

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, watermain 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.