



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes

Ordinance & License Committee

Monday, January 25, 2016

6:00 PM

Council Chambers, City Hall
Use lower level glass door.

1. Call to Order

Rollcall

Present 4 - Manion, Skinner, Johnson, and Helgestad

Absent 1 - Perry

2. Approval of Minutes

A. [ID#16-061](#) Minutes - January 11, 2016

Attachments: [O&L Minutes 1-11-16](#)

A motion was made by Helgestad, seconded by Manion, to approve the Minutes for December 14, 2015. The motion carried by the following vote:

Aye: 3 - Manion, Johnson and Helgestad

Absent: 2 - Perry and Skinner

3. Licenses

A. [ID#16-066](#) Bartenders 1 25 16

Attachments: [Bartenders 01 25 16](#)

A motion was made by Chairperson Johnson, seconded by Manion, to approve the bartender license applications. The motion carried by the following vote:

Aye: 3 - Manion, Johnson and Helgestad

Absent: 2 - Perry and Skinner

B. [ID#16-067](#) INVITED Other Applications for licenses considered by Ordinance & License Committee on January 25, 2016

Attachments: [Other Licenses 1 25 16](#)

No action taken on this item; House of Guinness' extension of premise was approved at the last meeting.

C. [ID#16-068](#) Other Applications for licenses considered by Ordinance &

License Committee on January 25, 2016

Attachments: [Other Licenses 1 25 16](#)

A motion was made by Manion, seconded by Helgestad, to approve the Other Applications for licenses. The motion carried by the following vote:

Aye: 3 - Manion, Johnson and Helgestad

Absent: 2 - Perry and Skinner

4. Discussion and Recommendation

- A.** [ID#16-119](#) Consider amendments to Mun. Code sec. 3.08, the Cemetery Commission ordinance, and make recommendation to Common Council.

Attachments: [3.08-Draft to OL-Redline](#)

[3.08-Draft to O&L](#)

[O&L Memo](#)

[3.08-Draft to Council](#)

Ald. Skinner arrived at 6:03 pm.

Atty Running said a year ago the City received a letter from the bank that managed its trust accounts which stated that they no longer manage trust accounts. In the process of reviewing the cemetery ordinance it was discovered that it does not provide for one of the trust accounts; it was also discovered that the current ordinance has an organizational structure that is contradictory. A goal of the draft amendment was to clearly delineate what the duties of the cemetery commission and cemetery manager are and to determine what the lines of authority are so it is clear who is supervising what. The commission is a policy making body with the day to day operation delegated to the cemetery manager. Under the proposed ordinance, the commission is going to be a policy making body but is not going to have oversight of the day to day operations, that is delegated to the cemetery manager. So the commission creates the policies or at least proposes the policies which are then approved by the council. The cemetery manager then implements the policies and makes sure that the cemetery is being run the way that the commission and council wants it run. The cemetery manager is then responsible to the city administrator.

Manion asked Nancy Falk her thoughts on the member make up going from 6 to 5 and the change in term. Running said his original draft was sent to the commission and cemetery manager with 7 members proposed; the City Administrator and Mayor reviewed it as well and suggested a 5 member commission to keep it at a manageable size. This would be accomplished by a reduction of a council member on the commission. Running said the Council will always have the final approval on commission items, so they will have the ultimate oversight. Manion prefers that the commission have 7 members. He questioned the references to cemetery manager versus the proposed cemetery director title proposed in the pending staffing amendments.

Skinner also prefers 7 members with 2 being aldermen. He supports the balance of the draft. Skinner supports a 3 year term versus a 4 year term; Manion agreed.

Johnson asked if 7 members would be unmanageable; Running does not believe that it

would.

Helgestad prefers a 7 member commission.

A motion was made by Skinner, seconded by Manion, to approve the draft ordinance with a change to 7 members (2 council members) with 3 year terms; title change from cemetery manager to cemetery director. The motion carried by the following vote:

Aye: 4 - Manion, Skinner, Johnson and Helgestad

Absent: 1 - Perry

5. Communications

Chairperson Johnson informed the committee that the street closing and special event ordinance draft revisions will be on the February 22, 2016 agenda.

6. Adjournment

Adjourned at 6:32 pm

Ald. Steve Johnson, Chairman

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Fred Abadi 48 hours prior to the meeting at 524-3600, Fax 524-3898, or the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.