



# CITY OF WAUWATOSA

## LEGISLATION, LICENSING & COMMUNICATIONS COMMITTEE

MINUTES • FEBRUARY 3, 2015

Regular Meeting

Committee Room #2

6:00 PM

7725 West North Avenue, Wauwatosa, WI 53213

### LLC COMMITTEE ITEMS

Attendee Name	Title	Status	Arrived
Craig Wilson	Alderman	Present	
Jeffrey Roznowski	Alderman	Present	
Gregory Walz-Chojnacki	Alderman	Present	
Matthew Stippich	Alderman	Excused	
Jason Kofroth	Alderman	Present	
Michael Walsh	Alderman	Excused	
Alan Kesner	City Attorney	Present	
Carla Ledesma	City Clerk	Present	
James Archambo	City Administrator	Present	

- Continued discussion of the proposed revised Council Committee structure, and review of proposed changes to Title 2 of the Wauwatosa Municipal Code.

Ald. Wilson opened the meeting with Mr. Kesner explaining what he had done with the proposed amendments to Ch. 2.02 from the previous week. Mr. Kesner pointed out the additions he made in regard to appointing from the common council, liaison representation to citizen boards and commissions. After discussion, it was decided that Mr. Kesner would revise this section to say 'by resolution' which boards or commissions would be assigned to which committees and request an update or review at least annually. The standing committee would schedule these updates or reviews rather than putting the responsibility upon the boards or commissions.

Mr. Kesner introduced a new section of Ch. 2.02 being 2.02.025 Standing Committee Agendas. This was broken down into five sections dealing with:

- Last item of business at the end of the common council agenda referencing new and/or future items
- A five member policy requiring an item be placed on the agenda and a majority vote required to remove a scheduled agenda item.
- If no formal objection, all items listed shall be placed on the next meetings agenda of appropriate committee.
- After meeting agendas are approved, additional items of business may be placed on standing committee agendas as necessary to conduct the business of the City, in a manner permitted by the WI Open Meetings Law.
- Should intervening circumstances require that an approved item be removed from the next agenda, council members shall be informed of the reason for such action.

Ald. Roznowski is concerned that items B and C would create long drawn out council meetings and create too much burden on the staff. His impression is that staff would need more time to gather documentation for an effective committee meeting in which the agenda item would be referencing.

Ms. Ledesma stated that staff training will be needed concerning a new submission deadline (Monday afternoon) for committee agenda items if those items are going to be listed on the final Council agenda. The current submission deadline is Wednesday afternoon for committee items. Alternately, there could be a physical handout provided to the council members on Tuesday with the possible new agenda items.

Ald. Roznowski and Ald. Walz-Chojnacki both noted that their understanding of the last item of business agenda was informational and not something to vote on or have lengthy discussions on.

Mr. Kesner suggested that he revise the draft to remove B and C and rework those concepts into A, D and E.

Ald. Wilson felt that this process should be a forecasting function and a place of accountability for any and all agenda items that may be in the hopper.

Mr. Kesner informed the committee that Ms. Ledesma has a generalized list of future agenda items in the agenda program. Minute Traq, the agenda software, has the capabilities to place future items in the proper standing committee for the appropriate scheduling date.

Ald. Roznowski stated that if there is an item on the agenda setting piece of the council agenda that requires discussion, they can discuss it but if it became a lengthy discussion they could schedule a special meeting for the agenda item.

Ald. Wilson mentioned that this item may need to be calibrated and see what happens.

It was also mentioned that as these situations come up, the Mayor or whoever is facilitating the council meeting will look for confirmation and move it forward.

Mr. Kesner reminded the committee that many of these processes and concepts are already a part of the agenda setting, but could also be fine-tuned in order to adopt these changes.

The committee members questioned whether the standing committee topic descriptions should give opportunity for referral of an item to another committee that would have interest in that item. Mr. Kesner will provide the wording to reflect that option.

Ald. Walz-Chojnacki made mention of creating joint committees in the event that an agenda item may fall under more than one committee. The suggestion was to have half of one committee and half of the other committee working together for a solution.

The committee agreed that the council could create many ways to solve issues as they come up and expand the resources to deal with random issues.

Mr. Kesner agreed to revise this week's items and create a red-line version of the current revisions going forward. Making this draft a new document.

The committee agreed to meet again on Tuesday, February 10, 2015 at 6:00 PM to go over the revisions before the Community Development meeting at 7:00 PM.

Ms. Ledesma asked the committee about an effective date of the amended ordinance.

Mr. Kesner stated that it would be submitted for introduction at council tonight, following this meeting. It could be adopted in two weeks at the next council meeting. Those items that are ready for adoption on February 17, 2015 would be effective after publication on February 27, 2015. The other items would carry a contingent effective date and the council would notify Ms. Ledesma.

Ald. Wilson adjourned the meeting at 7:24 PM.

<b>RESULT:</b>	<b>INFORMATION ONLY</b>	<b>Next: 2/10/2015 6:00 PM</b>
<b>TO:</b>	Legislation, Licensing & Communications Committee	

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Carla A. Ledesma, CMC, City Clerk