



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved COMMON COUNCIL ORGANIZATIONAL COMMITTEE

Tuesday, September 6, 2011

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room 108 (City-County Building)

Present: 7 -

Ald. Shiva Bidar-Sielaff; Ald. Tim Bruer; Ald. Sue Ellingson; Ald. Steve King; Ald. Chris Schmidt; Ald. Larry Palm and Ald. Mark Clear

Excused: 1 -

Ald. Lauren Cnare

Others Present: Aaron Olver, Brad Murphy, Ald. Anita Weier, Anne Monks, Peggy Yessa, Steven Cover, City Attorney Michael May, Mike Lipski, Ald. Satya Rhodes-Conway, Brad Wirtz, Ald. Bridget Maniaci and Brenda Konkel

CALL TO ORDER / ROLL CALL

Ald. Shiva Bidar-Sielaff, Vice-Chair, called the meeting to order at 4:32 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Tim Bruer, seconded by Ald. Chris Schmidt, to approve the minutes from the August 2, 2011 CCOC meeting. The motion passed by the following vote:

Excused: 1 -

Ald. Cnare

Ayes: 6 -

Ald. Bidar-Sielaff; Ald. Bruer; Ald. Ellingson; Ald. King; Ald. Schmidt and Ald. Clear

Abstentions: 1 -

Ald. Palm

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members of the CCOC present.

Ald. Lauren Cnare arrived at 4:40 p.m.

Present: 8 -

Ald. Lauren Cnare; Ald. Shiva Bidar-Sielaff; Ald. Tim Bruer; Ald. Sue Ellingson; Ald. Steve King; Ald. Chris Schmidt; Ald. Larry Palm and Ald. Mark Clear

REPORTS

23470

Priorities from Economic Development Initiative Report (Leg. File No. 21454)
- Aaron Olver, Economic Development Division

Attachments: [Development Process Implementation Plan August 2011.pdf](#)
[Approved DEV PROCESS IMPROVEMENT INITIATIVE Report.pdf](#)
[Substitute Resolution 21454.pdf](#)

Aaron Olver was present to discuss the implementation plan for the Development Process Improvement Initiative Report. He noted that the plan recommended a prioritization and general timeline for implementing the recommendations from the original report and divided these into four areas:

1. Ongoing work requiring attention & management
2. Initiatives underway that have been started
3. Short term initiatives (2011/2012)
4. Long term initiatives

The implementation plan also included an appendix that showed when/how the initiatives would be implemented and who was assigned to the task.

Ald. Shiva Bidar-Sielaff asked why the integration of UDC and Plan Commission applications was classified as a long term initiative. Mr. Olver said the reason it was in the long term "bucket" was because staff wanted the zoning code completed before working on this initiative. Brad Murphy stated that it would also require revising the timelines for review, building in the ability to prepare reports for UDC and other issues that contributed to making this a long term project. Staff will be working on this in 2012 and 2013 was a realistic goal for completion.

Ald. Satya Rhodes-Conway questioned if there wasn't a way to cross-reference UDC and Plan Commission documents in Legistar now.

Ald. Lauren Cnare asked if there were any budget allocations that should be considered for the 2012 budget. Mr. Olver stated there wasn't anything for Economic Development specifically but that they included training in their 2012 budget request.

Ald. Sue Ellingson asked if specific dates were going to be associated with the short term initiatives. Mr. Olver stated that it was difficult because various individuals were assigned to the tasks.

A motion was made by Ald. Chris Schmidt, seconded by Ald. Shiva Bidar-Sielaff, to accept the Implementation Plan and that a resolution be drafted to add the Implementation Plan as an amendment to the adopted Development Process Initiative Report. The motion passed by voice vote/other.

23724

Final Report: President's Work Group: Developing Council Policy/Research Analyst Position Description - Ald. Steve King, Chair

Attachments: [Final Report President WG Council Policy_Research Analyst.pdf](#)

A motion was made by Ald. Lauren Cnare, seconded by Ald. Shiva Bidar-Sielaff, to accept the Final Report of the President's Work Group Developing Council Policy/Research Analyst Position Descriptions.

Ald. Steve King (chair) reviewed the process and the framework used by the work group. He highlighted the following recommendations:

- * Position located in the City Attorney's office: stable management and supervision, similar research duties in Office of City Attorney
- * Work Flow: prioritized work flow, managed by the City Attorney

Ald. Satya Rhodes-Conway thought having a larger discussion on Council office management and staff should be done first before this position was placed in the Office of the Attorney (long term implications of staff located in two different offices).

Ald. Lauren Cnare asked City Attorney Michael May if he would be requesting the position be created in his 2012 budget. City Attorney May stated that he felt it was not appropriate for him to include the position in his budget request but that Council should put forward a budget amendment (moving authorizing from Council Office to the Office of the City Attorney).

Ald. Shiva Bidar-Sielaff asked Brad Wirtz what the benefit rate was for the position. Mr. Wirtz stated that the benefit would be 40% of the base salary.

The motion passed by voice vote/other.

23725

Use of Photographs and/or Published Material on Alderperson Webpages (K. Noonan Memo)

Attachments: [K. Noonan Memo re: Privacy Rights & Webpages.pdf](#)
[APM 3-13 Weblinking.pdf](#)

A motion was made by Ald. Bidar-Sielaff, seconded by Ald. Bruer, to approve including the memo as an appendix to the Council's Social Media Policy.

Summary: If an alder wants to include photographs or other intellectual property that does not belong to them, they should consider the source of the work, how it was obtained, how they intended to use it and whether permission is required for its use. Also follow the Web Linking Policy APM 3-13.

The motion passed by voice vote/other.

REQUEST

23723

Request: Survey Monkey Account for Common Council Members - Ald. Larry Palm & Ald. Mark Clear

Ald. Mark Clear and Ald. Larry Palm requested that the Council purchase a Survey Monkey account to be used by all alders. Cost was approximately \$200/year. Ald. Clear noted that separate folders for each alder could be created. Ald. Lauren Cnare suggested a folder of survey examples/templates would be helpful.

City Attorney May noted that the surveys would be subject to the open records law. Alders will need to maintain a record of their survey.

Ald. Cnare requested that Lisa Veldran work with Ald. Clear, Ald. King and Ald. Palm on developing instructions and guidelines for the use of Survey Monkey by alders to be brought back to the CCCOC on 10/4/11.

FUTURE AGENDA ITEMS

All Day "Retreat"
Common Council & Organizational Structure & Developing Council Policy
Agenda

Future Agenda Items
Council Amendments to City's Comprehensive Plan
Council's role in appointment process
LWM, NLC, DCCVA memberships & travel account
City's current lobbying efforts (invite Nicholas Zavos)
City Website: Use of City Calendaring for Sister Cities events not sponsored by the city (requested by Ald. Bridget Maniaci)

ADJOURNMENT

A motion was made by Ald. Tim Bruer, seconded by Ald. Steve King, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 5:33 p.m.