



City of Madison

Meeting Minutes - Final

COMMON COUNCIL

ORGANIZATIONAL COMMITTEE

City of Madison
Madison, WI 53703
www.cityofmadison.com

Tuesday, June 5, 2007

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room 103A (City-County Building)

Present: Brenda K. Konkel, Satya V. Rhodes Conway, Robbie Webber, Judy Compton, Michael Schumacher and Joseph R. Clausius

Excused: Michael E. Verveer and Tim Bruer

Others Present: Dave Faust, Information Technology staff, Sarah Edgerton (Information Technology staff, Michael May, City Attorney, George Twigg, Mayoral Assistant, David Denig-Chakroff, Water Utility Manager, Janet Piraino, Mayoral Chief of Staff, Rosemary Lee and Maribeth Witzel-Behl, City Clerk (arrived at 5:36 p.m.)

Ald. Brenda Konkel called the meeting to order at 4:36 p.m.

APPROVAL OF MINUTES

Approval of the Common Council Organizational Committee minutes from May 15, 2007.

A motion was made by Webber, seconded by Rhodes Conway, to Approve the Minutes

Ald. Judy Compton requested that alders who are late to CCOC meetings be listed as "late" versus "absent". Lisa Veldran, Council staff, will investigate a way to note that CCOC members are not listed as "absent" at the beginning of CCOC minutes if they are only late. The motion passed by acclamation.

UPDATES

[06639](#)

Update: Wireless Technology - Rich Beadles, Information Services

A motion was made by Webber, seconded by Rhodes Conway, to Rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE, due back on July 3, 2007 Rich Beadles from Information Technology was unable to attend the meeting. He requested that this item be rereferred to the July 3, 2007 CCOC meeting. The motion passed by acclamation.

[06640](#)

Update: Legistar Upgrade - Sarah Edgerton and Dave Faust, Information Services

Attachments: Primary Features Legistar 5

Dave Faust indicated that the upgrade to the Legistar software is scheduled for mid-August 2007. Mid-August was chosen because there is only one Common Council meeting (8/7/07). CCOC members had questions on what new features would be present with the upgrade. Sarah Edgerton stated that she would email members a list of the new features (attached to this file).

Ald. Michael Schumacher asked what alders had access to the database. Lisa

Veldran indicated that Ald. Brenda Konkel and Ald. Zach Brandon currently had the database loaded on their laptops. These alders were chosen to "test drive" the software so that adjustments could be made if needed. She indicated that with the impending upgrade she advised IT staff to hold off on installing Legistar on all alder laptops.

Ald. Konkel had concerns that Legistar issues that had been identified in the past would not be addressed with the upgrade.

Ald. Mike Verveer arrived at 4:42 p.m.

Present: Michael E. Verveer, Brenda K. Konkel, Satya V. Rhodes Conway, Robbie Webber, Judy Compton, Michael Schumacher and Joseph R. Clausius

Excused: Tim Bruer

DISCUSSION ITEMS

06418

Discussion Item: Public Use of Legistar - Suggested Improvements - Ald.

Brenda Konkel

Attachments: Ald Konkel's Response to Responses, Responses to Ald. Konkel from Legistar Project Team, Memo dated 5/15/07 from Ald. Konkel

David Faust indicated that many of the questions that Ald. Brenda Konkel noted in her memo were procedural in nature.. He had asked Maribeth Witzel-Behl, City Clerk, to attend the CCOC meeting to address those procedural issues. (Mr. Faust stated that Ms. Witzel-Behl had an appointment at 3:30 p.m. and was going to try to attend the CCOC meeting.)

Sarah Edgerton indicated that Legistar protocols needed to be drafted by the Legistar team and the Clerk's Office and then added to the APM. The Clerk's Office can then use the protocols to respond to complaints that staff are not following the APM policies.

Ald. Brenda Konkel stated that her questions in the memo were written off the top of her head and asked other alders to contribute their questions. She also indicated that there had been a CCOC subcommittee to address Legistar issues and that currently there was no venue.

Sarah Edgerton stated that the upgrade should be installed first and then see if Ald. Konkel's questions would be addressed. After it is installed, if there are still outstanding questions the team should go back to see if they can be addressed either by Daystar or by IT staff (programming).

Ald. Judy Compton asked who's job it was to hold staff accountable to the Legistar policies: the Mayor's office, the Clerk's office, or the department head.

Dave Faust stated that there is an educational piece missing in the implementation of Legistar and that this can be addressed with more training. Lisa Veldran noted that some staff may not be aware that they can take action on the Legislative File immediately following a meeting and go back later to add the verbose text (meeting minutes).

Other issues identified:

Ald. Michael Schumacher

- a. Would like to see a flow analysis done for Legistar
- b. Questioned whether minutes posted in Legistar needed to be approved first before posting on-line.

Ald. Satya Rhodes-Conway

- a. She was experiencing problems with clicking on the Council agenda on the web. She noted that when you click on a file and go back to the agenda, it takes you to the top of the agenda vs. to where you left off.
- b. Noted that there were user fixes but there may be a few things that are technical fixes and the vendor might be able to fix them now before the upgrade.

Ald. Mike Verveer thanked Ald. Konkel for her questions and for IT staff for

answering them. He articulated next steps:

1. Asked Ald. Konkel if she still intended to refer the resolution approving funding for the upgrade on tonight's Council agenda to CCOC. Dave Faust was concerned that it would extend the timeline for installation. Ald. Konkel indicated that it was her concern that there was no detail to the purchase. Dave Faust stated that it was standard language used for all software support purchases - the upgrade is free but the assistance is not. Ald. Konkel was satisfied and stated that she would not refer the resolution to CCOC.

2. Ald. Verveer asked for volunteers to meet with IT staff on the procedural issues identified. Ald. Brenda Konkel and Ald. Michael Schumacher volunteered. Ald. Verveer requested Council staff to contact Ald. Zach Brandon to see if he was also interested in meeting with this group.

[05581](#)

Discussion Item - Sponsorship Process for Substitute Ordinances/Resolutions

Attachments: Draft Memo re: Procedures for Alternates and Substitute Ordinances and Resolutions (5/22/07), APM 3-1, Definitions: Substitute, Alternate and Amended Ordinances, Draft Memo re: Procedures for Alternates and Substitute Ordinances and Resolutions (3/20/07), Draft Memo re: Procedures for Alternates and Substitute Ordinances and Resolutions (3/6/07), Substitute Procedure Memo 3/1/07 from T. Peters/M. May, M. May Email "Substitute Ordinances" dated 1/10/07, T. Peters Memo "Substitutes" dated 2/7/07, Ald. Golden Memo "Sponsorship and Substitute" dated 2/6/07

A motion was made by Rhodes Conway, seconded by Compton, to Accept Michael May reviewed the revised memo on procedures for alternate and substitute ordinances and resolutions. He did not receive any responses from CCOC members to the email he sent previously asking for any other changes. He indicated that this would be a memo from him and that changes in the Mayor's APM 3-1 will need to be revised to align with the policies contained in the memo. He noted two particular items:

1. The Mayor will no longer be listed first on the sponsorship lines (this was done as a courtesy). The first person listed on the sponsorship line is the lead sponsor of the legislation.
2. The original sponsors will stay on any substitute legislation drafted unless they request to be taken off.

Ald. Judy Compton thought two separate lines should be created for sponsorship. Example:

Lead sponsor: Ald. Judy Compton

Co-sponsors: Mayor Cieslewicz, Ald. Brenda Konkel, Ald. Tim Bruer

Ald. Satya Rhodes-Conway thought that the revised memo was clearer and wanted to know what the next step would be. Michael May noted that he would send this document out as a memo from the City Attorney and work on aligning the APM 3-1 with the new policies.

Ald. Brenda Konkel requested that the word "always" be deleted from the following sentence on page 1:

"The lead sponsor, that is, the member who first requested that the resolution or ordinance be prepared, should [strike word "always"] be the first name listed on the legislation."

Michael May indicated that he would make the change in the memo.

Ald. Brenda Konkel had concerns about legislation not having a sponsor and the ordinance or resolution coming before the Council. Mike May indicated that it cannot come before the Council but that a report from whatever committee the legislation was referred to would indicate that the item had no sponsor.

Ald. Judy Compton had concerns about the historical record of original sponsors (e.g. Neighborhood Conservation District sponsored by former Ald. Judy Olson) and how that would be preserved. Ald. Mike Verveer stated that information is preserved but that if a substitute was created new sponsors would appear and the original version keeps the original sponsor(s).

Ald. Brenda Konkel questioned how sponsors were to request that their name be removed from legislation. Mike May indicated that the request should go through the Clerk's office.

The motion was made and seconded to accept Mike May's memo as amended and that it be issued by July 1, 2007 and that the Mayor's APM 3-1 would be amended to reflect the changes indicated in the memo no later than August 30, 2007. The motion passed by acclamation.

Agenda Item #9. Legislative File No. 06669 was taken out of order.

[06669](#)

Discussion Item: Legislative File No. 06305 - RES-07-00582 - requesting the CCOC make recommendations regarding increasing size of Water Utility Board and receiving regular reports regarding the Water Utility (Common Council adopted 5/15/07)

Attachments: Adopted Resolution Leg. File No. 06305, City Attorney Memo dated 5/31/07, Memo from Ald. Rhodes-Conway re: Water Utility Reports

A motion was made by Rhodes Conway, seconded by Webber, to Rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE, due back on July 3, 2007 Ald. Brenda Konkel thought that alders were receiving numerous complaints from their constituents regarding water issues. She proposed the following actions be taken in her resolution:

1. Recommend increasing the Board of Water Commissioners increase their membership to 7 commissioners including adding another alder.
2. Create a mechanism that would include various reporting requirements, list of topics and procedure for regular reports from the Water Utility/Board of Water Commissioners to the Common Council.

Ald. Satya Rhodes-Conway reviewed her memo to the CCOC members (see memo in attachments) that expanded on the reporting issue.

Ald. Mike Verveer indicated that Water Board Commissioner George Meyer had approached City Attorney May about his concerns on the negative quorum rules and its effect on commissioners due to its size. Ald. Verveer said that this request arose at the same time as Ald. Brenda Konkel's resolution.

City Attorney May indicated that he is in the process of redrafting MGO Chapter 13 to comply with State Statutes so that the City avoided having a "hybrid" utility commission and clarifying City practices with respect to utility operations which are not strictly in compliance with state law (see memo in attachments).

Ald. Rhodes-Conway had concerns with keeping the Water Utility budget separate from the general budget. Mike May indicated that his proposed changes would not place the water utility budget within the general city budget.

Water Utility Manager, David Denig-Chakroff, indicated that he has had concerns with the way city ordinances were written and was pleased that City Attorney May was proposing ordinance changes to make them clearer and align with State Statutes.

Ald. Brenda Konkel asked if appointments needed to be 5 year terms. Mike May said no. Ald. Konkel stated that she preferred 3 year terms. Mike May indicated that the Board of Water Commissioners is reviewing this issue on June 19, 2007 and that the Mayor would then be introducing changes to the composition of the board.

Ald. Judy Compton indicated that she supported 5 year terms because they would not be subject to the political whim of any mayor. She believed that people who would be willing to serve 5 years would be committed to the board and its mission.

Janet Piraino indicated that the Mayor was not opposed to adding another alder to the board but that he would want any additional appointment be someone with a financial and/or organizational background. She indicated that having no fewer than one alder and not more than two alders would be acceptable ordinance language.

Ald. Michael Schumacher indicated that he supported 3 year terms because it allowed for different areas of expertise by members.

Ald. Satya Rhodes-Conway stated that the commissioners would like to see someone appointed to the board with a financial or organizational background/expertise.

Ald. Satya Rhodes-Conway moved, seconded by Ald. Judy Compton to recommend to the Council that the size of the Board of Water Commissioners be increased to seven (7) voting members and that one of the two (2) new members may be an additional alderperson.

Ald. Judy Compton made a friendly amendment to the main motion that the term limits be limited up to 5 years. Motion was accepted as friendly.

The motion as amended was approved.

The discussion on the reporting issue. Ald. Satya Rhodes-Conway thought that having regular reports to the Council was a great idea. Particularly various data on water quality, pipes, wells, staff reports, quarterly well reports, etc.

David Denig-Chakroff addressed the issue of reports. He noted that he has been forwarding the monthly reports that he sends to the Mayor, to alders (as part of the 10 Point Progress plan). This report contains items that are provided to the Board of Water Commissioners on a monthly basis. Most of the information appears on the agenda and was available to the alders and the public. Ald. Verveer thought maybe Water Utility staff could send an email to all alders with a link to the Board of Water Commissioners agenda every month. David Denig-Chakroff stated that there was not a summary of consumer complaints but it could easily be created.

Ald. Brenda Konkel noted that none of the attachments to the Board of Water Commissioners agenda were in Legistar.

Ald. Satya Rhodes-Conway moved, seconded by Ald. Robbie Webber that the discussion on reports be re-referred to the July 3, 2007 CCOC meeting. The motion passed by acclamation.

06051

Discussion Item: Madison General Ordinance Chapter 2 - by Ald. Brenda Konkel

Attachments: Ald. Konkel's Suggested MGO 2 Changes, MEAC Memo to Mayor and Council President.pdf

A motion was made by Rhodes Conway, seconded by Webber, to Rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE, due back on July 3, 2007. The motion passed by acclamation.

06417

Discussion Item: Tracking reports requested by the Common Council - Ald. Brenda Konkel

A motion was made by Rhodes Conway, seconded by Webber, to Rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE, due back on July 3, 2007. The motion passed by acclamation.

[06419](#)

Discussion Item: Common Council Legislative Analyst Position

Attachments: Position Descriptions: Council, Mayor, County, Various Cities

A motion was made by Rhodes Conway, seconded by Webber, to Rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE, due back on July 3, 2007. The motion passed by acclamation.

ADJOURNMENT

A motion was made by Webber, seconded by Rhodes Conway, to Adjourn The meeting adjourned at 6:21 p.m. The motion passed by acclamation.