



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Common Council of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **COMMITTEE OF THE WHOLE**
Date/Time: **August 5, 2025 at 6:30 PM**
Location: **City Hall, Council Chambers (407 Grant Street, Wausau WI 54403)**
Members: Carol Lukens, Michael Martens, Terry Kilian, Tom Neal, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Sarah Watson, Vicki Tierney, Lou Larson, Chad Henke, Mayor Doug Diny

Call to Order

- 1 Public Comment
- 2 Discussion and possible action on the proposed rule changes from the Rules Review Committee:
 - a. Agendize public comment regarding agenda items on Standing Committee meeting agendas [proposed Rule 13(F)(4)]
 - b. Public Comment Statement to be stated during Council meetings
 - c. Revised Rule 5 Order of Business
 - d. Revised Rule 6 Introduction of Business

Adjournment

Signed by Lisa Rasmussen, Council President

This Notice was posted at City Hall and transmitted to the Daily Herald newsroom on 07/30/2025 @ 2:00 PM. Questions regarding this agenda may be directed to the City Clerk.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (715) 261-6620 or email clerk@wausauwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

ORDINANCE OF COMMON COUNCIL

Amending Chapter 2.16 – Standing Rules of the Common Council, Rule 5 Order of Business, Rule 6 Introduction of Business, Rule 13 Committees and Rule 16 Citizens’ Right to Address Council

Committee Action: Pending

Ordinance Number:

Fiscal Impact: None

File Number:

Date Introduced:

The Common Council of the City of Wausau do ordain as follows:

Add ()

Delete ()

Section 1. That Chapter 2.16, Standing Rules of the Common Council, Rule 5 Order of Business, is hereby amended to read as follows:

Chapter 2.16 – STANDING RULES OF THE COMMON COUNCIL

....

RULE 5 ORDER OF BUSINESS

The business of the Council shall be conducted in the following order:

1. Call to order by the presiding officer.
2. Pledge of Allegiance, and Roll Call and Proclamations. If a quorum is not present, the meeting shall automatically adjourn to the next regular meeting or other specified date.
3. Presentations.
4. Consideration of the minutes of the preceding meeting, approval of the minutes if correct, and correction of mistakes if any.
5. Reading of the City of Wausau Public Comment Statement.
56. Comments and suggestions from preregistered citizens (as authorized under Rule 16).
67. Communications, recommendations from the Mayor with the subject clearly identified and for items not appearing on the agenda.
7. ~~Reports of City officers.~~
8. Committee reports (standing and nonstanding).
9. ~~Unfinished business from previous meetings.~~
109. Consent agenda.
110. Alderperson request to call for a meeting of the entire Council as a committee of the whole.

- 1211. ~~New business (resolutions and ordinances)~~ Ordinance and resolutions.
- 12. Announcements from Mayor and Alderpersons limited to one minute.
- 13. Comments and suggestions from citizens present during Public Comment occurring both before and after the business meeting (as authorized under Rule 16).

Section 2. That Rule 6 Introduction of Business, is hereby amended to read as follows:

RULE 6 INTRODUCTION OF BUSINESS

- A. *Introduction requirements.* All ordinances, resolutions, presentations, proclamations, memorials or other communications shall be in writing, ~~contain a brief statement of their content,~~ indicate the name of the presenting member/committee, and, prior to their consideration by Council, be delivered to the Clerk. At the first permitted opportunity, the presiding officer or Chairperson or designee shall read each by title at a meeting of the Council or Committee. Any Alder or Committee member may require at any time the reading in full of any matter while it is before the Council or Committee.
- B. *Filing.* Each proposed ordinance, ~~or resolution,~~ presentation, proclamation, memorial and communication shall be filed in the office of the Clerk no less than seven days prior to that scheduled Council meeting at which the measure is to be introduced. Council and Standing Committee packets must be prepared and available for distribution no less than six days prior to that scheduled Council or committee meeting and the Council packet must also contain all committee results for each measure to be considered. ~~In no case will packet materials be accepted after close of business the preceding week.~~ If for good cause this prefiling is impossible or impractical, ~~the presiding officer of the Council or Chairperson of the committee~~ may waive this requirement.
- C. *Reintroduction restricted.* Unless otherwise provided by City ordinance, no proposed ordinance or resolution, having once been defeated, may again be introduced in the same or in the substantially same form until 30 days after the date when that ordinance or resolution was defeated.

Section 3. That Rule 13 Committees, is hereby amended to read as follows:

RULE 13 COMMITTEES

- F. Notice of committee meetings. The committee Chairperson shall file notice of each committee meeting with the Clerk. The notice shall comply with the notice requirement of Wis. Stats. § 19.84. In addition to compliance with state law, standing committee meeting times shall be posted to the City's online calendar by the first of each month in which the meeting is to occur.

....

- (4) Public Comment regarding agenda items shall be agendized on every standing committee agenda.

Section 4. That Rule 16 Citizen’s Right to Address Council, is hereby amended to read as follows:

RULE 16 CITIZENS' RIGHT TO ADDRESS COUNCIL

- A. *Right declared.* A citizen may address the council under either or both:
1. Rule 5(123);
 2. Rule 5 (56), provided the following conditions are met:
 - a. The citizen registers with the Clerk before the meeting is called to order, and indicates his or her interest to address the Council; and
 - b. The citizen's comments relate to a matter on the agenda for that meeting.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall be in full force and effect on the day after its publication.

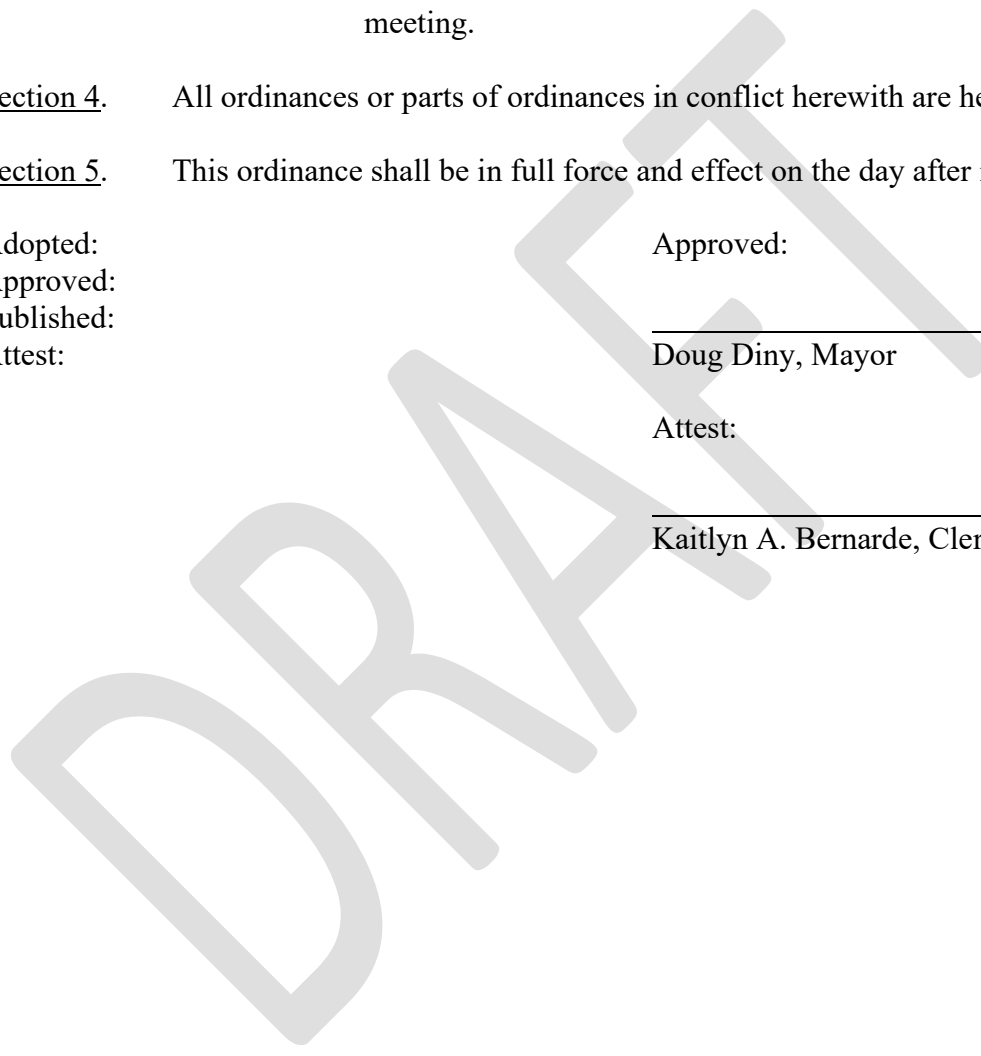
Adopted:
Approved:
Published:
Attest:

Approved:

Doug Diny, Mayor

Attest:

Kaitlyn A. Bernarde, Clerk





City of Wausau Public Comment Statement

The City of Wausau recognizes the value of public comment on local issues and the importance of allowing members of the public to express themselves on city matters. Please identify yourself by name and state your address. Each statement made by a participant should be limited to 3 minutes. Direct all comments to the chair, not to members, staff, or other participants. People addressing the Council shall not disrupt the orderly course of business. The chair values civil discourse and may interrupt, terminate, or prohibit public comment that do not adhere to these rules.

Decorum Summary

These rules encourage an objective and impersonal approach which is especially important when serious divisions of opinion arise (3:9). These rules are often relaxed, "But in large assemblies where there is much work to be done, and especially where there is likelihood of trouble, the only safe course is to require a strict observance of the rules." (47:19)

Exceptions to these rules exist -- please refer to the RONR citations provided below for all the details.

General Decorum Rules

- 1) Member's names, and "you" are not used. (3:12, 43:23)
"The chair must ask the member to seek recognition before speaking."
"The chair must ask the member from District 12 to confine his remarks to the merits of the pending question."
"Mr. chairman, may I ask the member who spoke last to explain ..."
- 2) Officers are referred to by their official titles. (3:10, 43:23)

Decorum Rules for the Chair

- 3) The presider always refers to himself as "the chair". For example: "*The chair rules that ...*" Exception: when assigning the floor or announcing committee members. (3:13)
- 4) The chair must maintain a "position of impartiality". (3:9, 47:19)
- 5) The chair must not discuss the merits of pending questions. (4:31) Exception: the chair can "relinquish the chair" to engage in debate. (43:29)
- 6) The chair votes only when his vote would affect the outcome. Exception: chair can vote when the vote is by ballot. (4:56, 44:12)
- 7) The chair must recognize any member who seeks the floor while entitled to it. (3:30, 42:2, 62:3)
- 8) The chair must allow members to make motions. (1:4)
- 9) The chair must enforce decorum (43:21). The moment the chair hears such words as "fraud," "liar," or "lie" used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition.



Decorum Rules for Members

Members must ...

- 10) Obtain the floor before speaking (3:12, 3:30, 42:2)
- 11) Stand up while speaking (3:12, 42:2)
- 12) Address the presider by his official title only, such as "Mr. [or Madam] Chairman" or "chair". For example: "*Do I understand the chair to state...?*" (3:11)
- 13) Confine remarks to the merits of the pending question. (43:20)
- 14) Refrain from attacking a member's motives. (43:21)
- 15) Address only the chair (43:22), or address each other through the chair. For example: "*Mr. Chairman, may I ask the member to explain...*"
- 16) Refrain from speaking adversely on a prior action not pending. (43:24)
- 17) Refrain from speaking against one's own motion. (43:25)
- 18) Refrain from reading from reports, quotations, etc. without permission. (43:26)
- 19) Be seated during an interruption by the chair. (43:27)
- 20) Refrain from Disturbing the Assembly. (43:28)

Enforcement During a Meeting

General

Censure: A motion of censure does not require disciplinary procedures. (61:2 fn)

Nonmembers

Nonmembers can be excluded from the meeting at any time. (61:7)

Members

61:8 All persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer.

61:9 ... Proper disciplinary proceedings to cope with immediate necessity can be conducted while a disorderly member continues to speak.

61:10 If a member commits only a slight breach of order ... the chair simply raps lightly, points out the fault, and advises the member to avoid it.

61:11 Calling a member to order. If the offense is more serious than in the case above ... the chair **or any other member** can "call the member to order." Examples:

Chair: "*The member is out of order and will be seated.*"

Member: "*Mr. Chairman, I call the member to order.*"

If the chair agrees, he declares the offender out of order and directs him to be seated. If the member has the floor, the chair clearly states the breach involved and puts the question to the assembly: "*Shall the member be allowed to continue speaking?*"

61:13 Although the chair has no authority to impose a penalty or to order the offending member removed from the hall, the assembly has that power. ... There is no need for a formal trial provided that any penalty is imposed promptly after the breach.

61:15 ... **any member** can move to order a penalty, or the chair can first ask, "What penalty shall be imposed on the member?" A motion offered in a case of this kind can propose, for example, that the offender be required to make an apology, that he be censured, that he be required

to leave the hall during the remainder of the meeting or until he is prepared to apologize, that his rights of membership be suspended for a time, or that he be expelled from the organization.

Removal of a Member from the hall

61:16 The offending member can be required to leave the hall during the consideration of his penalty, but he must be allowed to present his defense briefly first. A motion to require the member's departure during consideration of the penalty—which may be assumed by the chair if he thinks it appropriate—is undebatable, is unamendable, and requires a majority vote.

61:17 ... Expulsion from membership requires a two-thirds vote.

Chair

62:8 "If the chair ignores a point of order that is not dilatory, the member can repeat the point of order a second and third time and if the chair still ignores it, the member, standing in his place, can immediately put the point of order to a vote without debate. The question may be put as, "Is the point of order that... well taken?"

If the point of order was that the chair improperly ignored another motion, the member may, instead of repeating the point of order, repeat the original motion, and if it is seconded and the chair still ignores it, may, standing in his place, put the ignored motion to a vote without debate."

(Same process applies for appeals, see 62:9)

62:10 Removal of Presiding Officer from Chair for All or Part of a Session. If the chair fails to act in accordance with the assembly's decision on an appeal (or on a point of order submitted to a vote of the assembly) or otherwise culpably fails to perform the duties of the chair properly in a meeting, the assembly may employ measures temporarily to replace the chair with another presiding officer expected to act in accordance with the will of the assembly." (See 62:12 for the procedure.)

Permanent Removal from Office (see 62:16)

Quotations are from Robert's Rules of Order Newly Revised ("RONR") 12th ed.



OFFICE of the CITY CLERK

TO: Rules Review Committee

FROM: Kaitlyn Bernarde, City Clerk

RE: Staff Feedback on Reviewing Common Council Rule 6B: Filing

DATE: June 27, 2025

Purpose: To provide background and summary of a feedback survey of staff regarding Council Rule 6B.

Background: In Spring 2025, the Rules Review Committee is reviewing Rule 6B filing. The committee discussed setting a final time the packet would be updated before a committee or Council meeting. I asked department heads and committee staff to provide feedback on their current ability to prepare items for Council and committee meetings, potential roadblocks, and their ideas to improve the process. Staff responses to the survey follow this memo.

My summary of staff responses falls into 3 buckets:


1. **Staff are requesting training.** There are requests for training on the agenda and packet content, formatting, workflow and expectations for supporting material.
2. **There are time restraints between the Standing Committee meeting and the Council meeting.** The way that standing committees are scheduled creates a quick turnaround, and sometimes impossible timing to submit materials for Council approval.
3. **Working with external parties is a regular roadblock.** Outside parties have different deadlines that don't always line up with City meetings which can delay projects or lead to submitting materials late.

Recommendation: With staff responses in mind, I suggest the Rules Review Committee discuss these questions:


- Are there tools or strategies that can be implemented to both make it easier for staff to be able to provide information, and ensure Council members have enough time to review information to make an informed decision?
- Should the consequence for submitting packet items less than 7 days before a meeting be changed or removed? Currently either the chair waives the requirement, or the rule is suspended, regularly.
- Should there be a policy or procedure for submitting items rather than it being in ordinance?

Responses Overview Closed


Responses

22 

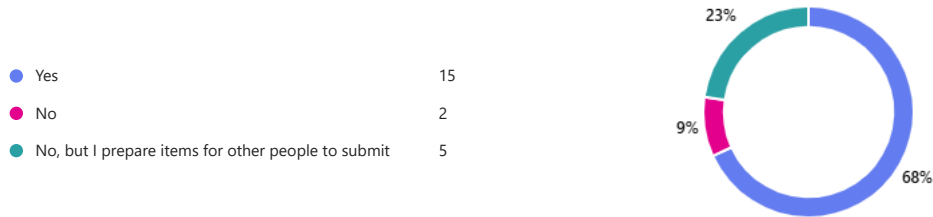
Average Time

11:45 

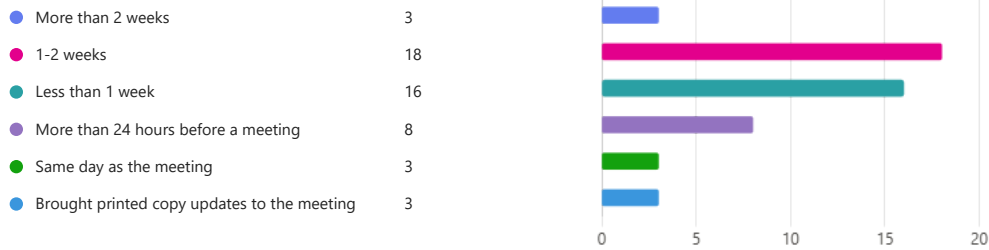
Duration

5 Days 

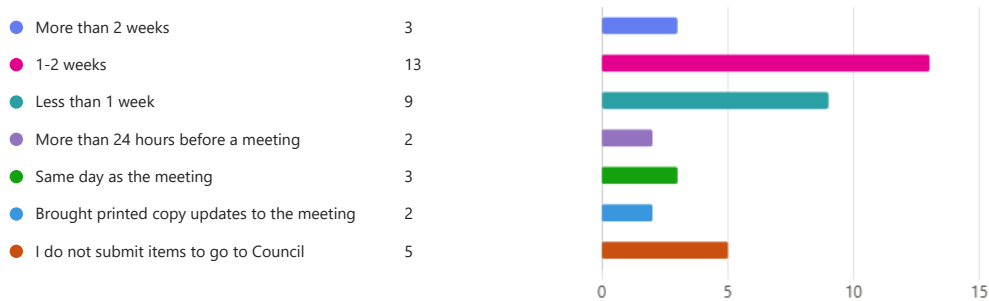
1. Do you personally submit items to the Common Council or Standing Committees



2. How far in advance do you submit items for a STANDING COMMITTEE meeting? (Select all that apply)



3. How far in advance do you submit items for a COMMON COUNCIL meeting? (Select all that apply)



5. Please rate your ABILITY to regularly be able to submit items to committees or council a week in advance. (1 star meaning it is very difficult for you to submit materials a week in advance, 5 stars meaning it is easy to submit materials a week in advance)



4. If you submitted items less than a week before either a standing committee meeting or a Council meeting, please explain the reason (e.g. received document from an outside party late, became aware a contract needed to be renewed, etc.)

18 responses

ID Responses

1	Items or updates from outside parties often received late, updates on budgets/funding not always received in time to ensure agenda is correct
2	Updates to previously submitted info
3	It's usually insurance rates. We don't get our numbers until late that leads to suspension of the rules. We need to have time to set up insurances.
4	Ad Hoc meetings where it's 5 days to set up a meeting from when an application has been submitted.
5	Obtaining timely information from developers or other external project partners can sometimes be challenging.
6	It is typically due to receiving a document or information late.
7	Other Committee/Commission action takes place less than a week prior. Late emergent situations come up and need decisions. Packet information and resolutions delayed due to internal review.
8	In the case of waiting to shepherd documents obtained from an outside party, it can range all the way to uploading the packet the day of a Council meeting; sometimes communications are forwarded to the Council, or brought to the meeting the day of (in the case of closed session); the goal is always to make sure the client has the most updated information possible and that is not always possible 6-7 days before a stated meeting. Staff ability to be timely sometimes depends upon the timely response of others outside of our control.
9	Combination of waiting on outside parties and standing committee schedule. Our Committee meeting is Tuesday the week before Council. We need the next day to refine packet materials and complete Resolutions. We can typically complete materials the following day.
10	The quick turnaround between the committee and the Council meeting makes it really difficult to meet the deadlines. Waiting until the next Council meeting for approval is also not always feasible to meet state requirements or the next required steps in the process.
11	Some items not known or completed until that time frame.
12	At times, items have gone from committee to council in the same night. This is something we try to avoid, but there are times, for example with grants, when expedited approval by council is necessary to meet the timelines set by the grantor.

ID Responses

13	Emergency issue that needed approval and couldn't/shouldn't wait for the next meeting.
14	Item was of significant importance or meeting schedules didn't allow for the required time lapse
15	too much work to do.
16	Item(s) received late to include on agenda or awaiting approval from Chair for okay to publish agenda
17	Additional information to add/supplement
18	Received a request from an outside attorney/party last minute, received a request from other departments untimely.

6. Please provide any feedback to the Rules Review Committee and potentially the Committee of the Whole as they discuss potential revisions to this current Standing Rule. This includes any difficulty, or logistics from a staff member's perspective that the committee members may not be aware of.

18 responses

ID Responses

1	<p>Waiting on outside parties that do not follow our deadlines, even when given, is the most common reason for only submitting an agenda or not knowing if a certain topic can be on the agenda until the week of. Many times, a portion of the supporting documents are available, but we are waiting on further information to be included in the packet that may not be provided to us up until the time of the meeting.</p>
2	<p>One difficulty is mailing: amendments/revisions are made or when USPS is behind on mailing packets. I think I have ample time but then discovered that the committee didn't receive it until that morning or haven't seen their packet at all. Most of the time, I print out extra packets and bring to the meeting, worried that they have not received it. Being timely is also difficult because not every agenda item is the same.</p>
3	<p>I only forward prepared agendas to Council and the media. There are typically no issues.</p>
4	<p>While I understand and support the goal of having packets available one week in advance, meeting this timeline can be challenging. We often rely on third-party partners who may delay or lack timely communication, which can impact our ability to finalize materials on schedule. While this isn't always the case, it does occur occasionally. If we are unable to bring items to Council due to these timing issues, it could result in unnecessary project delays—particularly during the summer months when Council follows a modified/summer schedule. Given how long project development already takes, added delays could significantly impact progress.</p>
5	<p>When items are submitted late, the majority of time it is due to waiting to receive information from another party. Some times items need to be moved quickly from the standing committee to Council. Providing information for Council a week in advance can be difficult depending on when the standing committee meets.</p>
6	<p>A more practical approach for this rule would be 7-days for a council/committee agenda and five days for the resolution and packet material. I also believe for standing committees the Review Committee should consider making it a rule for DRAFT resolutions to be completed and included in Committee packets for items that need to go to council.</p>
7	<p>While I appreciate the necessity of media and elected officials to know when they do not have to stop checking their packets, the choices, unfortunately, are the same. Either the Council decides to impose a hard stop and change their rules to different times, or keep the current rules, after which no updated material will be provided. This means the Council will have to decide to vote on what is included in the packet, or defer consideration to the next regular business meeting.</p>

ID Responses

8	As I stated earlier, our schedule of meetings makes it difficult. We need time to prepare the materials the day after the meeting.
9	To present complete items to Council, there is a lot of prep work that is required before they can be submitted. This includes research if there were similar items approved previously, potential collaboration with other staff or departments, and drafting a staff memo, completing the committee minutes if needed, and creating a well-constructed resolution. If done well, this takes several hours to complete for one item. Notifying Council and getting approval for items is one of the many important tasks that I do regularly, which leads to time constraints.
10	Many items need approval/review or signatures from Finance or City Attorney which isn't always able to be obtained in a timely manner.
11	Please clarify who exactly should receive staff reports for each committee and who is responsible for drafting resolutions.
12	It would be helpful to have a guide to direct staff what committee(s) and what order, requests/proposals should go to. Opinions seem to vary by council member.
13	I only submit items on a limited basis for special projects, for which I typically have enough notice and planning for when to submit.
14	It is often difficult to receive the necessary feedback or information prior to a meeting if directed at the previous meeting to compile it.
15	I believe reviewing the standard of other communities would be helpful.
16	n/a
17	It can be challenging to know proper etiquette, rules on open/closed sessions, how to index these on the agenda, what is necessary on the memo, who writes the resolutions, how do you write a resolution, etc. Having an annual training for both staff and council would be extremely beneficial.
18	I feel this rule has been violated more than it has been followed. It seems like suspension of the rules is on the Council agenda quite often. Our office often times is asked to prepare resolutions for other departments. These requests sometimes are not received within time to meet the rule deadline. We are happy to assist, however, supporting documentation is rarely provided thereby having to ask for the information or having to search for it ourselves which causes delays in preparing the resolution.

7. Please provide any suggestions to improve the process to get items through committees and the Common Council

12 responses

ID Responses

1	Allowing additional time for supporting documents to be provided for the packet up until the time of the meeting could prove to be helpful. Then important topics can still be added to the agenda in a timely manner rather than get pushed out a whole month because the supporting documentation wasn't provided immediately with the agenda itself.
2	Each agenda varies from committee to committee. There is no uniformity. I think it'd be great to have them look the same or somewhat consistent. It'd be nice to have some Standard Operating Procedure and/or manual.
3	Schedule Standing Review Meetings: Hold brief weekly or biweekly internal meetings to review pending items for upcoming agendas. This keeps everyone aligned and allows early identification of items at risk of delay. Pre-Council Review/Workshop Options: When appropriate, bring draft items to committees or workshops for discussion prior to formal submission. This allows feedback and early buy-in without the pressure of an immediate vote. Standardize Submission Templates: Create fillable templates for memos, resolutions, and supporting documents to ensure consistency, reduce errors, and speed up the preparation process. Prioritize Time-Sensitive Projects in Scheduling: Allow time-sensitive or grant-dependent projects to be flagged for priority scheduling, especially during summer or holiday schedules with fewer meetings. Offer Council Members Brief Summaries or Overviews in Advance: Provide concise summary memos or optional briefings to Council members ahead of packet distribution for complex or impactful agenda items.
4	Due to the significant number of Committees and meetings it is not always possible to have items to council timely. Consider giving more authority and for certain decision authority to committees as some decisions should not require resolutions. I believe Committees can give updates to the council via report for decisions made. I would also like to see only one council meeting a month as this would allow more time for staff to prepare items for the council and give staff time to have the Committee decisions/minutes prepared without always scrambling every week.
5	1. Train department staff to gather background information and prepare subject matter resolutions. 2. Implement and train staff on CIVICPLUS agenda management software - I am told and hoping this will go a long way in tracking items through committees to Council, as well as provide for a more easily searchable public record of a matter. It should also assist staff in maintaining consistency in describing certain actions for the agenda. 3. Communicate - don't assume. Ask for help with resolutions a week in advance of meetings and provide the background material.
6	1. At the committee meetings, if alders could inform staff if there is any additional information they would like to see included when the items goes to Council for approval, otherwise the exact same information would go to Council. This would help staff and alders have the same expectations to provide enough information, but not bog down the packet with unnecessary pages of information. 2. Move back the packet distribution deadline (6-day rule) to 12pm on Friday the week before to allow

ID Responses

	<p>more time for staff to prepare and submit materials. This would be the final deadline and the packet would not be updated after. 3. Have the resolutions drafted for the committee meeting, so that everyone is on the same page about what is being recommended for approval, and there is less work to do between the committee meeting and Council meeting.</p>
7	<p>Again, an easy-to-follow guide or flow chart could help staff know what is expected. It is frustrating when the expectations seem to change. If the way things were done in the past is no longer acceptable then we need to know what the new process is. I also think getting a clear list of council approved priorities would be very helpful. It sometimes seems like the priorities we are given don't match the expectations for service we provide.</p>
8	<p>Enforce the 6(B) Filing rule which requires that a proposed ordinance or resolution shall be filed in the office of the Clerk no less than seven days prior to that scheduled Council meeting at which the measure is to be introduced. This ensures a definitive mechanism for what items can and can not go on the agenda and saves staff time by eliminating the overtime needed to create the agenda and packet when items are not submitted on time.</p>
9	<p>Shortening the timeframe would be beneficial.</p>
10	<p>It would be helpful to have regular (annual?) training for all applicable staff about the entire process of what needs to go to a committee, when an item needs to go to multiple committees, writing resolutions for Council, and what needs to go to Council after approval from committee(s).</p>
11	<p>It can feel redundant to meet several times a week at multiple committees to discuss the same topic over and over again just to rehash it again at common council. Streamlining these meetings or submitting questions ahead of time for staff that could be easily answered in an online forum for all members to see could be helpful.</p>
12	<p>When you hold your resolution writing training, stress that if a staff member is requesting another department to prepare a resolution that ALL supporting documentation be provided in order to draft a comprehensive resolution.</p>

RULES REVIEW COMMITTEE

Date and Time: Monday, March 31, 2025 @ 5:15 pm., Council Chambers

Members Present: Gary Gisselman, Terry Kilian, Michael Martens, Becky McElhaney, Vicki Tierney

Others Present: Attorney Anne Jacobson, Mayor Doug Diny, Lisa Rasmussen, Lou Larson, Carol Lukens, Tom Neal, Kaitlyn Bernarde

In accordance with Chapter 19, Wisc. Statutes, Notice of this meeting was posted and sent to the Wausau Daily Herald in the proper manner.

1. Call to Order

The meeting was called to order by Clerk Bernarde at 5:17pm.

2. Election of Chairperson

Nomination of Gary Gisselman for Chairperson by Alder Kilian. Alder Gisselman accepted the nomination. No further nominations. Bernarde closed nominations and moved to cast a unanimous ballot for Gisselman as chairperson and turned the meeting over to Gisselman.

3. Election of Vice Chairperson

Nomination of Becky McElhaney for Vice Chairperson by Alder Tierney. McElhaney declined the nomination. Nomination of Vicki Tierney by Alder Kilian. Tierney accepted the nomination. Seeing no further nominations, Alder Gisselman moved to close nominations. Motion to cast a unanimous ballot by Martens. Second, by Kilian. Motion passes 5-0.

4. Discussion and Possible Action on Public Comment during Committee and Common Council meetings

Kilian discussed allowing public comment at the beginning of the meeting on any subject, not just for items on the agenda. Tierney requested that the council and committees stick to three minutes per person and be consistent across meetings. McElhaney did not want to limit anyone to three minutes in standing committees. Gisselman requested public comment to be added to each standing committee meeting. Discussion continued whether the chair of the meeting should be able to allow public comment on each individual item, as is allowed under Roberts Rules of Order.

Motion by Kilian to amend the ordinance of the Standing Rules of the Common Council to have Public Comment agendaized on every standing committee agenda related to agenda items. Second by Tierney. Motion carries 5-0.

5. Discussion and Possible Action amending Rule 5 Order of Business of the Common Council

Martens requested a statement read aloud at the beginning of the meeting to advise attendees on how meetings are run, their values and expectations, like at the Wausau School District Board of Education meetings.

Rasmussen stated at the podium a request to remind people to maintain decorum during meetings and requested that they create a policy regarding signage.

Tierney stated she felt personal attacks should not be allowed.

Larson stated at the podium his concern with the mayor's statement at the beginning of the meeting. Lukens stated at the podium she agreed with the recommendation to have a statement read aloud at the beginning of the meeting.

Gisselman stated he and the Clerk will work to create a template language that can be used. He stated he understood presentations are allowed under Rule 3 if they are agendized for the mayor and alders to speak.

Rasmussen stated from the podium that the Council retains control over the agenda even though the mayor signs it, and that the statement at the beginning of the Council agenda is a new standing item and was not added by the Council.

Gisselman requested to clearly identify what Rule Number 3 Presentations means.

Martens clarified they were speaking about two different rules. Item 6 is in the Council Rules, and previous mayors have rarely used the rule. He stated they need information on how it has become part of the Order of Business to figure out the intent when it was added.

Neal requested from the podium more detail on what the placeholder agenda item is going to talk about to give proper notice to the Council, public, staff, and media.

Kilian and Tierny were comfortable with the standard item and felt it was appropriate but requested more information on what the communication is going to be about. Tierney stated she expects the same decorum from the chair to each alderperson to each citizen who presents.

Lukens from the podium stated it would be helpful if information was in the packet if agendized.

Kilian questioned if we would have to look at legality of restricting 1st amendment rights if signage is restricted. She questioned if they would allow clapping at all.

Lukens from the podium clarified that clapping in hostility is not decorum. She questioned if they could have a training on decorum from an organization like WIPPS. She and Kilian agreed that attendees should feel safe during meetings.

Gisselman stated that decorum must be brought up by the chair of the committee and must be set by the chair of the committee about their expectations of the audience and how people behave.

Larson from the podium stated that if the mayor is allowed to speak at the beginning of the meeting, then the alders should be allowed to respond.

Tierney stated that alders' responses should be included in the packet or also be agendized ahead of time and not be a kneejerk reaction. Gisselman stated he could see forwarding comments to the appropriate standing committee instead of engaging in dialogue. Martens stated that requiring alders to include their response in the packet ahead of time was opening a can of worms. McElhaney stated that items need to be descriptive enough to comply with the Wisconsin Open Meetings Law to allow the public to understand what will be talked about. Kilian recommended keeping the placeholder item, but that it be detailed enough on the agenda.

Mayor Diny from the podium stated that meeting decorum has been an ongoing problem for years. He stated mayors make comments in other cities including Green Bay, Sheboygan, and Stevens Point.

Gisselman stated this committee is for the ultimate interest of the citizens for how the City of Wausau operates with good intention includes open meetings, decorum, and letting people know what the agenda is about. Kilian stated the mayor should be allowed to make short extemporaneous remarks. Gisselman stated he felt it should still be agendized. Tierney stated he should vacate his chair if he wants to speak on a question. Gisselman stated the clerk should more clearly agendize items brought to the floor by the

mayor. Gisselman said they can speak on this at their next meeting. McElhaney requested an opinion from the parliamentarian if the item is not clearly stated on the agenda, is it an open meeting violation. Kilian asked if the parliamentarian reviews every agenda item for compliance with the open meetings law.

Mayor Diny stated he reviews every agenda with the directors before it is published.

McElhaney questioned why more information could not be provided ahead of time on the Mayor's Communications. Gisselman stated the items coming to the City Council have to be clearly identified so the public knows what the alderpeople and mayor are going to say, and presentations have to be detailed.

6. Discussion and possible future agenda items

Martens requested development of a statement before public comment. Bernarde recapped requests for the next meeting:

- An opinion from the City Attorney on signs in meetings
- An opinion from the City Attorney on the dangers of violating the Open Meetings Law

Adjourn

Motion by Martens, second by Kilian to adjourn. Motion carried 5-0. Meeting adjourned at 6:45pm.

RULES REVIEW COMMITTEE

Date and Time: Tuesday, May 6, 2025 @ 6:30 pm., Council Chambers

Members Present: Gary Gisselman, Terry Kilian, Michael Martens, Vicki Tierney

Members Excused: Becky McElhaney

Others Present: Attorney Anne Jacobson, Mayor Doug Diny, Clerk Kaitlyn Bernarde

In accordance with Chapter 19, Wisc. Statutes, a notice of this meeting was posted and sent to the Wausau Daily Herald in the proper manner.

1. Call to Order

The meeting was called to order by Chair Gisselman at 7:06pm.

2. Approval of minutes from previous meetings (10/13/2021, 03/31/2025)

Motion by Tierney. Seconded by Martens. Motion carries 4-0.

Public comment given by Tom Kilian, 133 E Thomas St, Wausau.

3. Discussion and Possible Action on the Revised Rule 5 Order of Business of the Common Council

Gisselman introduced a draft Rule 5 ordinance for discussion. It struck "Reports of City Officers," and "Unfinished Business from Previous Meetings". It Revised number 12 to remove "New Business." Kilian provided a copy of the Wisconsin State Statues for §62.09(8) that identifies the mayor may make recommendations to the Council. Kilian felt the Communications from the Mayor should be left on the agenda, and he should be specific on the agenda, and it should be consistent throughout the agenda.

Gisselman stated the draft ordinance will be revised and brought back for the next committee meeting.

4. Discussion and Possible Action on meeting decorum

a. Restricting signage during City Council, board, committees, and commission meetings.

Gisselman stated he is hesitant to restrict signage at Council meetings, as the legality of the first amendment is uncertain. Jacobson stated it would require more research to determine the legality. Kilian felt unless the signage was disruptive or dangerous, it helps make our democracy and should be celebrated. The committee will not move forward with creating a rule restricting signage.

b. Creating a statement to be stated during meetings and/or placed on agendas.

Bernarde stated she drafted proposals based on the Wausau School District Board of Education meetings, one statement at the beginning of the meeting, and one before public comment. Martens state it was a good idea to state before giving public comments and liked the Wausau School District's statement.

c. Creating a decorum section in the Standing Rules of the Common Council.

Martens thought it was important to be reminded of the rules. Gisselman stated it will come back with more words on that.

5. Discussion on what is included in a Common Council packet and deadlines for inclusion in the packet.

Tierney state she wanted a hard stop 24 hours before a meeting. Jacobson stated its 7 days to have agenda items to the Clerk, 6 days for packet materials. Martens questioned if creating a rule would prohibit getting the latest information, which Gisselman confirmed. Kilian stated she would like elected officials to have the option to request information be put into the packet. Bernarde stated that it is not the current practice, but it would be put into the packet. Bernarde stated that it is not the current practice, but it would be helpful to have a procedure for staff to know whether to include it or not. Kilian stated it it was a difficult process to get information added to the packet. Bernarde stated she was seeking feedback because staff are working backwards to prepare materials to meet the 7-day deadlines before a meeting. Tierney stated she wanted a 48-hour hard stop, to be able to find

resources you want to share. Martens stated sometimes emergency things come up that staff need to add later. Gisselman stated they would work on wording for a hard stop.

6. Discussion on materials needed for appointments and reappointments to boards, committees, and commissions.

Tierney stated she wants to see a complete application or resume because they are important positions. Kilian stated she wanted to invite appointees to introduce themselves. Martens stated he likes the electronic form where they have to state their name, brief history, why they want to serve and would like to see references. Tierney is unsure of requiring references. Gisselman stated we can continue the conversation.

7. Discussion of possible future agenda items

Tierney stated she still wanted the Mayor's Comments and Suggestions to be an option. Gisselman stated the specificity would be needed. Jacobson stated that any changes would go to a meeting of the Committee of the Whole prior to going to Council. The next meeting will be on Tuesday, June 3, after the Economic Development Committee meeting.

Adjourn

Motion by Kilian, second by Tierney to adjourn. Motion carried 4-0. Meeting adjourned at 8:09pm.

RULES REVIEW COMMITTEE

Date and Time: Tuesday, June 3, 2025 @ 6:30 pm., Council Chambers

Members Present: Gary Gisselman, Terry Kilian, Michael Martens, Vicki Tierney

Members Excused: Becky McElhaney

Others Present: Attorney Anne Jacobson, City Clerk Kaitlyn Bernarde

In accordance with Chapter 19, Wisc. Statutes, a notice of this meeting was posted and sent to the Wausau Daily Herald in the proper manner.

1. Call to Order

The meeting was called to order by Chair Gisselman at 6:35pm.

2. Approval of minutes from previous meetings (05/06/2025)

Motion by Martens. Second, by Kilian. Kilian requested to revise the minutes to accurately record her remarks that she indicated elected officials would *have the option* to put materials in the packet that are germane to the agenda. Motion on the revised minutes carries 4-0.

3. Discussion and Possible Action on the Revised Rule 5 Order of Business of the Common Council

Bernarde stated the draft ordinance added reading of City of Wausau Common Council statement, added memorials and proclamation items that could potentially be on an agenda, and moved proclamations down to with the Mayor's Comments and Recommendations since they come from the Mayor's Office. Jacobson stated the same five agenda item terms are consistent with Rule 6. Martens questioned if insurance claim reports would be captured if Staff Reports were eliminated. Jacobson stated they would be under Committee Reports which are not reported on by staff, or voted on, but placed on file. Motion by Kilian, second my Martens to approve revisions to Rule 5 and pass to the Committee of the Whole. Motion carries 4-0.

4. Discussion and Possible Action on the Revised Rule 6 Introduction of Business

Kilian questioned if we were sticking to the 6- or 7-day rule with the added last redistribution clause. She stated that previously they were adding items in an emergency but then started adding things all the time. Jacobson confirmed that there currently is a rule that "6 days prior to that scheduled meeting packets must be available for distribution." She said the proposed added clause could be modified to state, "In no case will packet materials be accepted after close of business the preceding week." Tierney stated there are small times when you're waiting for information, but when multiple things get added, it gets out of control. People need time to decide if they need to ask questions or look into an item more. Jacobson stated she would like to make the clause clearer, but that she understood the committee's intent. Motion by Kilian to approve Rule 6 and move onto the Committee of the Whole. Second my Tierney. Motion carries 4-0.

5. Discussion and Possible Action on meeting decorum

a. Creating a statement to be stated during meetings and/or placed on agendas.

Kilian stated if someone comes to the podium, if they're addressing the chair, maintaining civility and not being disrespectful, they could address a specific person. Kilian stated that it should not be in there or identified differently. Gisselman suggested adding in "city staff". Bernarde clarified that in the example Wausau School District's statement it was specific to protect children, and so maybe it does not apply the same to the City Council. Martens questioned if Roberts Rules of Order prohibits specifically naming individuals when making a comment. Gisselman stated staff will research the item further before striking the statement.

b. Restricting signage during City Council, board, committees, and commission meetings.

Gisselman stated that he understood the committee would not make a rule restricting signage, and then it would be up to the chair to prohibit. Jacobson stated in researching, she only found Ozaukee County restricted signage, but no cities in Wisconsin that did.

c. Creating a decorum section in the Standing Rules of the Common Council.

Jacobson stated the state statutes are broad for municipalities to enact your own rules, and if they are not addressed, then is referred to Roberts Rules. She stated several Wisconsin cities' decorum rules were identical to the City of Wausau. Kilian asked if it is up to the chair to enforce decorum and stated the chair should be the arbitrator of what is civil and not disruptive. Gisselman stated rules of decorum have come up several times, and this committee should start bringing it up to be addressed. Martens asked if making the decorum handout available in the Council Chambers would be better as an educational piece. Jacobson stated we could do that educational piece or make a policy statement. Martens asked if it was a policy statement, would it be taken to the Committee of the Whole. Gisselman stated a decorum educational item could be an agenda item at the Committee of the Whole.

6. Discussion on materials needed for appointments and reappointments to boards, committees, and commissions.

Bernarde stated that there are certain requirements to fill certain positions on some committees. She stated that you could add a skill section where people could select the certain qualification criteria they meet. She stated the applicant could submit proof of qualification if they wanted to. Kilian stated that appointees could have the option to address the Council. Tierney suggested adding a question on the application if they would be interested in coming in and talking to the Council and then could be followed up with specific meeting details. Martens stated he wanted the form to be thorough, but not cumbersome. Gisselman stated he understands the committee wants to retool the form and not require additional documents. He stated the form needs to be updated to take off the inactive boards, committees, and commissions, and will bring back to the Rules Review Committee.

7. Discussion of possible future agenda items

Gisselman introduced the two listed items. No other items were suggested. The next meeting will be on Tuesday, July 1st at 6:30pm, following the Economic Development Committee meeting.

Adjourn

Motion by Tierney, second by Martens to adjourn. Motion carried 4-0. Meeting adjourned at 7:27pm.

RULES REVIEW COMMITTEE

Date and Time: Tuesday, July 1, 2025 @ 6:30 pm., Council Chambers

Members Present: Gary Gisselman, Michael Martens, Terry Kilian, Becky McElhaney, Vicki Tierney

Members Excused: None

Others Present: Attorney Anne Jacobson, City Clerk Kaitlyn Bernarde

In accordance with Chapter 19, Wisc. Statutes, a notice of this meeting was posted and sent to the Wausau Daily Herald in the proper manner.

The meeting was called to order by Chair Gisselman at 6:30pm.

1. Approval of minutes from previous meetings (06/03/2025)

Motion by Kilian. Second, by Martens. Motion carries 5-0.

2. Reconsideration of the Revised Rule 5 Order of Business of the Common Council

Gisselman stated related to Mayor's Comments and Suggestions, the Marathon County Board has the comments at the end of the meeting which he feels works well. Kilian felt Mayor's Comments and Recommendations could remain at the onset of the meeting and add announcements at the end of the meeting by alderpersons. Gisselman stated he was concerned that it would lead to a general discussion which would not be appropriate, as it is not related to Council business. Kilian and Tierney agreed that having it agendaized properly that it could not be discussed and would need a brief description of what the mayor will be commenting on. Tierney agreed having it agendaized would make it clearer and satisfy the WI Open Meetings law. McElhaney stated she did not want pre-comments of the mayor's opinion on what the Council will be speaking to. Martens stated in agreement his concerns about whether the Council would feel that they need rebuttal in response. Martens asked if adding item 11, "Announcements from Mayor and Alderpersons" would give alders the ability to make comments from their seats, or if they must go to the podium. Attorney Jacobson responded alders are not members of the public for the purpose of giving public comment, but adding a rule to allow announcements enables alders to give brief announcements.

Gisselman stated Marathon County has a 1-minute time limit per member. Martens and Tierney stated they were in favor of a time limit. Tierney stated that the announcements should not be on any item on the agenda. Martens asked if there was another spot to add a further definition of what communications and recommendations are. Gisselman stated he placed "Announcements from the Mayor and Council," at the conclusion of the business of the Council. Tierney requested the 1-minute limit rule for announcements. Kilian asked if recommendations are different from an announcement, Attorney Jacobson agreed. Kilian stated to Comments and Recommendations is appropriate if it is specific to not be on any agenda item. Tierney liked the announcements at the end of the meeting.

Gisselman stated they would place "Communications and Recommendations from the Mayor," back in with the subject clearly identified and for items not appearing on the agenda. Jacobson added leaving in Item 11 with the 1-minute in length rule. Bernarde asked for clarification if Item 11 should be left as is with announcements from the Mayor and Alderpersons, or only the Alderpersons. Verbal consensus to leave as "Announcements from the Mayor and Alderpersons." Gisselman stated after this meeting, the Committee would be ready to call for a Committee of the Whole and take this item.

3. Reconsideration of the Revised Rule 6 Introduction of Business

Bernarde stated staff have been working to incorporate a hard stop for additions to the packet. Bernarde presented the staff memo and internal poll she conducted to determine what restrictions there were and possible strategies to make it easier for alders to consume information and staff to get the information to elected officials. Bernarde stated the change staff made to Rule 6 since the last committee meeting.

Tierney stated her concern about public comment. McElhaney stated her frustration with getting packet information shortly before meetings, as it is becoming a more regular occurrence. She relayed frustration from residents and felt there was no carrot to get information out timely. She questioned if they are not making great decisions because there is not enough time. Tierney agreed with McElhaney and is working on the fly when information comes out late. Kilian stated she agreed with McElhaney and Tierney, and if something is pending, it makes it impossible for the Council to make an informed decision and stated she would leave the statement as is. Bernarde questioned if the last sentence should be struck. Jacobson suggested striking “presiding officer of” and it would state, “...the Council or Chairperson of the Committee may waive this requirement” to follow current practice. Martens stated the Finance Committee typically has pending items right before the Council. McElhaney noted Finance has two meetings a month that items could go through Gisselman suggested looking at the schedule of committee meetings to the Council meeting at a future meeting. Gisselman stated the adjustments to Rule 6 adding the highlighted additions and striking out “presiding officer of”. Kilian asked if they just need a brief statement instead of full writing. Attorney Jacobson suggested striking “contain a brief statement of their content,” since people are required to submit a full resolution. Gisselman stated Rule 6 would be passed along to the Committee of the Whole by consensus with the changes.

4. Discussion and Possible Action on creating a statement to be stated during meetings

Kilian questioned if limiting the ability to address people by name is stifling first amendment rights. Jacobson stated she would be inclined to strike that line. Tierney stated that people should be reminded to be respectful, and if people conduct threatening behavior, they should be removed. Martens stated the issues with public comment are that comments are not being directed to the chair. Tierney agreed that it should not be a personal attack but addressed to the chair. Gisselman summarized they would strike “public comments may not identify specific personnel by name,” and it would go to the Committee of the Whole.

5. Discussion on materials needed for appointments and reappointments to boards, committees, and commissions.

Bernarde stated there were 15 different specific qualifications and 3 different skills identified in the makeup of committees and asked if they wanted another question added to capture this. Martens stated in the last question, they could provide that information. Tierney suggested changing the question on interests to, “Please expand on why you are interested in serving on your selected boards, committees, and commissions?” The committee and staff agreed on removing these boards from the Area of Interest: Policing Task Force, Solar Array Task Force, Board of Canvassers, City County IT Commission, Neighbor 2 Neighbor Committee, Safe Elections Task Force, Board of Public Works, Dog Park Committee, and Legislative Committee. Gisselman stated he would make those corrections.

6. Discussion and possible action recommending the final report on duties of boards, committees, and commissions

Jacobson introduced her draft report which went to each standing committee in 2024 which was changed from the 1964 report. She stated the descriptions of the duties of each committee were captured. Jacobson will bring back the final report for the next meeting.

7. Discussion and possible action on creating a process of re-staggering appointment terms

Postponed to the next meeting.

8. Discussion and possible action on a summary of recommendations of proposed rule changes to the Committee of the Whole

Gisselman stated the listing is in the packet. Jacobson confirmed the committee report would be approved by Council and then placed on the city website.

9. Discussion of possible future agenda items

Gisselman stated they would place reviewing the standing committee regular meeting dates at the next meeting. The next meeting will be on August 5th following the Economic Development Committee meeting at 6:30pm.

Adjourn

Motion by Tierney, second by Martens to adjourn. Motion carried 5-0. Meeting adjourned at 7:32pm.

DRAFT