



Wauwatosa, WI

Committee of the Whole

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, January 28, 2025

7:00 PM

Council Chambers and Zoom:
<https://servetosa.zoom.us/j/273225010>,
Meeting ID: 273 225 010

HYBRID MEETING INFORMATION

Members of the public may observe 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

COMMITTEE OF THE WHOLE ITEMS

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.



Staff Report

File #: 25-0103

Agenda Date: 1/28/2025

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 6 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 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.

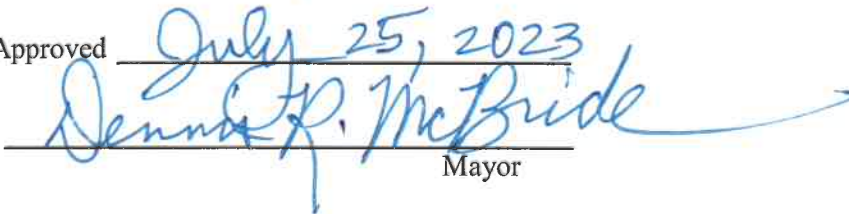
Part IX. As to those portions of this ordinance amending provisions in section 2.02.020 of the Wauwatosa Municipal Code of Ordinances, such provisions shall only take effect on April 21, 2026, or at such other time as the size of the Wauwatosa Common Council is reduced in number from sixteen to twelve 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

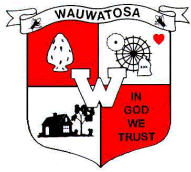


City Clerk

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:

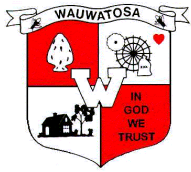
- **Policy and Finance Committee:** This committee handles financial, governmental affairs, legislative, and policy issues.
- **Community and Infrastructure Committee:** This committee, which includes six alderpersons, focuses on community affairs, zoning, transportation, and infrastructure.

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.

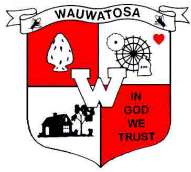
Infrastructure and Resource Management - Consolidating committee responsibilities into focused areas like infrastructure management supports better oversight and efficient use of city resources, contributing to sustainable infrastructure development.

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

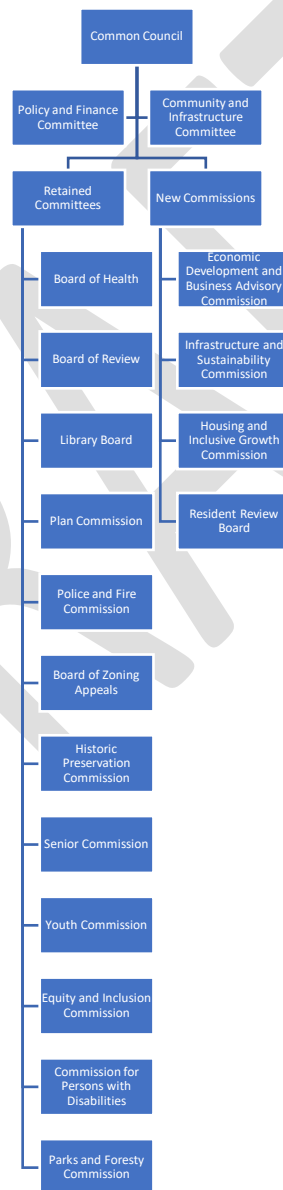
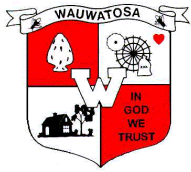


Figure 2 Draft Legislative Branch Org Chart



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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

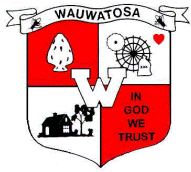
1. **Phase 1** (June 2025): Start merging existing committees into the new structure, establish the Resident Advisory Board, and initiate membership appointments.
2. **Phase 2** (January 2026): Fully transition to the new organizational setup, finalize ordinance changes, and implement standardized meeting 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.



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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

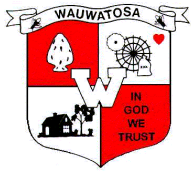
- Focus: Infrastructure planning, environmental sustainability, and resource management, aligned with Wis. Stat. § 66.0301 and § 62.15.
- Consolidates:
 - Public Works Committee
 - Environmental Sustainability Committee
 - Bicycle and Pedestrian Committee

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.



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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.

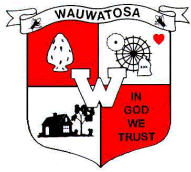
Police and Fire Commission

Mandate: Wisconsin Statute § 62.13

Current Members: 5 residents

Proposed Members: 5 residents

Change: No change



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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.