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Office of the City Administrator

**PUBLIC WELFARE COMMITTEE**  
**Tuesday, December 13, 2016**  
**South Conference Room**

**Minutes**

1. Call to Order, Roll Call

**Present:**

Alderman Dale Mayr  
Alderman Mark Gierl  
Alderman John Wirth

**Also Present:** Alderman Strzelczyk, City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, Executive Assistant Prosser

2. Approval of Meeting Minutes

Public Welfare Committee - Regular Meeting - November 9, 2016

**RESULT:** Accepted [Unanimous]  
**MOVED BY:** Alderman Gierl  
**SECONDED BY:** Alderman Mayr

**AYES:** Alderman Mayr, Alderman Gierl  
**NOT PRESENT:** Alderman Wirth

Public Welfare Committee - Regular Meeting - November 15, 2016

**RESULT:** Accepted [Unanimous]  
**MOVED BY:** Alderman Gierl  
**SECONDED BY:** Alderman Mayr

**AYES:** Alderman Mayr, Alderman Gierl  
**NOT PRESENT:** Alderman Wirth

3. Ordinances

**ORDINANCE 2016-1485 An Ordinance Amending Section 2-33 of the Mequon Municipal Code Relating to the Agenda for Common Council Meetings**

City Attorney Sajdak stated the proposed amendments to Ordinance 2016-1485 allows for an item to be placed on the Council's agenda at the request of two Aldermen. Attorney Sajdak

pointed out that there is a provision within the City's Code, Section 2-26, that requires an item to go through a standing committee prior to going before the Council to take action. Attorney Sajdak noted that the amendment addresses the provision with the added language that requires the requesting aldermen and the City Clerk to work together to determine whether the item will go immediately to the Council or if it should start in one of the Common Council's standing committees.

City Attorney Sajdak stated that staff has amended Section 2-33(a) to reflect the City's current deadlines regarding the placement of regular business items on meeting agendas of the Common Council. City Administrator Jones provided the Committee with a brief overview of the current practice.

The Committee provided several amendments to Section 2-33(b): The first sentence was amended to read: Additional items ~~may~~ shall be placed. The second sentence was amended to read: Such request ~~is shall be~~ subject to Sec. 2-26, and the Common Council shall direct the request to a committee if appropriate.

**RESULT:** Approved with Amendments [Unanimous]  
**MOVED BY:** Alderman Wirth  
**SECONDED BY:** Alderman Gierl

<b>AYES:</b> Alderman Mayr, Alderman Gierl, Alderman Wirth
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4. Discussion Items

**Review of City Boards, Commissions & Committees**

City Administrator Jones stated the last time the Committee reviewed the document, *Additional Proposed Language Provisions*; the first two items regarding non-resident participation and electronic participation via telephone were reviewed and discussed. Mr. Jones stated at the November meeting the consensus of the Committee was that up to 25% of a committee or a board could be non-resident land or business owners and it was determined that language within the general provisions would be amended to prohibit electronic participation by telephone. City Administrator Jones stated he has worked with the City Attorney to draft additional language to the general ordinance for the Committee's consideration. Mr. Jones went on to review the additional proposed language provisions with the Committee.

The Committee agreed to strike [1] under *Removal and Absences*. City Administrator Jones stated *Automatic Removal Based on Absences* [2] would apply to all boards, commissions and committee members that fail to attend either three consecutive meetings or they are absent from three consecutive meetings or at least 51% of the total of all meetings within a one year period. After discussing the provision, City Administrator Jones suggested drafting language that would apply to those boards, committee, and commissions that hold regular monthly meetings. The Committee agreed to keep provisions [2], [3], and [4]. Staff will change the term Ex officio members used in provision [4] under Removal and Absences. The Committee agreed to keep provisions [1] and [2] under End of Term, however, requested

that the language be rewritten in shorter and simpler terms.

The Committee suggested removing Ex Officio under the provision: *Status of Ex Officio Board or Commission Members* and replace with Aldermanic. The Committee agreed that an aldermanic representative serving on a board, commission or committee should have the right to vote.

The Committee reviewed the provisions under *Meetings* and suggested adding public records in [1], and remove Robert's Rules of Order in [2].

The Committee requested that the provisions *Reports and Recommendations* and *Compensation* be removed.

City Administrator Jones stated staff will include all of the changes to the general provisions and bring the document back to the Committee for review at their next meeting.

5. Information Items

**2016-2017 Work Plan**

Due to time constraints the Committee was not able to review the 2016-2017 Work Plan. A second meeting will be scheduled on January 24, 2017 at 5:30 p.m.

6. Adjourn

The meeting was adjourned at 6:50 p.m.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Wirth  
**SECONDED BY:** Alderman Mayr

<b>AYES:</b> Alderman Mayr, Alderman Gierl, Alderman Wirth
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