and signed application
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- ☐ Plan to notify affected residents/businesses.

Applicant/Organizer Notification

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- d) **Parking:** The applicant/organizer shall take all reasonable precautions to minimize adverse effects on the neighborhoods that will be directly affected by parking and traffic related to the event. The police department shall post temporary parking-related regulations on public streets for Special Event only if it is determined to be necessary by the Police Chief, or their designee, for public safety.
- e) **Sanitary Facilities and Potable Water:** All sanitary facilities and potable water facilities shall be provided for as required in the applicable codes.
- f) **Illumination:** If the Special Event is to continue during hours of darkness, it shall comply with all applicable codes related to illumination.
- g) **Fire Dept. Protection:** All fire protection applicable to the Special Event activities on the premises, shall be provided by the applicant as required by the municipal Fire Prevention Code and the Wisconsin Administrative Code, including alarms, extinguishing devices, fire lanes, fire escapes and tent permits.
- h) **Refuse Removal:** The Special Event applicant/organizer shall be responsible for taking all reasonable efforts to pick up litter, refuse and recycling during the event, and for removing all litter, refuse and recycling created during the event within twenty-four (24) hours after the conclusion of the event. The event applicant/organizer is responsible not only for the event grounds, but will also take all reasonable measures for the removal of litter, refuse and recycling attributable to the event from the surrounding neighborhoods and properties. Refuse and recycling containers are available for rent from the City. Special Event:
Applicant/Organizer Notification Form modified: 04/27/18
- i) **Notification:** The Special Event applicant/organizer is required by the City to provide reasonable advance notice to property owners, residents and/or businesses. The Special Event organizer shall include date, time, and location/route to all properties that border the location of the planned event and any other areas

designated by the Police Department at least ten business days in advance of the special event.

The Aldermen of the district in which the Special Event is scheduled to occur shall be provided a copy of such notification prior to its delivery to property owners, residents and/or businesses as described above.

- j) **Glass Containers Prohibited:** No person shall carry, possess, or drink any liquid beverage in a glass container while at a Special Event that receives a temporary liquor license. This applies during the time a Special Event permit is in force.

Note: authorized vendors may be required by law to maintain the product in original glass containers. In this case, prior to servicing a customer the liquid contents should be put into a non-glass beverage container.

- k) **Cancellation:** The City may cancel or suspend a Special Event regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

Any Special Event permit applicant aggrieved by a decision of the City staff with respect to cancellation/suspension of an application, imposition of conditions or determination of the extraordinary fees may, upon written request to the City Clerk, have the decision reviewed by the Government Affairs Committee of the Common Council prior to an event's scheduled date. Such review and determination of the Committee shall constitute final action.

- l) **Penalties:** In addition to other potential fines, penalties, and/or charges as described in the Wauwatosa Municipal Code, the violation of the terms of the Special Event permit shall be punishable by forfeiture of not less than \$500.00 and not more than \$1,000.00. Each day of violation shall be considered a separate offense. In addition, the City may enforce this section by way of immediately revoking the permit, seeking injunctive relief, and all other remedies available at law and in equity.

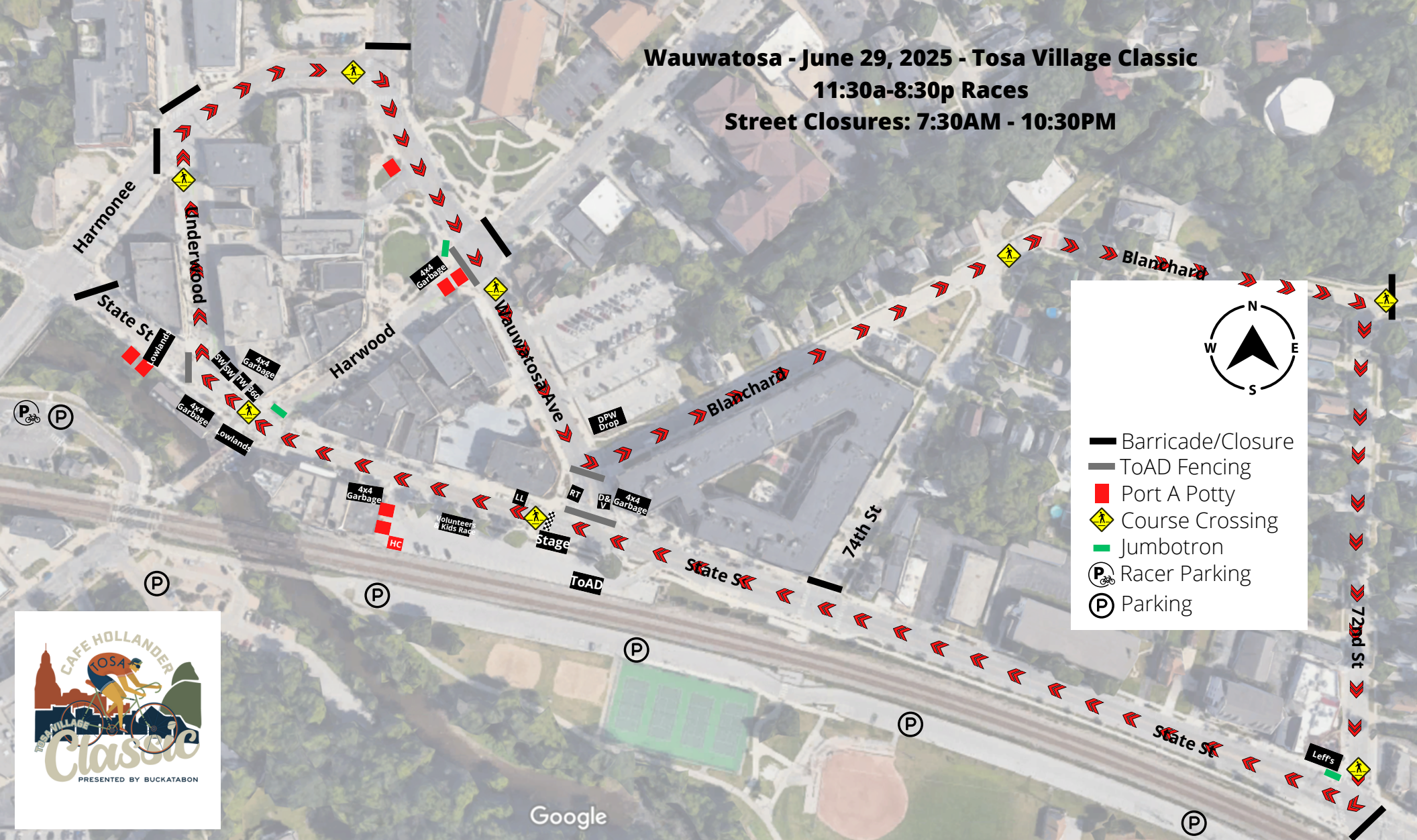
The penalties set forth herein shall also apply to all persons, organizations, and entities that organize events which are required to obtain a Special Event permit but fail or refuse to do so. If any person violates any provision of this Ordinance, the City shall have the authority to institute the appropriate legal action or proceedings to ensure compliance and to thereby prohibit such person from violating these conditions.

The failure to obtain a Special Event permit before holding or conducting a Special Event, or the failure to abide by Special Event permit requirements, will constitute a violation of this section and may result in the termination of the event, denial of future permit applications, and/or issuance of a City Ordinance citation.

Wauwatosa - June 29, 2025 - Tosa Village Classic

11:30a-8:30p Races

Street Closures: 7:30AM - 10:30PM



Event Details

7-8AM - Vendor/Sponsor Drop Off
 7:30AM - Street Closures Begin
 12PM - Set Up Complete, Kids Race
 Registration/Pick-Up Begins & Root
 Common Park Activities
 12:35PM - Bike Races Begins
 6:20PM - Kids Race
 8:15PM - Races/Event Ends
 8:30PM - Take Down

Vendors/Sponsors

Vendors/Sponsors





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Jeanne Grisetti	
PHILLEO AGENCY INSURANCE INC	PHONE (A/C, No. Ext): (262)432-4200	
12555 W Burleigh Rd	FAX (A/C, No): (262)432-4201	
Brookfield, WI 53005	E-MAIL ADDRESS: jeanne@philleo.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Secura	22543
INSURED	INSURER B:	
Village of Wauwatosa Business Improvement District	INSURER C:	
7603A W State St	INSURER D:	
Wauwatosa, WI 53213	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3332776	11/10/2024	11/10/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			3332776	11/10/2024	11/10/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$			3332777	11/10/2024	11/10/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Wauwatosa and its employees are afforded the status of Additional Insured in regard to the following event:
June 29 - Tosa Village Classic - Tour of America's Dairyland

CERTIFICATE HOLDER

CANCELLATION

City of Wauwatosa 7725 W North Ave Wauwatosa, WI 53213	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Special Events Staff Review

Departmental Review based on application

Form modified: 1/1/2020

DEPARTMENT	PERMIT REVIEWED BY	DATE	COST TO DEPARTMENT
POLICE			
FIRE			
PUBLIC WORKS			
HEALTH			
ATTORNEY			

Extra permits required (Please save in shared folder)

Yes No

Department Notes:

Please save over the existing document after each department reviews and adds notes.

Police:

<Add Comments Here>

Fire:

<Add Comments Here>

Public Works:

<Add Comments Here>

Health:

<Add Comments Here>

Attorney:

<Add Comments Here>

City Clerk:

<Add Comments Here>

The following event costs have been reviewed and approved

Tuesday, May 6, 2025

Public Works Operations Superintendent
Jason Blasiola

6:54:17 AM

Event Date	Event Name	Barricade Fee	Sign Fee	City Waste/Recycle Bin Fee	Delivery Fee	Sign Tech inspection Fee	Route Fee (Includes DPW and PD Costs)	Tourism Total	Event Cost	Notes
6/29/2025	Tosa Village Classic	\$76.00	\$0.00	\$200.00	\$360.00	\$0.00	\$0.00	\$0.00	\$636.00	

Event Location

Downtown Tosa

Number of Barricades

38

Number of Signs

0

Number of Trash Bins

20

Number of Recycle Bins

20

Event Route

None

Other Unspecified Fee

\$0.00

See the notes section for further explanation of this fee

Barricade Fee Info:
The barricade fee is

\$2.00

per barricade

Sign Fee Info:
The sign fee is

\$2.00

per sign

City Waste/Recycle Bin Fee Info: The bin fee is

\$5.00

per waste/recycle bin

Tourism Reimbursement Info:
Tourism Reimbursement Funds will be split evenly between barricades and waste/recycle bins



Staff Report

File #: 25-0726

Agenda Date: 5/13/2025

Agenda #: 3.

Consideration of applications for temporary extension of licensed premises by Lowlands 6, LLC d/b/a Buckatabon Tavern & Supperclub, 7700 Harwood Avenue for Tosa Village Classic (Tour of America's Dairyland) on June 29, 2025 and Tosa Fest on September 5-6, 2025

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

Lowlands 6, LLC d/b/a Buckatabon Tavern & Supperclub has requested an extension of licensed premises at 7700 Harwood Avenue.

B. Background/Options

The request is for two different events: Tosa Village Classic (Tour of America's Dairyland) and Tosa Fest. For TOAD and Tosa Fest tents will be set up for bar/food on State Street north, slightly west of the building. The temporary extension will begin and end during the hours of the event.

C. Department Reviews

Police: pending review

D. Recommendation

If acceptable, recommend the Common Council approve the applications for temporary extension of licensed premises by Lowlands 6, LLC d/b/a Buckatabon Tavern & Supperclub, 7700 Harwood Avenue for Tosa Village Classic (Tour of America's Dairyland) on June 29, 2025 and Tosa Fest on September 5-6, 2025.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0727

Agenda Date: 5/13/2025

Agenda #: 4.

Consideration of applications for temporary extension of licensed premises by DRI 7 Tosa Village LLC d/b/a Café Hollander, 7677 W. State Street for Tosa Village Classic (Tour of America's Dairyland) on June 29, 2025 and Tosa Fest on September 5-6, 2025

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

DRI 7 Tosa Village LLC d/b/a Café Hollander has requested an extension of licensed premises at 7677 W. State Street.

B. Background/Options

The request is for two different events: Tosa Village Classic (Tour of America's Dairyland) and Tosa Fest. For both events, they will remove the existing sidewalk tables on the north wall and set up a beer tent. The temporary extension will begin and end during the hours of the event.

C. Department Reviews

Police: pending review

D. Recommendation

If acceptable, recommend the Common Council approve the applications for temporary extension of licensed premises by DRI 7 Tosa Village LLC d/b/a Café Hollander, 7677 W. State Street for Tosa Village Classic (Tour of America's Dairyland) on June 29, 2025 and Tosa Fest on September 5-6, 2025.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0763

Agenda Date: 5/13/2025

Agenda #: 5.

Consideration of applications for Fireworks User Permit by Kevin Heus, Wauwatosa School District, for the property address located at 11400 W. Center Street for a salute to 2025 graduates of Wauwatosa West High School on June 13, 2025 from 8:00 PM - 9:00 PM and for a salute to 2025 graduates of Wauwatosa East High School on June 14, 2025 from 11:00 AM - 12:00 PM

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

Kevin Heus has submitted an application for a Fireworks User Permit for a graduation on June 13, 2025 from 8:00 PM - 9:00 PM and June 14, 2025 from 11:00 AM - 12:00 PM at Wauwatosa West High School football field located at 11400 W. Center Street.

B. Background

The applicant is requesting a Fireworks User Permit for a graduation for Wauwatosa West High School and Wauwatosa East High School. The supplier of the fireworks is Wolverine Fireworks.

C. Department Reviews

Police: pending review

Fire: approved

D. Requested Action

If acceptable, recommend the Common Council approve the applications for a Fireworks User Permit by Kevin Heus, Wauwatosa School District, for the property address located at 11400 W. Center Street for a salute to 2025 graduates of Wauwatosa West High School on June 13, 2025 from 8:00 PM - 9:00 PM and for a salute to 2025 graduates of Wauwatosa East High School on June 14, 2025 from 11:00 AM - 12:00 PM

Description

Salute to 2025 Graduates of Wauwatosa West High School

KH

Heus, Kevin

Wauwatosa School Di...

ID-000008747

Public S...

Applicant

Business Phone

(414) 702-4801

Email

heuske@wauwatosa.k12.wi.us

Main address

12121 W North Ave Wauwatosa, WI 53226

GENERAL INFO

Date Requested *	<div></div>	Beginning Time	End Time
06/13/2025		8pm	9pm
Rain Date	<div></div>	Rain Date Beginning Time	Rain Date Ending Time
03/26/2025		8pm	9pm



Wauwatosa High School Graduation

6/13/2025 at approx. 730-800pm

Product Used: 90-3" Salutes when the students toss grad hats in the air.

Wauwatosa High School Graduation

6/14/2025 at approx. 130-2pm

Product Used: 90-3" Salutes when the students toss grad hats in the air.



210' fall out zone for 3" shells

Shoot Site Location

Spectator Viewing Area

Trojan Field

Bike Racks ~ Eisenhower Elementary

Parking Area

Wauwatosa West High School

Wauwatosa West High School

Image Landsat / Copernicus



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/25/2025

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PRODUCER The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	CONTACT NAME: Janet Nau PHONE (A/C. No. Ext): 425-455-5640 E-MAIL ADDRESS: jnau@tpgrp.com FAX (A/C. No): 425-455-6727														
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Everest Indemnity Insurance Co</td><td>10851</td></tr><tr><td>INSURER B : Everest Denali Insurance Company</td><td>16044</td></tr><tr><td>INSURER C : Arch Specialty Insurance Company</td><td>21199</td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Everest Indemnity Insurance Co	10851	INSURER B : Everest Denali Insurance Company	16044	INSURER C : Arch Specialty Insurance Company	21199	INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES

CERTIFICATE NUMBER: 1325621916

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		GC10010148251	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			GCD0010062251	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$			UXP104806303	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Excess Liability - Occurrence			GC10010148251	2/1/2025	2/1/2026	Each Occurrence \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 attached:
Display Date: 6/13/2025, 6/14/2025
Display Location: Wauwatosa West HS Grounds-11400 W Center St, Wauwatosa WI 53222
Additional Insured(s): Wauwatosa West High School, City of Wauwatosa

CERTIFICATE HOLDER**CANCELLATION**

Wauwatosa West High School
11400 W. Center St.
Wauwatosa WI 53222


SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Description



Salute to 2025 Graduates of East High School.





Heus, Kevin


Wauwatosa School Di...


ID-000008747



Public S... 


Applicant 








Business Phone

(414) 702-4801



Email



heuske@wauwatosa.k12.wi.us  



Main address

12121 W North Ave Wauwatosa, WI 53226

GENERAL INFO

Date Requested *		Beginning Time	End Time
06/14/2025		11am	12pm
Rain Date		Rain Date Beginning Time	Rain Date Ending Time
06/15/2025		11am	12pm



Wauwatosa High School Graduation

6/13/2025 at approx. 730-800pm


Product Used: 90-3" Salutes when the students toss grad hats in the air.

Wauwatosa High School Graduation

6/14/2025 at approx. 130-2pm

Product Used: 90-3" Salutes when the students toss grad hats in the air.

Shoot Site Location

Spectator Viewing Area 

Trojan Field

Bike Racks ~ Eisenhower Elementary

Parking Area

Wauwatosa West High School

Image Landsat / Copernicus

Wauwatosa West High School



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/25/2025

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PRODUCER The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	CONTACT NAME: Janet Nau PHONE (A/C. No. Ext): 425-455-5640 E-MAIL ADDRESS: jnau@tpgrp.com	FAX (A/C. No): 425-455-6727
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Everest Indemnity Insurance Co		10851
INSURER B : Everest Denali Insurance Company		16044
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INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 1325621916

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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Display Date: 6/13/2025, 6/14/2025

Display Location: Wauwatosa West HS Grounds-11400 W Center St, Wauwatosa WI 53222

Additional Insured(s): Wauwatosa West High School, City of Wauwatosa

CERTIFICATE HOLDER**CANCELLATION**

Wauwatosa West High School
11400 W. Center St.
Wauwatosa WI 53222

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0775

Agenda Date: 5/13/2025

Agenda #: 6.

Consideration of application for temporary extension of licensed premises by Scatback LLC d/b/a Pipsqueak Wine, 6410 W. North Avenue, for an anniversary wine tasting/party on June 13-15, 2025

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

Scatback LLC d/b/a Pipsqueak Wine has requested an extension of licensed premises at 6410 W. North Avenue.

B. Background/Options

The request is for an anniversary wine tasting/party on June 13, 2025 from 4:00 PM - 9:00 PM, June 14, 2025 from 1:00 PM - 9:00 PM and June 15, 2025 from 12:00 PM - 6:00 PM.

The extended premises will be the Wine Garden in the adjacent green space on the East side of the building where there is a pergola with several tables.

C. Department Reviews

Police: Pending review

D. Recommendation

If acceptable, recommend the Common Council approve the application for temporary extension of licensed premises by Scatback LLC d/b/a Pipsqueak Wine, 6410 W. North Avenue for an anniversary wine tasting/party on June 13-15, 2025.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0677

Agenda Date: 5/13/2025

Agenda #: 7.

Consideration of retail Class A/B/C alcohol license renewal applications for the 2025-2026 license period

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

Attached is the list of all retail alcohol licensees that submitted renewal applications for the 2025-2026 license period and are ready for approval.

B. Qualifications

Criminal background checks were conducted on all agents listed on the applications. There were no convictions that were substantially related to licensing activities and/or no habitual offenses. The Agents and the businesses meet all other qualifications of Wis. Stat. Ch. 125.

C. Department Reviews

- Police Department: No issues.
- Fire Department: No issues.
- Health Department: No issues.

D. Notable Mentions

The following businesses have communicated to us that they have chosen not to renew:

- Good City Brewing, 11200 W. Burleigh St. - Class "B" Beer and Reserve "Class B" Liquor - Applying for Producer Full-Service Retail Sales thru WI DOR and will no longer need a City license
- Hui's Restaurant, 8820 W. North Ave. - Class "B" Beer and "Class B" Liquor - New owner may apply for a new license

The following businesses have new Agents:

- Blue Ribbon Pub, LLC, Jackson's Blue Ribbon Pub, Noelle Brede - Agent, 11302 W. Blue Mound Rd.
- Friends of Hoyt Park & Pool, Friends of Hoyt Park & Pool, Elsa Knysak - Agent, 1800 N. Swan Blvd.
- Meijer Stores Limited Partnership, Meijer Store #277, Miguel Rodriguez Santiago - Agent, 11111 W.

Burleigh St.

- Mayfair Hotel Holdings, LLC, Renaissance Milwaukee West Hotel, Michael Laughran - Agent, 2300 N. Mayfair Rd.
- Texas de Brazil Milwaukee Corp., Texas de Brazil, Lesther Diaz Rodriguez - Agent, 2550 N. Mayfair Rd.

The applications under consideration are those submitted thru May 6, 2025. There are 6 licensees that have yet to apply.

E. Requested Actions

If acceptable, recommend the Common Council grant the renewal retail Class A/B/C alcohol licenses pursuant to the attached list for the 2025-2026 license period.

**LIST OF ALCOHOL BEVERAGE LICENSE RENEWALS
FOR THE 2025-2026 LICENSE PERIOD**

For the May 13, 2025 Government Affairs Committee

CLASS “B” BEER ONLY - RENEWAL

- Airport Pizza Roc, Inc., Rocky Rococo Pan Style Pizza, Earl Rambo – Agent, 11319 W. Blue Mound Rd.

CLASS “B” BEER AND “CLASS B” LIQUOR - RENEWAL

- 6930 Bar LLC, Walter's on North, Jasmine O'Brien – Agent, 6930 W. North Ave.
- Alioto's Restaurant, Inc., Alioto's Restaurant, Thomas Warren – Agent, 3041 N. Mayfair Rd.
- American Multi-Cinema, Inc., AMC Theatres Mayfair 18, Matthew Stadler – Agent, 2500 N. Mayfair Rd.
- AMF Bowling Centers, Inc, AMF Bowlero Lanes, Joey Reyes – Agent, 11737 W. Burleigh St.
- Anna-Bart LTD, Ristorante, Bartolotta, Christian Damiano – Agent, 7616 W. State St.
- Arbed Tosa 100, LLC, Mo's Irish Pub, James Vassallo – Agent, 10842 W. Blue Mound Rd.
- Blue Mound Golf & Country Club, Blue Mound Golf & Country Club, Greg Pappas – Agent, 10122 W. North Ave.
- Blue Ribbon Pub, LLC, Jackson's Blue Ribbon Pub, Noelle Brede – Agent, 11302 W. Blue Mound Rd.
- Ca Lucchenzo LLC, Ca'Lucchenzo, Sarah Baker – Agent, 6030 W. North Ave.
- Club Tap LLC, Club Tap, Nicole Sommerfeld – Agent, 8828 W. North Ave.
- Colonel Harts LLC, Colonel Harts, Patrick Modl – Agent, 7342 W. State St.
- Craftspot LLC, Grey House Creative Market, Adrienne Reese – Agent, 6228 W. State St.
- Cranky AI's LLC, Cranky AI's, Susan Brkich – Agent, 6901 W. North Ave.
- DRI 7 Tosa Village LLC, Café Hollander, Eric Wagner – Agent, 7677 W. State St.
- Eats Enterprises, Inc, Hector's A Mexican Restaurant, Daniel Van Roy – Agent, 7118 W. State St.
- Eddie Martini's Enterprises, Inc, Eddie Martini's, Christopher Murphy – Agent, 8612 Watertown Plank Rd.
- Footbowl LLC, 1st and Bowl, Timothy Johnson – Agent, 2969 N. 114th St.
- Golden Nest LLC, Golden Nest Pancake & Café, Sklkim Saliu – Agent, 11250 W. Burleigh St. #120
- Harwood Place Inc, Harwood Place, Ryan Ptacek – Agent, 8220 Harwood Ave.
- Hospitality Franchise Group LLC, Il Mito Enoteca, Maricela Feker – Agent, 6913 W. North Ave.
- Hotel Investment Group LLC, Sonesta Hotel, Jatin Patel – Agent, 10499 W Innovation Drive
- JOFMO LLC, Lucky Joes Alchemy & Eatery, Jarod Packard – Agent, 1427 Underwood Ave.
- Jose's of Wauwatosa, Inc, Jose's Blue Sombrero, George Flees – Agent, 7615 W. State St.
- Kalgidhar Corporation, India Garden, Charnjit Bolla – Agent, 2930 N. 117th St.
- Kella Bella LLC, Arté Wine & Painting Studio, Kelly Cannizzaro – Agent, 1442 Underwood Ave.
- KHP Wauwatosa LLC, Kpot Korean BBQ & Hotpot, Bryan Pham – Agent, 2635 N. Mayfair Road
- King Cobra Investments LLC, Drunken Cobra, Anthony Lampasona – Agent, 6818 W. North Ave.
- Le Reve Patisserie & Café LLC, Le Reve Patisserie & Café, Andrew Schneider – Agent, 7610 Harwood Ave.
- Leff's Lucky Town, LLC, Leff's Lucky Town, Christopher Leffler – Agent, 7208 W. State St.
- Lost Brave LLC, Draft & Vessel Tosa, Nathaniel Davauer – Agent, 7479 Harwood Ave.
- Maggiano's Holding Corp, Maggiano's Little Italy, Lena Staves – Agent, 2500 N. Mayfair Rd.
- Maggios Wood Fired Pizza LLC, Maggios Wood Fired Pizza, Jeremy Maggio – Agent, 7212 W. North Ave.
- Mayfair Martini LLC, Jojo's Martini Lounge, John Robinson – Agent, 418 N. Mayfair Rd. Ste C
- Mex Ave Tosa LLC, Mex Ave Tosa, Melissa Escobar – Agent, 11200 W. Burleigh Street

- Moaltd, Inc, Balistreri's Italian/American Ristorante, Thomas Siever – Agent, 812 N. 68th St.
- P.F. Chang's China Bistro, Inc. P.F. Chang's China Bistro, Prince Kuumba – Agent, 2500 N. Mayfair Rd.
- Perfecto Restaurant Group 2 Inc, Habanero's Mexican Kitchen, Angel-Gabriel Melendez – Agent, 869 N. Mayfair Rd.
- Pizzeria Piccola LLC, Pizzeria Piccola, Christian Damiano – Agent, 7606 W. State St.
- Ray's Growler Gallery, LLC, Ray's Growler Gallery, Anthony Marble – Agent, 8930 W. North Ave.
- RAZ Hospitality Group, Allys Powerhouse Café, Rodney Zimmerman – Agent, 10460 W. Innovation Dr.
- Sodexo Management, Inc, Luther Manon, Bruce Johnson – Agent, 4545 N. 92nd St.
- The Cheesecake Factory Restaurants, Inc., The Cheesecake Factory, Steve Shirvinski – Agent, 2350 N. Mayfair Rd.
- The Village Cheese Shop LLC, The Village Cheese Shop, Sabina Magyar – Agent, 1430 Underwood Ave.

CLASS "B" BEER AND RESERVE "CLASS B" LIQUOR - RENEWAL

- 67 North LLC, Growlers East Tosa, Jason Growel – Agent, 6715 W. North Ave.
- Bamboo Door Inc, Wauwatiki, Panagiotis Panagos, Jr – Agent, 6502 W. North Ave.
- BelAir Cantina Tosa, Inc, BelAir Cantina Tosa, Kristyn Eitel – Agent, 6817 W. North Ave.
- Brett's Brats LLC, Highland Café, Sandra Murphy – Agent, 1413 N. 60th St
- Camp Bar Inc, Camp Bar, Paul Hackbarth – Agent, 6600 W. North Ave.
- Cello's Pizzeria LLC, BB's Pizza Bar, Mario Balistreri – Agent, 7237 W North Ave.
- Crafty Cow Tosa LLC, Crafty Cow, Simone Gaspar – Agent, 6519 W. North Ave.
- Friends of Hoyt Park & Pool, Friends of Hoyt Park & Pool, Elsa Knysak – Agent, 1800 N. Swan Blvd.
- Ginza PZW Corp., Ginza Sushi, Fang Ping Xiao – Agent, 2727A N. Mayfair Rd.
- Heritage Inn of Sacramento, Homewood Suites Wauwatosa, John Porior – Agent, 11320 W. Burleigh St.
- Lion's Tail Brewing Co. LLC, Lion's Tail Brewing Co., Alexander Wenzel – Agent, 8520 W. North Ave.
- Lowlands 6, LLC, Buckatabon Tavern & Supperclub, Eric Wagner – Agent, 7701 Harwood Ave.
- Mayfair Hotel Holdings, LLC, Renaissance Milwaukee West Hotel, Michael Laughran – Agent, 2300 N. Mayfair Rd.
- Mega Marts, LLC, Metro Market #885, David Kien – Agent, 6950 W. State St.
- MORETHANBOURBON INC., More Than Bourbon, Sukhlal Gill – Agent, 11500 W. North Avenue
- PM Food Service LLC, North Avenue Grill, Michael Topolovich – Agent, 7225 W. North Ave.
- PM1 MGR LLC, Pizza Man Wauwatosa, Michael Behrens – Agent, 11500 W. Burleigh St.
- San Camillo, Inc, San Camillo, Lisa Harsch – Agent, 10200 W. Blue Mound Rd.
- Sober Life LLC, The Mana Tap, Bhupinder Singh – Agent, 10600 W. Blue Mound Road
- The Ruby Tap, LLC, The Ruby Tap, Brooke Smith – Agent, 1341 Wauwatosa Ave.
- Tosa Hotel LLC, Residence Inn by Marriott, Dianne Heuvelmans – Agent, 1300 Discovery Pkwy.
- Whole Foods Market Group Inc, Whole Foods Market, Michael Strohl – Agent, 11100 W. Burleigh St.

CLASS "B" BEER AND "CLASS B" LIQUOR PREMIER ECONOMIC DEVELOPMENT - RENEWAL

- Bangkok Kaizen, LLC, Bangkok Kaizen, Wanatphong Jitphungtham – Agent, 11200 W Burleigh Street
- Crafty Crab Wauwatosa Inc., Crafty Crab, Hong Lin – Agent, 11340 W. Burleigh St.

CLASS "B" BEER AND "CLASS B" OVER-THE-QUOTA EXEMPT - RENEWAL

- Texas de Brazil (Milwaukee) Corporation, Texas de Brazil, Lester Diaz Rodriguez – Agent, 2550 N. Mayfair Rd.

CLASS “B” BEER AND “CLASS C” WINE - RENEWAL

- Aladdin Food Management Services, LLC, Aladdin Food Management Services, Jacinda Konczal – Agent, 8701 Watertown Plank Rd.
- Cosmos Café LLC, Cosmos Café, Theofilos Tselentis – Agent, 7203 W. North Ave.
- Joys Ice Cream, LLC, Joys Ice Cream Social, Elizabeth Joy – Agent, 8334 W. North Ave.
- Kelly’s Greens, LLC, Kelly’s Greens, Erin Kelly – Agent, 8932 W. North Avenue
- Munshe Foods LLC, Midtown Grill, Pamela Shearer – Agent, 8913 W. North Ave.
- Neighborhood Theater Group LLC, Rosebud Cinema, Jane Schilz – Agent, 6823 W North Ave.
- Primed Life LLC, The Local Makery, Timothy Walsh – Agent, 2289 Ludington Avenue
- Rice N Roll Inc, Kin By Rice N Roll, Pramoth Lertsinsongserm – Agent, 7484 W. State St.
- Scatback LLC, Pipsqueak Wine, Jonathan Blechman – Agent, 6410 W. North Ave.
- Vendetta Coffee Bar LLC, Vendetta Coffee Bar, William Haley – Agent, 7613 W. State St.

“CLASS C” WINE ONLY – RENEWAL

- AV Nail Spa Mayfair, LLC, Anthony Vince Nail Spa, Chi Nguyen – Agent, 11250 W. Burleigh Street

CLASS “A” BEER ONLY - RENEWAL

- Hayward Pharmacy Inc, Swan Serv-U Pharmacy, Randall Dawes – Agent, 9130 W. North Ave.

CLASS “A” BEER AND “CLASS A” LIQUOR - RENEWAL

- Aldi Inc. (Wisconsin), Aldi #11, Paul Lee – Agent, 12120 W. Burleigh St.
- ASG Wine Merchants Inc., Liquor Guys, Harneet Kaur – Agent, 11500 W. North Ave.
- Badesha Corporation, Tosa Liquor, Manjinder Singh – Agent, 6607 W. North Ave.
- Kwik Trip Inc, Kwik Trip Spirits 523, Katie Draeger – Agent, 11712 W. North Ave.
- Mayfair Inc., Mayfair Liquor, Nikhilkumar Patel – Agent, 3122 N. Mayfair Road
- Mayfair Liquor LLC, Mayfair Spirits Wine & More, Mandeep Kaur – Agent, 737 W Mayfair Road
- Mega Marts, LLC, Pick ‘N Save #416, Sabine Kosanke – Agent, 1717 N. Mayfair Rd.
- Meijer Stores Limited Partnership, Meijer Store #277, Miguel Rodriguez Santiago – Agent, 11111 W. Burleigh St.
- Metcalfe Foods-Tosa Inc, Metcalfe Markets, Kevin Metcalfe – Agent, 6700 W. State St.
- Naisha Spirits LLC, Breeze Thru Wine & Spirits, Tusher Kolhe – Agent, 11104 W. Bluemound Road
- North Avenue Beer and Liquor LLC, Buy Rite Liquor, Parkash Kaur – Agent, 6002 W. North Ave.
- Outpost Natural Foods Cooperative, Outpost Natural Foods, Edward Senger – Agent, 7000 W. State St.
- Ray’s Wauwatosa, Inc., Ray’s Wine & Spirits, Anthony Marble – Agent, 8930 W. North Ave.
- Sendik’s – Wauwatosa LLC, Sendik’s Food Markets, Theodore Balistreri – Agent, 8616 W. North Ave.
- Target Corporation, Target Store T-2586, Horace Gant – Agent, 3900 N. 124th St.
- Ultimate Confections Inc., Ultimate Confections, Patrick Murphy – Agent, 800 N. 68th St.
- Walgreen Company, Walgreens #10196, Spencer Peck – Agent, 6600 W. State St.
- Walgreen Company, Walgreens #04253, Michelle Gulden – Agent, 2656 Wauwatosa Ave.
- Walgreen Company, Walgreens #04095, Dawn Schmitt – Agent, 10800 W. Capitol Dr.
- Walgreen Company, Walgreens #03578, Kristin Hanson – Agent, 2275 N. Mayfair Rd.
- Wisconsin CVS Pharmacy, L.L.C., CVS Pharmacy #8771, Corrie Michalowski – Agent, 7520 W. Blue Mound Rd.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0678

Agenda Date: 5/13/2025

Agenda #: 8.

Consideration of renewal and new applications for certain licenses for the 2025-2026 licensing period: Amusement Arcade, Theaters

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

Attached is the list of all Arcade and Theater licensees that submitted renewal applications for the 2025-2026 license period, as well as one new Arcade license, and are ready for approval.

B. Department Reviews

Police Department: No issues.

C. Requested Actions

If acceptable, recommend the Common Council grant the new and renewal Arcade and Theater licenses pursuant to the attached list for the 2025-2026 license period.

Amusement Arcade and Theatre Licenses

New and Renewals

For 2025-2026 License Period

Amusement Arcade

1. RENEWAL: AMF Bowling Centers, Inc., dba Bowlero Wauwatosa, 11737 W. Burleigh St.
2. RENEWAL: 6930 Bar LLC, dba Walters' on North, 6930 W. North Ave.
3. RENEWAL: Camp Bar Inc., dba Camp Bar, 6600 W. North Ave.
4. NEW: 67 North LLC, dba Growlers East Tosa, 6715 W. North Ave.

Theatre

1. RENEWAL: American Multi-Cinema Inc., dba AMC Theatres Mayfair 18, 2500 N. Mayfair Rd., Suite 186
2. RENEWAL: Neighborhood Theater Group LLC, dba Rosebud Cinema, 6823 W. North Ave.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 25-0676

Agenda Date: 5/13/2025

Agenda #: 9.

Consideration of designation of the City's official newspaper for publications

Submitted by:

Steven Braatz, City Clerk

Department:

City Clerk's Office

A. Issue

Designation of the City's official newspaper for publication.

B. Background/Options

Pursuant to Wis. Stat. 985.06, the City advertised for bids from eligible newspapers to become the official newspaper for the City. No bids were received.

The City has previously used the regional newspaper from Gannett Wisconsin LocaliQ that covers Wauwatosa, presently North NOW. The North NOW publication meets the requirements of Wis. Stat. 985.03. The North NOW is a weekly publication.

C. Fiscal Impact

No substantial effect to the budget. Publication rates are annually set by the Wisconsin Department of Administration for all newspaper publications.

D. Recommendation

Staff recommends designating the North NOW as the City's official newspaper for publications.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

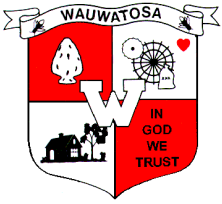
File #: 25-0729

Agenda Date: 5/13/2025

Agenda #: 10.

Consideration of ratification of a one-year extension to the 2022-2025 Collective Bargaining Agreement between the City of Wauwatosa and the Wauwatosa Peace Officers Association

The Committee may convene into closed session regarding this item pursuant to Wis. Stat. §19.85 (1)(e), to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee may reconvene into open session to consider the balance of the agenda.



CITY OF WAUWATOSA

To: Government Affairs Committee

From: Jim Archambo, City Administrator; Beth Mbow, HR Director; Jim MacGillis, Police Chief

Date: May 9th, 2025

Subject: Contract extension for WPOA (Wauwatosa Peace Officers Association)

Issue:

Should the City ratify the tentative agreement with the Wauwatosa Peace Officers Association?

Background:

[Wis. Stat. §111.70 Municipal employment](#) and [Wis. Stat. §111.77 Settlement of disputes](#) mandate collective bargaining for public safety positions in Wisconsin. The current (2022-2025) contract was ratified by the Council in January of 2023 and in March of 2024 was amended to extend the contract to include 2025.

City Administration and the WPOA have maintained good communication with regular meetings since ratifying the contract last year. After several discussions, a tentative agreement (TA) was reached to amend the 2022-2025 contract language to extend the contract for 2026. The WPOA has voted to ratify the one-year extension for 2026.

Recommendation

Staff recommends approval of a one-year extension to the 2022-2025 contract to include 2026.



Staff Report

File #: 25-0103

Agenda Date: 5/13/2025

Agenda #: 1.

Discussion and consideration of future Council standing committee structure as of 2026

Submitted by:

James Archambo, City Administrator
Steve Braatz, City Clerk

Department:

City Administration
City Clerk's Office

A. Issue

Discussion and consideration of future Council standing committee structure as of 2026

B. Background/Options

Currently, there are 16 Alderpersons: 2 Alderpersons per District for a total of 8 Aldermanic Districts. Pursuant to the Council reduction referendum that was passed in 2022, the Common Council will be reduced to 12 Alderpersons, with one Alderperson per District. The new Alderpersons will begin their term on April 21, 2026.

Currently, the Common Council operates with 4 standing committees: Community Affairs Committee, Financial Affairs Committee, Government Affairs Committee, and Transportation Affairs Committee. Each Committee is represented by one Alderperson from each of the 8 Districts. To continue operating with a standing committee format in 2026, some changes will need to occur with the standing committees.

Staff met to review some options to offer the Council. In addition, 14 municipalities in similar circumstances (1 Alderperson per District) were reviewed to see how their structures work. It is fair to say that legislative structure for each municipality is unique.

Option 1: Do nothing - retain the 4 existing committees, but with 6 members each. Ordinance wording in the membership policy was already approved with Ordinance O-22-45.

Option 2: The existing four committees are merged into 2 Committees with 6 members each.

Option 3: Split the work of the 4 Committees into 3 Committees. Each committee consists of 8 members each resulting in each Alderperson serving on 2 of the 3 standing committees. Those committees will be assigned to either or both of the 2 Committee meetings each month. Committee assignments continue the current 'cross-over' concept with no more than 3 members serving on the same 2 committees.

Ancillary Issue: Whether to modify the scope of and membership, or consideration of a combination of the Board of Public Works and Board of Park and Forestry Commissioners.

C. Recommendation

Staff is offering options for the Committee of Whole to discuss and consider, but does not have a recommendation on these or other options. However, staff has two procedural recommendations:

1. If any other option other the Option 1 is enacted, refer the matter and any suggestions to the Government Affairs Committee to make the formal recommendation to the Common Council.
2. Final decision should be completed by the June 17 GAC/June 24 Common Council. For your information, candidates will likely begin thinking about running for office by Summer/Fall of 2025.

To understand the timing of this matter, here is a list of key dates:

1. December 1, 2025 - Candidates for Aldermanic seats begin to circulate nomination papers.
2. January 6, 2026 - Deadline to submit candidacy paperwork
3. April 7, 2026 - Election for Aldermanic seats
4. April 21, 2026 - First day of office for new Alderpersons, this would normally be the night of the 2nd set of Committee meetings - to be determined
5. April 28, 2026 - This would normally be the Council meeting - to be determined
6. May 5, 2026 - 1st set of Committee meetings and start of the full cycle of meetings for the new Council

D. Attachments

1. Legislative Structure - Review of Comparable Municipalities
2. Sec 2.02.020 Standing Committees
3. Ordinance O-22-45
4. Memo Proposal by Alderperson Meindl - 2026 Wauwatosa Legislative Branch Reorganization

Municipality: City of Appleton

2024 Population: 75,745

Number of Alderpersons: 15

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 7:00 PM, 1st and 3rd Wednesdays

Standing Committees:

1. Community Development Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 4:30 PM, Wednesday of the week following Council

Committee Scope: The Community Development Committee shall have jurisdiction over the Department of Community Development. The Committee shall encourage and foster the quality economic and socio/cultural growth and development of the community. The committee shall assist in the attraction, recruitment, creation, retention and expansion of new and existing business enterprise and industry in the City. It shall identify and engage socio/cultural endeavors that impact the city and represent Appleton's interests accordingly. The Director of Community Development or designee shall attend all Community Development Committee meetings in an advisory capacity.

2. Finance Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, Monday of the week following Council

Committee Scope: The Finance Committee shall have jurisdiction over all public buildings and public grounds and shall perform such duties as outlined by state law. Shall have jurisdiction over the Department of Finance, the Office of the City Attorney, and the Central Equipment Agency (CEA) advisory committee, budgets, rebates, certain claims, policy matters involving jurisdiction of this committee, and risk management. The Director of Finance, the Director of Public Works, and the Director of Parks and Recreation or designees, shall attend all Finance Committee meetings in an advisory capacity. The Director of Finance or designee shall also be a member of the CEA advisory committee. A member of the Finance Committee will be appointed at large by the members of the Finance Committee to the CEA advisory committee on an on-call basis.

3. Human Resources & Information Technology Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 4:30 PM, Wednesday of the week following Council

Committee Scope: The Human Resources Committee shall have jurisdiction over the Department of Human Resources. The Committee shall encourage the use of best practices and assist in developing and supporting strategies and policies that both are financially prudent and develop/maintain a strong, high-quality work force, with a special emphasis on providing or vetting recommendations to the council in such areas as: institution of HR-related state mandates associated with budget legislation, human resources administration, employee labor

relations and negotiations/collective bargaining and strategy, recruitment and selection, staff development and training, employee compensation and benefits, policy and forms generation/compliance, diversity issues, American With Disabilities Act (ADA)/Equal Employment Opportunities Commission (EEOC)/Affirmative Action/Family and Medical Leave ACT (FMLA)/ Limited English Proficiency (LEP) program administration, and any change to a Table of Organization within the city. The Director of Human Resources or designee shall attend all Human Resource Committee meetings in an advisory capacity. In addition, this committee shall have jurisdiction over the Department of Information Technology Services. The Committee shall encourage the use of best practices and support the maintenance of current technology used by the City's staff and in delivery of services to the public as well as the planning and implementation of new technology as improvements and advancements become available. The Director of Information Technology Services or designee shall attend all meetings of this committee in an advisory capacity.

4. Municipal Services Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 4:30 PM, Monday of the week following Council

Committee Scope: The Municipal Services Committee shall have jurisdiction over the Department of Public Works including Operations Division, Traffic Division, Engineering Division, Inspection Division, and the Parking Utility, and over bridges, streets and sidewalks, traffic flow patterns, traffic control, parking ramps, the addition or deletion of on-street parking areas, and forestry within road right-of-way. The Committee recommends to the Council various five-year plans for sidewalks, street construction and reconstruction. The Director of Public Works or designee shall attend all meetings of the Municipal Services Committee in an advisory capacity. The Director of Public Works or designee shall also be a member of the CEA advisory committee. A member or members of the Municipal Services Committee will be appointed at large by the members of the Municipal Services Committee to; 1) be the Council representative to the Boards of Heating Examiners and Building Inspection, and 2) the CEA advisory committee on an on call basis.

5. Parks and Recreation Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 6:15 PM, Monday of the week following Council

Committee Scope: The Parks and Recreation Committee shall have jurisdiction over Parks, Recreation programming, and Reid Municipal Golf Course. This committee shall maintain and develop the City park system, provide turf maintenance services and recreational opportunities, including the operation of Reid Municipal Golf Course, to the residents of the City of Appleton. The Director of Parks, Recreation and Facilities Management or designee shall attend all Parks and Recreation Committee meetings in an advisory capacity.

6. Safety and Licensing Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, Wednesday of the week following Council

Committee Scope: The Safety and Licensing Committee shall have jurisdiction over the general operations of the Police Department, Fire Department, and the Office of the City Clerk. The committee approves the location of voting places for elections, all bartender and liquor licenses, and recommends the revocation or suspension of liquor licenses to the Common Council. The Vice Chairman of the Safety and Licensing Committee will serve as the representative to the

Towing Services Review Committee. The Police Chief, Fire Chief, the City Clerk, and an Assistant City Attorney or their designee shall attend all meetings of the Safety and Licensing Committee in an advisory capacity.

7. Utilities Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 4:30 PM, Tuesday of the week following Council

Committee Scope: The Utilities Committee shall have jurisdiction over water filtration, distribution and installation of water main, wastewater treatment and any associated sewer lines, stormwater remediation and associated facilities. This committee shall have rate setting responsibilities for all areas under its jurisdiction subject to the rules and regulations of the Wisconsin Public Service Commission or other regulatory agencies as they may apply. The Director of Public Works and the Director of Utilities or their designees shall attend all committee meetings in an advisory capacity.

Other Recommending Bodies:

1. Plan Commission

Membership: Mayor, Director of Public Works, one (1) Alderperson, four (4) citizen members

2. Fox Cities Transit Commission

Membership: Two (2) Alderpersons, two (2) citizen members, nine (9) representatives of municipalities that provide local funding for Valley Transit

3. Board of Health

Membership: Mayor, two (2) Alderpersons, five (5) citizen members

Process:

Items are administratively placed on the above Board/Committee/Commission agenda. If recommended for approval, the same item is placed on the Council agenda for consideration.

Appleton uses Legistar like Wauwatosa. However, they do not approve items via resolution. Instead, they have one legislative file go directly from Board/Committee/Commission to the Council agenda.

There is no specific method for assigning Alders to a particular standing committee.

Municipality: City of Franklin

2024 Population: 36,417

Number of Alderpersons: 6

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:30 PM, 1st and 3rd Tuesdays

Standing Committees and Other Recommending Bodies:

There are no defined standing committees. There are several boards, committees, and commissions with memberships that include a mix of Alderpersons and citizens that can all make recommendations to the Common Council.

Process:

Items are simply placed on any given Board/Committee/Commission agenda. If recommended for approval, a resolution is created and placed on the Council agenda for consideration. Also, items can be administratively placed directly onto the Council agenda without any Board/Committee/Commission review.

Municipality: City of Green Bay

2024 Population: 106,962

Number of Alderpersons: 12

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:00 PM, 1st and 3rd Tuesdays

Standing Committees:

1. Finance Committee

Membership: Four (4) Alderpersons

Meeting Time/Frequency: 4:30 PM, Twice per month on Tuesdays, the week before Council

Committee Scope: Public finance, public property, appropriations, insurance, purchasing.

2. Improvement & Services Committee

Membership: Four (4) Alderpersons

Meeting Time/Frequency: 5:00 PM, Twice per month on Wednesdays, the week before Council

Committee Scope: Streets, bridges, sanitation, harbors, utilities, and parking. This Committee assumes the responsibilities of the Board of Public Works.

3. Parks Committee

Membership: Four (4) Alderpersons

Meeting Time/Frequency: 5:00 PM, Twice per month on Wednesdays, the week before Council

Committee Scope: The Park Committee shall exercise the duties and authority vested in a City Park Board by the Wisconsin Statutes, except Wis. Stats. § 27.10(4), Special Assessments for Parks.

4. Personnel Committee

Membership: Four (4) Alderpersons

Meeting Time/Frequency: 4:30 PM, Twice per month on Tuesdays, the week before Council

Committee Scope: City personnel, labor, wage negotiations.

5. Protection & Policy Committee

Membership: Four (4) Alderpersons

Meeting Time/Frequency: 4:00 PM, Twice per month on Mondays, the week before Council

Committee Scope: Fire, police, safety, health, licenses, permits, policy and administrative issues.

Other Recommending Bodies:

1. Plan Commission

Membership: One (1) Alderperson, six (6) citizen members

2. Redevelopment Authority

Membership: One (1) Alderperson, six (6) citizen members

3. Public Arts Commission

Membership: One (1) Alderperson, four (4) citizen members

4. Traffic, Bicycle, and Pedestrian Commission

Membership: One (1) Alderperson, Police Dept Operations Commander or designee, five (5) citizen members

5. Sustainability Commission

Membership: One (1) Alderperson, one City employee, seven (7) citizen members

6. Committee of the Whole

Membership: Mayor and all Alderpersons

Process:

Items are administratively placed on the above Board/Committee/Commission agenda. If recommended for approval, the recommendation is placed on the Council agenda for consideration. Each Committee has a section on the agenda, similar to Wauwatosa. However, Green Bay only approves matters via resolution for certain matters or when it is required (grant applications, loan applications, budget amendments, CUPs, etc.). The Committee recommendations are voted on in a block vote. If one of the matters needs a resolution, there is a separate section of the Council agenda to vote on all resolutions, meaning there are some matters that are on the agenda twice.

Similar to resolutions, the consideration of an ordinance is administratively placed on the above Board/Committee/Commission agenda to start. However, they still have a two-reading system similar to what Wauwatosa had. The only difference is, the ordinance does appear on a Committee agenda a second time. The Committee reviews the request, the ordinance is placed on the Council agenda for a First Reading, then simply sits two weeks, and is placed on the next Council agenda for a Second Reading and adoption consideration.

There is no specific method for assigning Alders to a particular standing committee, other than a requirement that each Alderperson shall be appointed to at least one Committee.

Municipality: City of Greenfield

2024 Population: 37,680

Number of Alderpersons: 5

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 7:00 PM, 1st and 3rd Tuesdays

Standing Committees and Other Recommending Bodies:

1. Finance and Human Resources Committee

Membership: Three (3) Alderpersons

Meeting Time/Frequency: 6:00 PM, second and last Wednesday of each month

Committee Scope: In addition to duties assigned elsewhere, this committee shall also have charge of all matters arising under Ch. 111, Wis. Stats., and shall be responsible for the direction of all personnel matters involving employees of the City. It shall also provide the City negotiators with authority and direction involving all negotiations.

2. Legislative Committee

Membership: Three (3) Alderpersons, City Attorney

Meeting Time/Frequency: 6:30 PM, last Monday of each month

Committee Scope: The Committee shall review, update and recommend changes as required in this Municipal Code. They shall meet and review proposed municipal legislation. The Committee shall also be responsible for the compilation, codification and update of the "Greenfield Administrative Rules and Policies." These rules and policies shall be published after review by appropriate committee, review by the Legislative Committee and adoption by the City Council. The Legislative Committee shall review such administrative rules and policies as to form and order. These administrative rules and policies may be changed by addition or deletion thereto upon first receiving a recommendation from the committee having jurisdiction on such rules or policy.

3. Board of Public Works

Membership: Three (3) Alderpersons, two (2) citizen members

Meeting Time/Frequency: 6:30 PM, fourth Tuesday of each month

Committee Scope: The Board shall organize and perform the duties and exercise the powers granted under § 62.14, Wis. Stats

Other Recommending Bodies:

1. Plan Commission

Membership: Mayor, one (1) Alderperson, Chairperson of the Park and Recreation Board, four (4) citizen members

Process:

Items are administratively placed on the above Board/Committee/Commission agenda. The same legislative matter (agenda title) is placed on both the Committee and Council agendas. On the Council agenda, each matter additionally has a note saying which Committee it is coming from. All matters are placed under one section (New Business or Old Business). In addition, it appears there are some matters (i.e. summons & complaints, licenses) that are placed directly onto the Council agenda without going to a Committee. Items are voted on without the use of resolutions.

There is no specific method for assigning Alders to a particular standing committee. Appointments are confirmed by the Common Council.

Municipality: City of Kenosha

2024 Population: 100,563

Number of Alderpersons: 17

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 7:00 PM, 1st and 3rd Mondays

Standing Committees and Other Recommending Bodies:

1. Committee on Finance

Membership: Six (6) Alderpersons

Meeting Time/Frequency: 6:00 PM, day of Council meetings

Committee Scope: Approval of any or all vouchers. Approval of purchase or sale of land or buildings. Approval of funds transferred between accounts. Approval of all bond issues. Approval of all Resolutions which require the levying of special taxes or the deferment of assessments. Approval of proposed changes in the Compensation Plan. Approval of changes in the Classification Plan. Approval of employment of any person in a position which requires the approval of Council except where State Statutes indicate otherwise. Approval of increases in contracts for public works, either before or after contract is let except where an emergency has been declared. Monitor and coordinate economic development. Requests of employees or officers, either collectively or individually, for increase in either salary, wages or other benefit. All budgets requiring action by Council. Other matters that are referred by Council. Requests for new or additional permanent positions in any City Department over which the Common Council has jurisdiction in this regard.

2. Committee on Licenses/Permits

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 4:30 PM, Mondays on the week before Council

Committee Scope: Shall make recommendations to the Common Council with respect to the granting, denial, nonrenewal, suspension or revocation of any license or permit over which the Common Council has jurisdiction, and with respect to license or permit fees. It may also be the body before which license or permit nonrenewal, suspension or revocation hearings are held.

3. Committee on Safety and Welfare

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:00 PM, Mondays on the week before Council

Committee Scope: Shall be concerned with traffic, police, fire, parks, health, building regulations, nuisances, and such other matters as the Council may refer to it.

4. Committee on Public Works

Membership: Six (6) Alderpersons

Meeting Time/Frequency: 5:30 PM, Mondays on the week before Council

Committee Scope: Shall be the Board of Public Works and the Board of Water Commissioners. The Board of Public Works shall also serve as the Stormwater Utility Committee. The Committee on Public Works shall be responsible for the management, control, improvement and regulation of all public grounds and grounds belonging to the City except such public grounds as under the laws of this State or the charter provisions or ordinances of the City are otherwise under the care and supervision of other officers, committees, boards or commissions.

5. Committee on Stormwater Utility

Membership: Six (6) Alderpersons

Meeting Time/Frequency: 5:30 PM, Mondays on the week before Council

Committee Scope: Shall be empowered to govern, manage, control, improve and care for stormwater management services, systems, and shall have the powers and duties conferred upon it by the Code of General Ordinances of the City of Kenosha, and the Wisconsin State Statutes.

Other Recommending Bodies:

1. Various Boards and Commission, including Plan Commission, Airport Commission, Redevelopment Authority

Process:

Items are administratively placed on the above Board/Committee/Commission agenda. Sometimes the same legislative file (agenda title), is used on the Council agenda. Other times, when resolutions are used, the Committee agenda will have the word “proposed” before the resolution, and the Council agenda will indicate that it is a resolution from the particular Committee. The Council agenda will indicate a note on the agenda what the recommendation was from each Committee it went to. The Council agenda has sections based on the type of approval, rather than the Committee/Commission it came from. It appears most Boards and Commissions can recommend directly to the Council.

There is no specific method for assigning Alders to a particular standing committee. Appointments are confirmed by the Common Council at their organizational meeting.

Municipality: City of La Crosse

2024 Population: 52,115

Number of Alderpersons: 13

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:00 PM, 2nd Thursday

Standing Committees:

1. Finance & Personnel Committee

Membership: Six (6) Alderpersons

Meeting Time/Frequency: 6:00 PM, Thursdays on the week preceding Council

Committee Scope: Matters concerning expenditures and fiscal planning, including the annual budget, bills and special claims, bond issuance, TIF funding, CDBG, insurance, purchase of supplies and equipment, property acquisition and sales, contracts and agreements, leases, easements, fees and assessments; public parks, facilities and buildings; parking, transit and utilities; salaries, contract negotiations and personnel matters.

2. Judiciary & Administration Committee

Membership: Seven (7) Alderpersons

Meeting Time/Frequency: 6:00 PM, Tuesdays on the week preceding Council

Committee Scope: Matters concerning ordinances, annexations, license and permitting, rezonings, conditional uses, plats, quiet zones, judiciary and legislative matters and policy matters concerning police, fire, airport, La Crosse Center or other departments and boards, commissions, and committees.

Other Recommending Bodies:

1. None – Items from other Boards, Committees, and Commission flow through each of the standing committees.

Process:

Almost all matters flow through both standing committees. Ordinances and resolutions are created from the start, and administratively placed and a board, committee, or commission agenda. Those Ordinances and resolutions are then recommended to one of the standing committees, who in turn recommend to the Council. Items with unanimous consent are placed on the Consent Agenda section of the Common Council agenda.

Alders are split evenly amongst the two Committees. The Common Council President appoints the standing committee members following the reorganizational meeting.

Municipality: City of Manitowoc

2024 Population: 34,473

Number of Alderpersons: 10

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:30 PM, 3rd Monday

Standing Committees:

1. Finance Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, 1st Tuesday of each month

Committee Scope: Assessments/property. Budgets. Claims. Community development (Farmers' Market, Mainly Manitowoc/downtown, Mapping/platting, Planning, Progress Lakeshore, Zoning). Department of Tourism. Elections. Information technology. Insurance. Investments. Licenses (Alcohol and beverage, including denials and renewals, Animal, Bicycle, Entertainers, Taxicab). Manitowoc Public Library. Manitowoc Public Utilities. Printing. Purchasing. Rahr-West Art Museum. Room tax (Manitowoc Area Visitor and Convention Bureau). Taxes. TIF districts. Wisconsin Maritime Museum.

2. Personnel Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, 1st Monday of each month

Committee Scope: Compensation (including benefits and wages). Discipline/termination. Grievances. Health insurance. Hiring. Human resources. Legal matters. Organizational development. Payroll. Performance evaluations.

3. Public Infrastructure Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, 1st Wednesday of each month

Committee Scope: Bids/quotes. Cell towers. Engineering (Capital improvement inspections, Surveying). Evergreen Cemetery. Fleet of all City-owned vehicles (Vehicle quotes). Forestry (Tree City USA and Bird City certification). Gravel pit. Harbor, docks, and marina. Lift stations. Maintenance of City-owned facilities. Parks (Adopt-A-Park program, Community built playgrounds, Lincoln Park Zoo, Parkland dedication fund, Playgrounds). Public transportation. Public works (Brush/leaf pick-up, Snow plowing, Street sweeping). Recreation (All trails, Aquatic Center, Fieldhouses, Senior Center). Recycling. Refuse disposal. Sanitary inspection. Sewer construction and maintenance. Signs in public right-of-way. Special assessments on public works projects. Special events. Stormwater management. Street construction and maintenance (Boulevards, Bridges, Driveways/sidewalks, Signals and signs, Street lighting). Wastewater Treatment Facility.

4. Public Safety Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, 2nd Monday of each month

Committee Scope: Emergency management/civil defense. Fire Department (Fire inspection). Building inspection and permits (Demolition, Electrical, House moving, Plumbing, Residential construction and remodels). Municipal Court. Police Department (Parking and parking enforcement, School crossing guards, Traffic control).

Other Recommending Bodies:

1. Plan Commission

Membership: Mayor, Director of Public Infrastructure, one (1) Alderperson, one (1) appointed City official, four (4) citizen members

2. Committee of the Whole

Membership: Mayor and all Alderpersons

Process:

Other than Plan Commission, all other matters flow through the standing committees. Items are administratively placed on the above Committee/Commission agenda. The same legislative matter (agenda title) is placed on both the Committee/Commission and Council agendas. On the Council agenda, each matter is placed under the section for the Committee/Commission it came from. Resolutions are used sparingly, so most items are voted on without the use of resolutions.

Each Committee has half of the Alders. There is no specific method for assigning Alders to a particular standing committee.

Municipality: City of New Berlin

2024 Population: 40,055

Number of Alderpersons: 7

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:00 PM, 2nd and 4th Tuesday

Standing Committees:

- None

Process:

The City of New Berlin does not utilize traditional standing committees. Instead, they have a variety of boards, committees, and commissions that can make recommendations to the Common Council.

These bodies are primarily composed of community members appointed by the Mayor and confirmed by the Common Council. Many, such as the Plan Commission, Finance Committee, Board of Public Works, and Parks, Building & Grounds Commission, include a mix of elected officials and community members. These bodies review matters within their areas of responsibility and have the authority to take certain actions independently. However, items requiring Common Council approval are forwarded to the Council agenda with a recommendation by the board, committee, or commission for approval or denial.

The Common Council agenda includes placeholders for each body, where items requiring Council action are listed under the corresponding section. If only a few bodies have items for consideration, the unused placeholders or sections are removed from the agenda.

The Clerk's Office is responsible for drafting a "motion sheet" for each item, which involves significant work. The Clerk's Office must contact the governing body to confirm the vote (as meeting minutes are often not completed by the time of the Council meeting), create the motion sheet, upload it to the agenda packet, email it to the alderperson responsible for reading it during the Council meeting, and place a printed copy on their chair before the meeting. This process becomes even more challenging when meetings occur the Monday before or the same day as the Council meeting after the COW/CC agendas are published. It requires the Clerk's Office to unpublish the agenda packet, upload the motion sheet, and republish it.

New Berlin also has a Committee of the Whole which meets immediately before the Common Council meeting. The COW reviews new items and those not handled by a separate body or when there isn't enough time to convene the appropriate committee. Items presented to the COW require a Requested Action Statement (RAS) - a detailed memo outlining the item, budget impact, associated costs (if any), and staff recommendations. After review, the COW recommends approval or denial to the Common Council.

The Common Council meeting follows the COW and includes final action on:

- Items previously acted on by the COW, which are automatically placed on the Consent Agenda. If an item is not approved unanimously, it is moved to the Items Removed from Consent Agenda section for separate discussion and a vote.
- Deferred, referred, and tabled items.
- Items forwarded from other governing bodies.
- Any closed session matters.

Municipality: City of Oak Creek

2024 Population: 38,860

Number of Alderpersons: 6

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 7:00 PM, 1st and 3rd Tuesday

Standing Committees:

1. Personnel and Finance Committee

Membership: Three (3) Alderpersons

Meeting Time/Frequency: 10:30 AM, Wednesdays on the week preceding Council

Committee Scope: The Committee shall have charge of all matters arising under Ch. 111, Wis. Stats. and shall perform such other duties and have certain authorities as assigned by the Common Council.

2. Board of Public Works and Capital Assets

Membership: Three (3) Alderpersons, two (2) citizen members

Meeting Time/Frequency: 9:00 AM, Tuesdays on the week preceding Council

Committee Scope: The Board shall have charge of all matters arising under Sec. 62.14(6), Wis. Stats., including but not limited to the operation of the Water and Sewer Utility as authorized under Sec. 66.0805(6), Wis. Stats. The Board shall perform such other duties and have certain authorities as assigned by the Common Council.

3. License Committee

Membership: Three (3) Alderpersons

Meeting Time/Frequency: 8:00 AM/8:30 PM, On a day on the week preceding Council

Committee Scope: The License Committee shall review licensing matters and perform such other duties and have certain authorities as assigned by the Council.

4. Small Claims Committee

Membership: Mayor, City Clerk, one (1) Alderperson

Meeting Time/Frequency: 6:30 PM, day of Council meetings

Committee Scope: The Committee shall be authorized to settle general non-injury claims up to \$5,000, to issue final decisions on cases brought before the Committee, and to issue legally required formal notices of disallowances when necessary.

Other Recommending Bodies:**1. Plan Commission**

Membership: Mayor, Building Commissioner or designee, two (2) Alderpersons, five (5) citizen members

Process:

Depending on the nature of the item, many items bypass the standing Committees to go directly to Council. Other, typically large items and most licensing matters, will go to a Committee. However, if a Committee does not meet, the matter is simply placed on the Council agenda. There is no real formal process, as this is the way that it has always been done. The exception is they had combined some Committees and given more authority to the Administrator in recent years. So, many items are handles administratively rather than thru the Council.

The Common Council President appoints the standing committee members following the reorganizational meeting. There is no formal process

Municipality: City of Racine

2024 Population: 77,293

Number of Alderpersons: 15

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:00 PM, 1st and 3rd Tuesday

Standing Committees:

1. Finance and Personnel Committee

Membership: Five members; each alderman shall be a member of one committee.

Meeting Time/Frequency: 5:30 PM, 2nd and 4th Monday of each month

Committee Scope: Finance, accounts, claims, insurance, personnel.

2. Public Works and Services

Membership: Five members; each alderman shall be a member of one committee.

Meeting Time/Frequency: 5:30 PM, 2nd and 4th Tuesday of each month

Committee Scope: Streets, waterfront, harbors, bridges, traffic, parking, utilities, water, sanitation, lighting and buildings.

3. Public Safety and Licensing

Membership: Five members; each alderman shall be a member of one committee.

Meeting Time/Frequency: 5:00 PM, 2nd and 4th Wednesday of each month

Committee Scope: Licenses, permits, parks, recreation, cemetery, education, welfare, board of health, fire, police, and emergency government services.

4. Executive Committee

Membership: The executive committee shall consist of the mayor, president of the common council, the chairman of each of the three standing committees and one alderman at-large appointed by the mayor set out in subsections (1) through (3) of this section.

Meeting Time/Frequency: It shall meet at the call of the mayor, or acting mayor.

Committee Scope: It shall meet at the call of the mayor, or acting mayor, to consider such matters as may be referred to it by the mayor or common council, and its report shall be made to the council.

Other Recommending Bodies:

1. Planning, Heritage, and Design Commission

Membership: Membership of the planning, heritage, and design commission shall consist of seven members and shall include the mayor and an alderperson. The mayor may appoint other city elected or appointed officials, except that the commission shall always have at least three citizen members who are not city officials. Citizen members shall be persons of recognized experience and qualifications. Notwithstanding anything else contained herein, of the membership, one member shall be a registered architect or building professional, one member shall be a historian qualified in the field of historic preservation, and one member shall be a licensed real estate broker.

2. Transit Commission

Membership: The transit commission shall consist of nine commissioners. Included in the membership of the transit commission shall be five City of Racine citizen members and two City of Racine alderpersons, appointed by the mayor, subject to the confirmation of the common council, and two members appointed by the Village of Mount Pleasant, Wisconsin.

Process:

Racine's process is fairly similar to Wauwatosa's. Standing committees consider items at the committee level and then make a recommendation to the full Council. Each item of business is listed on the agenda along with the recommendation of the relevant committee. However, each item on the agenda is listed as a "report" and is sponsored by an alderperson or the Mayor. "Committees shall make their reports in writing, and shall return the resolution, ordinance, communication or other matter submitted for consideration. Each committee making a report to any given meeting of the common council shall include in a single report all of the items on which it has completed action. Each item in the committee report shall be clearly identified by number and a brief summary thereof. The report of the committee shall indicate the recommendation of the committee on each item contained therein."

Municipality: City of Sheboygan

2024 Population: 49,886

Number of Alderpersons: 10

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:00 PM, 1st and 3rd Monday

Standing Committees:

1. Finance and Personnel Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:00 PM, 2nd and 4th Monday of each month

Committee Scope: No description available.

2. Licensing, Hearings, and Public Safety Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 4:30 PM, Week before Council meetings

Committee Scope: No description available.

3. Public Works Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, Week before Council meetings

Committee Scope: No description available.

Other Recommending Bodies:

1. Plan Commission

Membership: Mayor, City Engineer, one (1) Alderperson, four (4) citizen members

2. Board of Water Commissioners

Membership: Three (3) citizen members

3. Sheboygan Transit Commission

Membership: Mayor, a member of the Finance and Personnel Committee, a member of the Licensing, Hearings, and Public Safety Committee, a member of the Public Works Committee, Police Chief, Development Director, three (3) citizen members

4. Committee of the Whole

Membership: All Alderpersons

Process:

It appears most items appear on a Council agenda to be referred to a particular Board, Committee or Commission. Most items are reviewed by the standing committees, except for items that go to Plan Commission or the Transit Commission. It looks like some items can go directly to the Council for adoption. Most items are approved via resolution, and all resolutions require an Alder sponsor or must come from a City Officer (i.e. Comptroller, Clerk, etc.).

Each alderperson shall be appointed to at least one, but not more than two, standing committees. Each committee shall consist of five members, which shall include a chairperson and a vice-chairperson. The chairperson and vice-chairperson for each committee shall be designated by the mayor. No alderperson shall chair more than one committee.

Municipality: City of Waukesha

2024 Population: 70,923

Number of Alderpersons: 15

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:00 PM, 1st and 3rd Tuesday

Standing Committees:

1. Finance Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 6:00 PM, 2nd and 4th Tuesday of each month

Committee Scope: The duties of this committee include but are not limited to oversight of the municipal budget, borrowing, grants, appropriations, investments and audits.

2. Buildings and Grounds Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, 1st Monday of each month

Committee Scope: The Building & Grounds Committee oversees repairs, maintenance and remodeling of city-owned buildings and public properties. The Buildings & Grounds Committee prepares recommendations for future improvements to the Common Council.

3. Ordinance and License Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 6:00 PM, 2nd and 4th Monday of each month

Committee Scope: Standing Committee of the Common Council that reviews licensing applications and any proposed revisions or additions to the existing Municipal Code.

4. Human Resource Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 6:00 PM, 3rd Monday of each month

Committee Scope: The committee considers matters relating to personnel policies and practices, compensation administration, and employee relations.

Other Recommending Bodies:

1. Plan Commission

Membership: The City Plan Commission shall consist of the Mayor, who shall be its presiding officer, two alderpersons, the President of the Park Board and 3 citizens. Two of the citizen

members shall be residents of the City. The third citizen shall be a licensed architect who need not be a resident of the City.

2. Board of Public Works

Membership: Two (2) Alderpersons and three (3) citizen residents of the City of Waukesha, one of which shall be a professional engineer with a degree in civil engineering. The citizen members of the first Board shall hold their offices 1, 2 and 3 years respectively. Thereafter, the citizen members shall serve for a three year term. The Alderpersons shall serve for a one year term. The three citizen members shall receive a salary for their services as members of the Board, as determined by the Human Resources Committee and approved by the Common Council.

3. Information Technology Board

Membership: The Information Technology Board shall consist of seven members, who shall be appointed by the Mayor and their appointments confirmed by the Common Council. Five shall be non-members of the Common Council, and two shall be members of the Common Council. Non-Common Council members shall have substantial background and experience in the information-technology industry.

Process:

Almost all business flows through the standing committees and other recommending bodies. All of these items are in a consent agenda section of the Common Council agendas. Sometimes other items are included in a "New Business" section of the agenda, which appear to be brought forth without a committee recommendation.

All proposed ordinances creating, amending, or repealing a Municipal Code provision shall receive no fewer than three readings before final passage by the Council. The readings shall consist of the following: The first reading shall take place when the proposed ordinance is presented to the bodies referred to above. Those bodies shall make their recommendation to the Common Council concerning the proposed ordinance after the first reading. The second reading shall consist of the full Common Council's consideration of the proposed ordinance at a regular Common Council meeting, after the Plan Commission, Board of Public Works, Transit Commission, Finance Committee, or Ordinance and License Committee have made their recommendations to the Council. The Council may not take final action on the proposal at this meeting, and final action may take place no sooner than the next regular meeting of the Common Council, unless this Rule is suspended as provided elsewhere in these Rules. A draft of the ordinance, containing all amendments made by the Council at the second reading, shall be prepared and attached to the Common Council agenda when the ordinance comes up for its third reading. The third reading shall consist of the full Common Council's consideration of the proposed ordinance as amended during the second reading. Further amendment and final action on the proposed ordinance may be done at this meeting, or any subsequent meeting, of the Common Council.

Municipality: City of Wausau

2024 Population: 40,415

Number of Alderpersons: 11

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:30 PM, 2nd and 4th Tuesday

Standing Committees:

1. Infrastructure and Facilities Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:15 PM, 2nd Thursday of each month

Committee Scope: It will be the duties of this committee to recommend the purchase, sale or leasing of real estate by the city and to recommend the use or disposition of vacant or unutilized city-owned real estate; to review certain plats; to locate and recommend the acquisition of areas for municipal purposes, such purposes to include the requirements for expansion of the city street system and improvements therefor, to conduct hearings on official map proceedings and street and alley vacations; to investigate, determine and recommend to the Common Council capital outlay improvements program for Public Works, such program to include the construction of new streets, sewers, watermains in conjunction with the Sewer and Water Commissions, and such other improvements to streets as the construction of curb and gutter, paving and sidewalks, and to determine priorities on locations therefor; and to handle street light and maintenance policies.

2. Executive Committee

Membership: The executive committee shall be composed of the chairperson of each of the city council standing committees and Council President and will be chaired by the Council President.

3. Economic Development Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:00 PM, 1st Tuesday of each month

Committee Scope: It will be the duties of this committee to stimulate job stability, retention and creation by propagating an environment in which the growth of local industries and the entry into the area of new industries can occur; to strive toward building an environment where good will and positive attitudes will encourage all levels of the work force into levels of productivity, wages and salaries that are beneficial to the entire community; to work closely with the Mayor and Economic Development Council in the acquisition for, expansion, development and management of City industrial parks and to make recommendations to the Common Council in these areas and with regard to the zoning of and ordinance changes applicable to the industrial parks. It will also be the duty of this committee to stimulate retail and commercial development in the City.

4. Finance Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:30 PM, 2nd and 4th Tuesday of each month

Committee Scope: It will be the duties of this committee to review the annual executive budget and to recommend the same; to make recommendations on the financing of the city undertakings, on the financial affairs of the city, the improvement of the financial condition of the city and to recommend re-appropriation of funds by transfers; to consider and recommend ways in which the city could obtain additional sources of revenue or additional revenue from existing sources; to investigate all claims filed against the city and make recommendations for the payment or nonpayment thereof after consideration of such factors as reports of the insurance carrier.

5. Human Resources Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 4:30 PM, 2nd Monday of each month

Committee Scope: It will be the duties of this committee to recommend an annual wage and salary plan and to consider and review all other adjustments of salaries of city officers and employees and recommend the same to the Common Council unless otherwise provided; to have general supervision of all personnel policies of the city, including such things as sick leave, vacations, paid holidays and leaves of absence; to review requests for position reclassifications and make recommendations for addition or deletion of positions for departments of the city; to cooperate with department heads in the enforcement of city personnel policies; to conduct all labor negotiations and recommend results to the Common Council; to examine and investigate employee grievances and enforce necessary discipline in cooperation with department heads; to supervise and have charge of all employee insurance matters such as medical, dental, life and workers' compensation; to consider and make recommendations to the Common Council regarding departmental organization, establishment, reorganization & staffing levels.

6. Parks & Recreation Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 4:30 PM, 1st Monday of each month

Committee Scope: It will be the duties of this committee to investigate and make recommendations concerning city parks and recreation programs; to recommend policies for the administration of the Parks Department as it relates to city park matters; to make recommendations for recreational programs; to investigate, study and recommend any needed improvements that will make the operations of the Parks Department more efficient or effective; to recommend ways of improving present or needed park and recreational programs of the City; to work with the various departments of the city and with the various state and federal agencies dealing with parks and to make recommendations concerning the programs that it administers as they relate to this committee.

7. Public Health and Safety Committee

Membership: Five (5) Alderpersons

Meeting Time/Frequency: 5:15 PM, 3rd Monday of each month

Committee Scope: It will be the duties of this committee to investigate and make recommendations concerning needed new and revised legislation; to recommend policies for the administration of the Police and Fire Departments along with the Police and Fire Chief; to make recommendations for the purchase of vehicles and equipment of the Police and Fire

Departments; to investigate, study and recommend any needed improvements or consolidations that will make the operations of the Police and Fire Departments more efficient or effective; to investigate all applications for licenses and to make recommendations for the granting or denial thereof; to recommend ways of improving present licensing ordinances and to study the licensing of additional activities and the setting of the fees therefor; to investigate and make recommendations concerning the state of housing stock in the city and the rehabilitation and improvement of that stock; to work with the various departments of the city and with the various state and federal agencies on legislation dealing with housing, safety and on obtaining public funding for housing purposes; to investigate, coordinate and make recommendations concerning groundwater contamination, air quality and other environmental issues, to work with the City Department of Community Development and to make recommendations concerning the programs that it administers as they relate to this committee.

Other Recommending Bodies:

1. Plan Commission

Membership: The city plan commission shall be composed of the mayor, who shall be the presiding officer, the public works director, the chair of park and recreation committee, an alderperson, and three residents of the city.

Process:

Almost all matters flow through both standing committees. I believe Wausau uses Legistar, but does not have an InSite page (Meeting Portal); rather, they upload PDF agendas and minutes to the Common Council page of their website.

Items on the Council agenda come from a standing committee or the Plan Commission. Sometimes, additional committees sponsor or bring forth an item. For instance, the Plan Commission and HPC might bring an item forth together. Or the Infrastructure & Facilities Committee may bring an Item with the Finance Committee and Arts Commission, etc.

Municipality: City of West Bend

2024 Population: 32,288

Number of Alderpersons: 8

Elected Official Representation: One Alderperson per District

Common Council Meeting Time/Frequency: 6:30 PM, 1st and 3rd Monday

Standing Committees:

1. Finance Committee

Membership: Eight (8) Alderpersons

Meeting Time/Frequency: 6:25 PM (immediately before Council meetings), 1st and 3rd Tuesday

Committee Scope: All accounts, claims or other matters relating to City finances shall be referred to the Committee.

2. Fiscal Committee

Membership: The Fiscal Committee shall consist of the Finance Committee Chairperson, the Board of Public Works Chairperson, the City Administrator, the Mayor, the City Clerk/Comptroller, the City Treasurer, and a citizen member appointed by the Finance Committee Chairperson.

Meeting Time/Frequency:

Committee Scope: The Committee shall consider and make recommendations to the Finance Committee concerning departmental 5 year plans and its own 5 year plan of City expenditures and revenues, and all other matters referred to it by the Finance Committee.

Other Recommending Bodies:

1. Plan Commission

Membership: The City Plan Commission shall consist of 9 members as follows: the Mayor who shall be the presiding officer, two alderpersons, the City Engineer, the chairperson of the Parks and Recreation Commission and 4 citizens.

2. Board of Public Works

Membership: The Board of Public Works shall be composed of eight (8) alderpersons.

3. Parks and Recreation Commission

Membership: The Parks and Recreation Commission shall consist of 7 members, including one alderperson and 6 citizen members.

4. Licensing Board

Membership: The Licensing Board shall consist of the Mayor, president of the Common Council, and an alderperson appointed by the Mayor and confirmed by the Common Council. The Mayor shall serve as chairperson of the board

Process:

West Bend designates both the Finance Committee and Fiscal Committee as standing committees in its municipal code. However, I could not find any instances of Fiscal Committee meetings. Additionally, it seems that several bodies, such as the Finance Committee, Licensing Board, and Board of Public Works meet immediately before each Common Council meeting (start time listed at 6:25 PM for all, so concurrent, but impossible to be concurrent due to overlapping membership). West Bend uses a consent agenda; items are determined by the City Clerk.

2.02.020 Standing Committees

- A. The standing committees of the common council shall be appointed by the mayor as follows:
1. Financial affairs;
 2. Community affairs;
 3. Transportation affairs;
 4. Government affairs.
- B. Each of the standing committees shall have primary responsibility for the topics described below. Items not fitting precisely within the following descriptions may be assigned to the most appropriate of the committees. Items involving multiple topics which could fall into more than one committee may be heard by any committee which is appropriate. Any committee hearing an item may refer such item to another of the standing committees if it is deemed appropriate or necessary to obtain a complete and thorough consideration of the topic.
1. Financial Affairs Committee. The committee shall have primary responsibility for matters of city expenditures and fiscal planning, including the annual budget, bills and claims, bond issuance, TIF funding, emergency spending, legal settlement expenditure approval, and contract negotiations.
 2. Community Affairs Committee. The committee shall have primary responsibility for matters related to development, safety and quality of life issues, as well as the marketing of the city.
 3. Government Affairs Committee. The committee shall have primary responsibility for matters of licensing, employee relations, communication (other than marketing), government affairs, governance, strategic planning, legislative affairs, and council administration.
 4. Transportation Affairs Committee. The committee shall have primary responsibility for matters of transportation planning, including street and traffic planning, public transportation, pedestrian and bicycle planning and safety, parking restrictions, and communications to other governments and agencies on such topics.
- C. When making appointments to the standing committees, the mayor shall appoint eight members to each committee.
1. In no event shall a member be appointed to both the financial affairs and community affairs committees at the same time nor shall two members from the same aldermanic district be appointed to either of these committees.
 2. In no event shall a member be appointed to both the government affairs and transportation affairs committees at the same time, nor shall two members from the same aldermanic district be appointed to either of these committees.
 3. No more than four members of the financial affairs committee may be appointed to either the government affairs or transportation affairs committees. No more than four members of the community affairs committee may be appointed to either the government affairs or transportation affairs committees.
- D. Legislative representatives of the council shall be appointed from the membership of the common council to provide liaison representation to boards and commissions as may be required. Each board or commission to which an aldermanic liaison is appointed shall be

assigned to one of the standing committees for the purpose of efficient oversight and communication. The standing committees shall be responsible for annually reviewing and considering the ongoing work and activities of its assigned board(s) or commission(s).

- E. Not more than one representative from each aldermanic district shall serve on any one of the standing committees.
- F. Each alderperson shall serve on two of the standing committees of the common council.
- G. No alderperson shall be appointed as chair to more than one of the four standing committees of the common council.
- H. Each member of the common council shall be an ex officio member of the standing committees to which that member is not formally appointed.

(Ord. O-98-13 § 1, 1998)

HISTORY

Amended by Ord. O-15-07 § I on 2/17/2015

Amended by Ord. O-19-25 pt. II on 10/15/2019

Ordinance O-22-45

ORDINANCE AMENDING CHARTER ORDINANCE SECTION 20.07 OF THE CITY OF WAUWATOSA, PORTIONS OF CHAPTER 1.04 AND SECTION 2.02.020 OF THE WAUWATOSA MUNICIPAL CODE OF ORDINANCES, AND CREATING CHARTER ORDINANCE SECTION 20.09 OF THE WAUWATOSA MUNICIPAL CODE OF ORDINANCES, TO REDUCE THE NUMBER OF ALDERPERSONS PER DISTRICT FROM TWO (2) PER ALDERMANIC DISTRICT TO ONE (1) PER DISTRICT, DEFINE TWELVE (12) ALDERMANIC DISTRICTS, AND CREATE TERM LIMITS FOR ALDERPERSONS, INCLUDING TRANSITIONAL PROVISIONS

The Common Council of the City of Wauwatosa does hereby ordain as follows:

Part I. Section 20.07 of the Charter Ordinances of the City of Wauwatosa shall be amended by creating a new subsection, following the current unnumbered paragraph, numbered 20.07 A. which shall read in its entirety as follows:

A. All aldermanic positions which are to be regularly elected at the general election of April, 2024, shall be elected for a term of two (2) years.

Part II. Section 20.07 of the Charter Ordinances of the City of Wauwatosa shall be amended by creating a new subsection 20.07 B. which shall read in its entirety as follows:

B. Effective with the positions elected at the general election of April, 2026, the citizens of Wauwatosa shall be represented at the Common Council by one (1) alderperson per aldermanic district in twelve (12) aldermanic districts. Each aldermanic district shall be composed of two wards as more specifically defined in the Wauwatosa Municipal Code of Ordinances.

Part III. Section 20.07 of the Charter Ordinances of the City of Wauwatosa shall be amended by creating a new subsection 20.07 C. which shall read in its entirety as follows:

C. At the general election of April, 2026, one aldermanic position for each aldermanic district shall be elected. Aldermanic positions in the first (1st), third (3rd), fifth (5th), seventh (7th), ninth (9th) and eleventh (11th) districts which are elected at the general election of April, 2026, shall be elected at that election only for a term of two (2) years, and shall revert to four year terms for subsequent elections beginning with the general election of April, 2028. The other aldermanic positions elected at the April, 2026, election shall be elected for four-year terms.

Part IV. Section 20.09 of the Charter Ordinances of the City of Wauwatosa is hereby created to read in its entirety as follows:

Section 20.09 - Term Limits Imposed

Beginning with the general election in April, 2026, and notwithstanding any other provision of law to the contrary, no person shall be eligible to be nominated, elected or to serve in the office of Alderperson if that person shall previously have held such office for two or more full consecutive four-year terms, unless one full term or more has elapsed since that person last held such office. For the purposes of this section, a term shall be deemed full if a person has served at least half of the time allotted for the term. Service prior to the passage of this section shall not count in determining length of service.

Part V. Section 2.02.020 of the Wauwatosa Municipal Code of Ordinances is hereby amended to read in its entirety as follows:

2.02.020 Standing committees.

A. The standing committees of the common council shall be appointed by the mayor as follows:

1. Financial affairs;
2. Community affairs;
3. Transportation affairs;
4. Government affairs.

B. Each of the standing committees shall have primary responsibility for the topics described below. Items not fitting precisely within the following descriptions may be assigned to the most appropriate of the committees. Items involving multiple topics which could fall into more than one committee may be heard by any committee which is appropriate. Any committee hearing an item may refer such item to another of the standing committees if it is deemed appropriate or necessary to obtain a complete and thorough consideration of the topic.

1. Financial Affairs Committee. The committee shall have primary responsibility for matters of city expenditures and fiscal planning, including the annual budget, bills and claims, bond issuance, TIF funding, emergency spending, legal settlement expenditure approval, and contract negotiations.

2. Community Affairs Committee. The committee shall have primary responsibility for matters related to development, safety and quality of life issues, as well as the marketing of the city.

3. Government Affairs Committee. The committee shall have primary responsibility for matters of licensing, employee relations, communication (other than marketing), government affairs, governance, strategic planning, legislative affairs, and council administration.

4. Transportation Affairs Committee. The committee shall have primary responsibility for matters of transportation planning, including street and traffic planning, public transportation, pedestrian and bicycle planning and safety, parking restrictions, and communications to other governments and agencies on such topics.

C. When making appointments to the standing committees, the mayor shall appoint six members to each committee.

1. In no event shall a member be appointed to both the financial affairs and community affairs committees at the same time.

2. In no event shall a member be appointed to both the government affairs and transportation affairs committees at the same time.

3. No more than three members of the financial affairs committee may be appointed to either the government affairs or transportation affairs committees. No more than three members of the community affairs committee may be appointed to either the government affairs or transportation affairs committees.

D. Legislative representatives of the council shall be appointed from the membership of the common council to provide liaison representation to boards and commissions as may be required. Each board or commission to which an aldermanic liaison is appointed shall be assigned to one of the standing committees for the purpose of efficient oversight and communication. The standing committees shall be responsible for annually reviewing and considering the ongoing work and activities of its assigned board(s) or commission(s).

E. Each alderperson shall serve on two of the standing committees of the common council.

F. No alderperson shall be appointed as chair to more than one of the four standing committees of the common council.

G. Each member of the common council shall be an ex officio member of the standing committees to which that member is not formally appointed.

Part VI. NON-CODIFIED PROVISION: At such time as the number of members of the Common Council is reduced to twelve (12), the City of Wauwatosa budget shall be adjusted such that salary savings from the four (4) eliminated positions is allocated uniformly as salary among the remaining twelve (12) members of the Common Council.

Part VII. If the April 2022, referendum results in approval of the charter ordinance amendment, the City Clerk is directed to publish this charter ordinance as a class 1 notice under Chapter 985, Wisconsin Statutes and file a certified copy of this charter ordinance with the Wisconsin Secretary of State, as required by Section 66.0101(3), Wisconsin Statutes.

Part VIII. As to those portions of this ordinance amending provisions contained within Chapter 20 - Charter Ordinance, and subject to the provisions of Section 66.0101, Wisconsin Statutes, such charter ordinance amendments shall become effective following passage at referendum and subsequent publication.

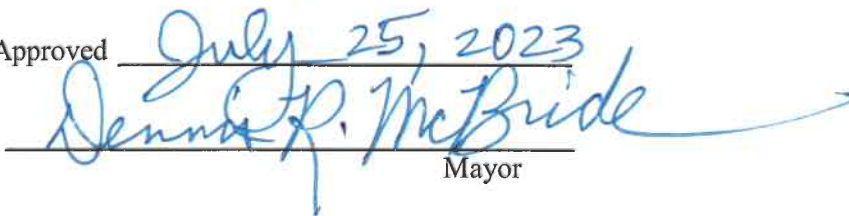
Part IX. As to those portions of this ordinance amending provisions in section 2.02.020 of the Wauwatosa Municipal Code of Ordinances, such provisions shall only take effect on April 21, 2026, or at such other time as the size of the Wauwatosa Common Council is reduced in number from sixteen to twelve members. If the Common Council membership is not adjusted to twelve members, this ordinance shall not become effective at any time.

Passed and Dated April 11, 2022

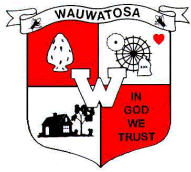


City Clerk

Approved July 25, 2023



Mayor



ALDERPERSON AGENDA ITEM MEMO

To: Government Affairs Committee

From: Andrew Meindl

Date: 11/10/2024

Subject: Proposal for 2026 City of Wauwatosa Legislative Branch Reorganization

A. Background/Rationale

In anticipation of the Wauwatosa Common Council's reduction in size in 2026, the Council and its committees and city commissions need to be restructured to enhance efficiency, transparency, and public engagement. This proposal outlines a comprehensive plan, led by the legislative branch in coordination with the executive branch and judicial, to streamline the committee and commission structure, improve public input processes, and ensure a balanced approach to governance while adapting to a smaller Council size. Rather than a piecemeal approach, an overall analysis, discussion, and proposal should be considered as 2026 approaches.

B. Key Issues for Consideration

Council Meeting Restructure: Conduct bi-monthly Council meetings (first and third Tuesdays) with a public comment session and allow special meetings based on urgent needs.

Public Agenda-Setting Meeting: To increase transparency and collaborative planning, introduce a bi-weekly, open-to-the-public legislative agenda-setting session with the Council President, Mayor, City Administrator, and Committee Chairs. This meeting will also determine the routing of proposals before they go to the Aldermanic Committees and the Common Council.

Committee Consolidation: Replace the current aldermanic structure with two main committees comprised of 6 alders each appointed by the Council President who meet bi-weekly:

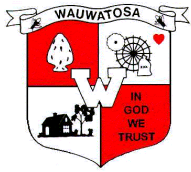
- **Policy and Finance Committee:** This committee handles financial, governmental affairs, legislative, and policy issues.
- **Community and Infrastructure Committee:** This committee, which includes six alderpersons, focuses on community affairs, zoning, transportation, and infrastructure.

Strengthening Commissions: Mandate city commission reviews as part of the legislative process with attached comments throughout proposal lifecycles.

Resident Advisory Board: Establish a resident advisory board chaired by two Wauwatosa residents that is open to participation by all Wauwatosa residents and small business owners.

Zoning Hearing Process: Restore the initial review of zoning matters to the Plan Commission for analysis before any Council hearing, ensuring informed public input.

Public Comment: Mandate public comment at Common Council meetings ensuring public input throughout the legislative process.



ALDERPERSON AGENDA ITEM MEMO

Streamline Citizen Committees, Commissions, and Boards: The updated structure (attachment) aligns with state requirements, reduces redundancy, and streamlines the decision-making process to reflect the city's strategic goals and legal obligations.

C. Fiscal Impact

The proposed reorganization is expected to improve efficiency and potentially reduce administrative costs by streamlining the committee structure and consolidating meeting schedules. As part of the phased implementation plan, a detailed fiscal analysis will be conducted.

D. Requested Action

Approval of the reorganization plan and a directive for the City Attorney to draft the necessary ordinance changes to implement this proposal. The phased rollout will begin in June 2025, with full implementation by January 2026.

E. Strategic Plan

Economic Development and Financial Resilience - The streamlined committee structure aims to enhance decision-making efficiency, reduce redundancies, and support timely reviews of policies that foster economic growth and resilience.

Public Safety - The proposal seeks to build trust and improve communication with residents by enhancing transparency through open agenda-setting meetings and clear public comment procedures, aligning with the goal of fostering a safe and engaged community.

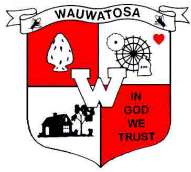
Infrastructure and Resource Management - Consolidating committee responsibilities into focused areas like infrastructure management supports better oversight and efficient use of city resources, contributing to sustainable infrastructure development.

Housing and Inclusive Growth - The emphasis on thorough commission reviews and public input in zoning matters aligns with strategic efforts to promote equitable and inclusive housing policies.

Quality of Life and Public Engagement - Establishing the Resident Advisory Board and standardizing public hearing schedules aligns with the strategic goal of enhancing public engagement and ensuring resident voices are integrated into decision-making.

F. Attachments

1. Expanded Proposal Details



ALDERPERSON AGENDA ITEM MEMO



Figure 1 2026+ Legislative Flow Chart

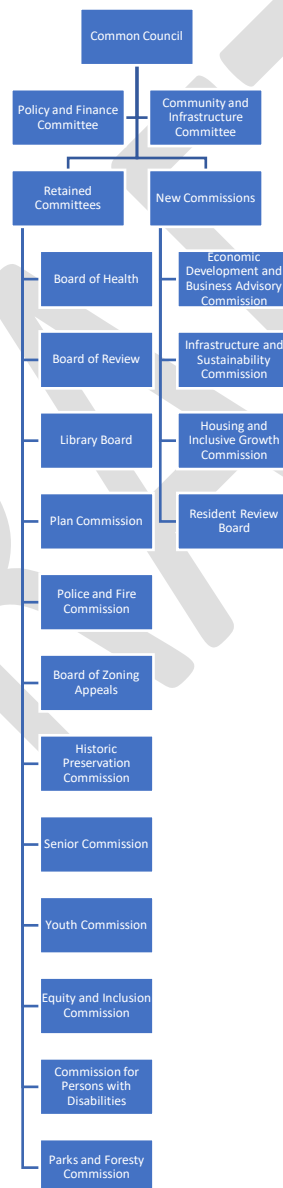
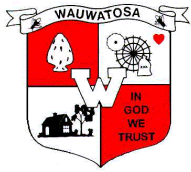


Figure 2 Draft Legislative Branch Org Chart



ALDERPERSON AGENDA ITEM MEMO

Overview of Current Structure

The current structure of Wauwatosa's committees and commissions consists of over 30 distinct bodies. This includes a mix of statutory commissions, advisory boards, and special-purpose committees. Many entities have overlapping functions, creating inefficiencies and complicating the decision-making process. The primary issues identified are:

Redundancy: Multiple committees review similar topics.

Complexity: The large number of committees makes it difficult for residents to understand the process and effectively participate.

Inconsistent Oversight: The lack of clear reporting lines often results in miscommunication and delays in decision-making.

Scarcity: Reduction in alders from 16 to 12 and city budget constrains city operations to accommodate the expansive legislative branch.

Legal Compliance and Statutory Alignment

The proposed changes align with Wisconsin statutes governing municipal boards and commissions. The retained bodies fulfill statutory roles, while consolidated entities streamline responsibilities without sacrificing legal oversight. The new structure adheres to:

- Wis. Stat. § 66.0615 (Room Tax Administration): Integrated into the Economic Development and Business Advisory Commission.
- Wis. Stat. § 62.23 (Plan Commission and Board of Zoning Appeals): Retained without changes to comply with statutory land use planning requirements.
- Wis. Stat. § 27.08 (Parks Oversight): Incorporated into the Quality of Life and Public Engagement Committee.

Implementation Plan

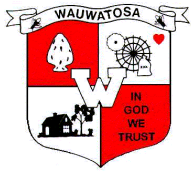
1. **Phase 1** (June 2025): Start merging existing committees into the new structure, establish the Resident Advisory Board, and initiate membership appointments.
2. **Phase 2** (January 2026): Fully transition to the new organizational setup, finalize ordinance changes, and implement standardized meeting schedules.
3. **Review** (December 2026): Conduct a comprehensive evaluation of the new structure, gather feedback from residents, and adjust as needed.

Anticipated Benefits

Efficiency: Streamlining the number of committees reduces redundancy and speeds up the review process.

Transparency: Clearer roles and responsibilities make it easier for residents to understand the decision-making process and provide input.

Enhanced Public Engagement: The Resident Advisory Board and early public hearings by commissions ensure robust community participation.



ALDERPERSON AGENDA ITEM MEMO

Reorganization of Citizen Commissions

This revised proposal for reorganizing Wauwatosa's citizen commissions ensures compliance with relevant Wisconsin state statutes while enhancing efficiency, transparency, and resident engagement. The updated structure aligns with state requirements, reduces redundancy, and streamlines the decision-making process to reflect the city's strategic goals and legal obligations.

Objectives

1. **Ensure Compliance with State Statutes:** Align committee and commission roles with Wisconsin Statutes, including regulations for public safety, zoning, historic preservation, and health services.
2. **Increase Efficiency:** Simplify the committee structure, reduce overlap, and ensure a clear path for proposal reviews, from initial consideration to final approval by the Common Council.
3. **Enhance Public Engagement:** Create a streamlined process that facilitates resident input and integrates feedback throughout the lifecycle of proposals.

Proposed New and Consolidated Committees/Commissions

1. Tourism and Business Advisory Commission

- Focus: Rebranding tourism commission to include business growth, economic diversity, financial resilience, and alignment with Wis. Stat. § 66.1105.

2. Infrastructure and Sustainability Committee

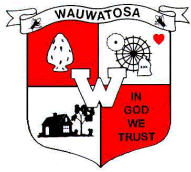
- Focus: Infrastructure planning, environmental sustainability, and resource management, aligned with Wis. Stat. § 66.0301 and § 62.15.
- Consolidates:
 - Public Works Committee
 - Environmental Sustainability Committee
 - Bicycle and Pedestrian Committee

3. Housing and Inclusive Development Authority

- Focus: Equitable housing policy, inclusive development, and neighborhood revitalization, consistent with Wis. Stat. § 66.1011.
- Consolidates:
 - Community Development Authority (CDA) as per Wis. Stat. § 66.1335
 - Appointed liaison from the Wauwatosa Affordable Housing Coalition

4. Resident Advisory Board

- Focus: Providing non-binding recommendations on significant policy changes, budget allocations, and development projects. The resident advisory board will be co-chaired by an appointed representative from a representative from east of Mayfair Road and a citizen representative from west of Mayfair Road. Participation in the advisory board will be open to all residents and small businesses.
- New Body: Created to enhance resident input across all districts, ensuring compliance with public participation.



ALDERPERSON AGENDA ITEM MEMO

Committees

(Retained under State Statute)

Board of Health

Mandate: Wisconsin Statute § 251.04

Current Members: 5 (including health professionals and 1 non-voting health officer)

Proposed Members: 5

Change: No change

Board of Review

Mandate: Wisconsin Statute § 70.46

Current Members: 5 residents

Proposed Members: 5 residents

Change: No change

Library Board

Mandate: Wisconsin Statute § 43.54

Current Members: 9 (8 appointed by Mayor, 1 by School District Superintendent)

Proposed Members: 9

Change: No change

Plan Commission

Mandate: Wisconsin Statute § 62.23

Current Members: 7 (Mayor, 2 Alderpersons, and 4 citizen members)

Proposed Members: 7 (Mayor, 1 Alderperson, and 5 citizen members)

Change: Shifts from 2 Alderpersons to 1 Alderperson, increasing citizen members from 4 to 5.

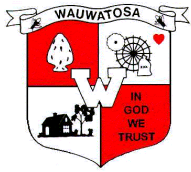
Police and Fire Commission

Mandate: Wisconsin Statute § 62.13

Current Members: 5 residents

Proposed Members: 5 residents

Change: No change



ALDERPERSON AGENDA ITEM MEMO

Additional Commissions That Remain Unchanged

1. Board of Zoning Appeals

- Focus: Hearing appeals on zoning decisions, variances, and exceptions, aligned with Wis. Stat. § 62.23(7)(e).
- Rationale: The board's legal functions and authority require it to remain independent and unchanged.

2. Historic Preservation Commission

- Focus: Protecting and promoting historic resources, per Wis. Stat. § 62.23(7)(em).
- Rationale: The commission's mandate for historic preservation is vital for maintaining the city's heritage.

3. Senior Commission

- Focus: Advocating for the needs of older adults, consistent with Wis. Stat. § 46.82 (aging and disability resource centers).
- Rationale: The commission's focus on enhancing the quality of life for seniors aligns with state mandates for senior services.

4. Youth Commission

- Focus: Engaging young residents in local government, aligned with Wis. Stat. § 119.47 (youth programs).
- Rationale: The Youth Commission is critical in fostering civic engagement among young people.

5. Equity and Inclusion Commission

- Focus: Promoting diversity, equity, and inclusion in line with anti-discrimination laws under Wis. Stat. § 66.1011.
- Rationale: The commission's focus on systemic equity is essential for inclusive policymaking.

6. Commission for Persons with Disabilities

- Focus: Advocating for accessibility and addressing the needs of residents with disabilities, consistent with the Americans with Disabilities Act (ADA) and Wis. Stat. § 46.295.
- Rationale: The commission ensures that city policies and projects are inclusive and accessible.

7. Parks and Forestry Commission

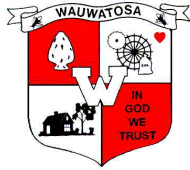
- Focus: The Parks and Forestry Commission's primary focus is to oversee the development, maintenance, and preservation of Wauwatosa's public parks, urban forests, and green spaces.
- Rationale: Retaining the Parks and Forestry Commission ensures specialized oversight of park development, urban forestry, and community engagement, supporting Wauwatosa's strategic goals for quality of life, environmental sustainability, and compliance with state statutes.

Summary of City Commission/Committee/and Board Changes

The number of committees and commissions is reduced, streamlining the structure while maintaining compliance with state statutes. Funding of the committees and commissions will remain the same and for consolidated commissions and committees funding will be combined from the 2025 executive budget.

The new structure aligns with Wisconsin legal requirements, enhances public engagement, and centralizes citizen input's impact for a more efficient decision-making process.

This reorganization plan provides a balanced, compliant approach to restructuring Wauwatosa's citizen committees and commissions, ensuring legal alignment while fostering effective resident participation.



ALDERPERSON AGENDA ITEM MEMO

To: **Government Affairs Committee; Ernie Franzen, Chair**

From: Amanda Fuerst

Date: 02/07/2025

Subject: 2026 Committee Restructuring

A. Background/Rationale

A continued discussion on options for the 2026 council of 12's committee structure.

B. Key Issues for Consideration

With several recent changes to streamline our zoning code and increase utilizing the speciality of the Planning Commission, the Community Affairs Committee has only met a handful of times since April 2024, and even fewer of those meetings required a vote. The current arrangement leads to an imbalance of opportunity for alders to participate at the committee level.

With the reduction of the council to 12, and a goal of equal participation/opportunity outside of common council meetings, some balanced options are

Option 1: 3 Committees (Governments Affairs, Financial Affairs, Transportation/Infrastructure)

- a. Each alder serves on 1 committee with 4 alders on a committee
- b. Each alder serves on 2 committees with 8 alders on a committee.

This option is less balanced in council participation ($\frac{1}{3}$ or $\frac{2}{3}$) compared to the existing 50% split.

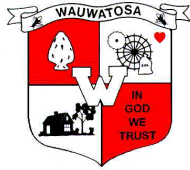
Option 2: 4 Committees, each alder serving on 2 committees of 6 members

- 1. Government Affairs (6 members)
- 2. Financial Affairs (6 members)
- 3. Transportation Affairs (6 members)
- 4. Community Affairs (6 members)

Community Affairs could remain as is or be restructured to have more responsibility

Option 3: (Variation on Option 2) 3 Committees plus 6 liaison appointment seats that have a vote with a significant or financial impact to the City.

(Continued on page 2)



ALDERPERSON AGENDA ITEM MEMO

Option 3 Example:

Each alder is assigned to 2 of the following groups:

1. Government Affairs (6 seats)
2. Financial Affairs (6 seats)
3. Transportation (Infrastructure) Affairs (6 seats)
4. A seat on one of the following:
 - a. Planning Commission (2 seats currently)
 - b. Community Development Authority (2 seats currently)
 - c. Visit Milwaukee /Tourism Board pending state statute (1 seat)
 - d. Board of Public Works (1 seat currently)

For consideration, these are all other seats that currently allow the appointed alder to hold a vote:

- Board of Health (1 seat)
- Board of Parks and Forestry (1 seat, voting rules determined by this board)
- Historic Preservation Commission (1 seat)
- Sustainability Committee (1 seat)
- Community Development Block Grant Committee (1 seat)

Currently we have 16 alders to serve as a liaison to our boards/commissions/committees. With fewer alders to serve as liaisons in 2026, a committee may not have a liaison or some alders will have to double their assignments. By moving several of these seats to the equivalent of an aldermanic committee based on voting power, there is more flexibility to cover the appointments with fewer alders.

Current Liaison Appointments: (17 groups, 19 seats)

Bicycle and Pedestrian Committee

Commission on Persons with Disabilities

Civic Celebration Commission

Equity and Inclusion Commission

Library Board

Senior Commission

Youth Commission

Tourism Commission

*Community Development Block Grant Committee

*Board of Health

*Board of Parks and Forestry

*Historic Preservation Commission

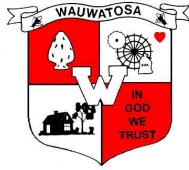
*Sustainability Commission

*Visit Milwaukee

*Planning Commission (2 seats)

*Community Development Authority (2 seats)

*Board of Public Works



CLERK'S OFFICE MEMO

To: **Government Affairs Committee**

From: **Steven A. Braatz, Jr., City Clerk**

Meeting Date: **May 13, 2025**

Subject: **Standing Committee Topics**

A. Review

Staff reviewed the various topics between all four Standing Committees for all meetings in 2022 through 2024. Community Affairs Committee and Transportation Affairs Committee have both had several meetings during this time period.

Unfortunately, there is no perfect rebalancing of topics without completely recreating the Standing Committee structure, so we felt we were limited in suggestions.

We do believe there is an opportunity to dissolve the Board of Parks and Forestry Commissioners and transfer those duties to a Standing Committee to help balance workload. This is being recommended because the Board has a significantly reduced workload with the City's park system being built-out, as well as processes and procedures being carried out by staff. The majority of the Board's actions must also currently flow through a Standing Committee so it is a cumbersome process for the public, staff, and elected officials. This would allow for Alders to have quicker and more direct input on matters that affect the Wauwatosa park system.

B. Recommendation

Based on the review, staff has the following recommendations.

1. Move all licensing and permits from Government Affairs Committee to Community Affairs Committee. Based on past meetings, this will remove roughly 40% of the workload for Government Affairs Committee. However, this will free up Government Affairs Committee, who is typically limited to an hour of discussion time, to thoroughly discuss other legislative matters.
2. Dissolve the Board of Parks and Forestry Commission and assign the duties to what is currently the Transportation Affairs Committee.
3. Rename Transportation Affairs Committee to something broader to capture the current and new topics they would be assigned.

These changes will result in amendments to various sections of Title 2 of the Wauwatosa Municipal Code, as well as other potential sections of the Municipal Code.