



# City of Madison

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

## Meeting Minutes - Approved COMMON COUNCIL ORGANIZATIONAL COMMITTEE

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Tuesday, December 13, 2011

4:30 PM

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

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### CALL TO ORDER / ROLL CALL

**Present:** 6 -

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

**Excused:** 2 -

Ald. Steve King and Ald. Chris Schmidt

**Others Present:** Ald. Bridget Maniaci, Ald. Scott Resnick, Ald. Paul Skidmore, Ald. Brian Solomon, Ald. Satya Rhodes-Conway, City Attorney Michael May, Mayoral Assistant Anne Monks, Rosemary Lee, Brenda Konkel.

### APPROVAL OF MINUTES

A motion was made by Ald. Shiva Bidar-Sielaff, seconded by Ald. Sue Ellingson, to approve the minutes from the November 1, 2011 Common Council Organizational Committee meeting. The motion passed by voice vote/other.

### PUBLIC COMMENT

There was no public comment.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members of the Common Council Organizational Committee.

Ald. Steve King arrived at 4:33 p.m. Ald. Chris Schmidt arrived at 4:37 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

## DISCUSSION ITEMS

[24769](#)

Council Members Website Feedback Opportunity & Request for Sister City Access to Online City Calendaring - Sarah Edgerton, IT/Webmaster

**Attachments:** [COMMON COUNCIL WEBSITE UPDATES.pdf](#)  
[ALDERMANIC STATS ON EMAIL LISTS SUBSCRIBERS.pdf](#)

Sarah Edgerton, IT Webmaster, was available for this discussion. Ms. Edgerton noted that the new web portion of Legistar (InSite) should be functional in January 2012 and she would review those changes at a future CCOC meeting.

She distributed two handouts (attached) relative to Council website updates and statistics on alder page subscribers (by district).

Ms. Edgerton would email alders on the following:

- \* To offer additional website training for those alder who need it
- \* To query alders for any suggestions on other enhancements or outstanding website issues
- \* To offer to import alder city email lists
- \* To ask alders who did not previously indicate they wanted to use Facebook, Twitter or Flickr if they wished to use these social media tools

Discussion on Madison Sister Cities using the city's calendaring system (requested by Ald. Bridget Maniaci).

Ald. Shiva Bidar-Sielaff noted that the sister cities have a webpage (located on the Mayor's webpage) with links to the sister city websites. Ms. Edgerton was concerned that it would open the door for other organizations to request use of the city's calendar function. Currently only city-sponsored events are added to the calendar.

Ald. Larry Palm thought it would be beneficial to have all city and community event information in one place (e.g. neighborhood associations).

Ald. Bridget Maniaci indicated that she had brought this issue forward at the request of the Sister City Collaboration Committee. Ald. Bidar-Sielaff did not see anything wrong with posting an official delegation visit with city officials but not posting every sister city event (e.g. Camaguey has several).

CCOC members could see the benefit of advertising events but believed that this issue was best addressed by the Mayor and the Information Technology Director because it dealt with the City's website policies and procedures (requested Sarah Edgerton/Sally Miley discuss this issue).

[24782](#)

President's Work Group: Developing Post-Budget Best Practices - Ald. Lauren Cnare, Common Council President

**Ald. Mark Clear, Ald. Tim Bruer and Ald. Mike Verveer were assigned to develop a Budget Best Practices Guide for the Council President.**

**Ald. Lauren Cnare asked them to review what worked and at what did not work this budget cycle. For example, the Budget Conversations, amendment due dates, separating Capital & Operating budget deliberation meetings.**

**She asked that they report back in early 2012 (before 2013 Budget process).**

[24783](#)

Common Council Organization and Planning Session: Saturday, January 28, 2012 - Ald. Lauren Cnare, Common Council President

**Attachments:** [Subjects for possible discussion.pdf](#)

**Ald. Lauren Cnare distributed a list of subjects for a Council Organizational & Strategic Planning meeting. She indicated that she would like to schedule this meeting for Saturday, January 28, 2012.**

**Ald. Larry Palm thought it would be better to have the legislative analyst position in place to research issues like committee appointments, leadership terms, etc...before discussing these areas. Ald. Shiva Bidar-Sielaff thought it more important to have the initial conversation on the issues even before the analyst is hired (would provide a sense of direction for the new hire).**

**Ald. Satya Rhodes-Conway thought there were five (5) categories: 1. Legislative agenda development; 2. Council "operations" - committee appointments, leadership terms, position descriptions, former alder involvement, rules of conduct, chairing, effective use of CCOC; 3. Internal knowledge base items  
4. External knowledge base items; 5. Collaboration (would move working with Mayor's office/agency staff from internal knowledge base items to this area). She also noted that there is a need to have discussion on what would alders needed to do their jobs better (staff support, training, etc.)**

**Ald. Cnare noted that Lisa Veldran would poll alders on the 1/28/12 date and that the Water Utility conference rooms had been reserved. Ald. Cnare then asked the question of whether they should employ a facilitator or not. Ald. Palm thought a facilitator should be used particularly if there was discussion on creating a legislative agenda. Ald. Steve King stated that a facilitator should be used so that everyone could participate (it didn't matter to him if they were external or internal).**

**Topics**

- 1. Legislative agenda for 2012 - discussion only**
- 2. Development of an alder "job description"**
- 3. Internal/external knowledge base**
- 4. Council operations - look at list that Council wants legislative analyst to research**

**REFERRALS FROM COMMON COUNCIL**

**24293**

Amending and repealing various sections of the Madison General Ordinances to correct inconsistencies and improper references in the Madison General Ordinances, constituting the 2011 City Attorney Reviser's Ordinance.

**Sponsors:** Common Council By Request

**A motion was made by Ald. Lauren Cnare, seconded by Ald. Shiva Bidar-Sielaff, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.**

**Ald. Lauren Cnare left at 5:30 p.m. to attend a special meeting of the Water Utility Board.**

**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

**Ald. Lauren Cnare returned at 5:45 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

**24610**

Creating Section 2.37 of the Madison General Ordinances to authorize the Common Council to adopt rules of conduct for alderpersons.

**Sponsors:** Lauren Cnare and Shiva Bidar-Sielaff

**City Attorney Michael May was present for discussion on Legislative File Nos. 24610 and 24611. He noted that the President and President Pro Tem requested him to draft legislation that would impose some type of rules of conduct upon the Common Council. There were two parts: an ordinance that the Council would impose upon itself rules of conduct (#24610) and that the rules would be adopted by resolution (#24611). The resolution uses the Mayor's Administrative Procedure Memorandum as a base for Council's rules of conduct. City Attorney May stated that the ordinance and resolution were just one form to achieve rules of conduct and were drafted in order to get the discussion started.**

**Registration**

**Rosemary Lee, 111 W. Wilson Street, Opposed, Spoke (Agenda #9-Legislative File 24611)**

**She stated that the voters were the "supervisors" of their alders, not the Council President or Council Leadership. She did not support the resolution and thought this would be an usurpation of the electorate.**

**Ald. Shiva Bidar-Sielaff reiterated that these two pieces of legislation were drafted to start the discussion on Council Rules of Conduct.**

Ald. Satya Rhodes-Conway asked City Attorney May what would happen when the Mayor changed the APM's. City Attorney May stated that the changes would apply to the Council. Ald. Rhodes-Conway stated that she didn't necessarily want to have the Mayor write the Council's Rules of Conduct so she would support language that pre-empted those changes from occurring automatically.

Ald. Mark Clear asked City Attorney May to review State Statute 17.12. City Attorney May cited Wis. Stats.17.12 which provided Council with the authority to remove one of its members for misconduct on a  $\frac{3}{4}$  vote (complaint needed to be filed and a hearing had to be held). Ald. Mark Clear asked how this fell within the Ethics Code. City Attorney May stated that it didn't but the structure to hear complaints could be based on the Ethics Board complaint/hearing process.

City Attorney May stated that a decision needed to be made on whether Council a. wanted to have Rules of Conduct/setting standards and then b. determine penalties for violations.

Ald. Brian Solomon stated that he saw a slippery slope by giving the Council President/Council Leadership the power to determine punishment. He asked if there was a way to create high ethical standards of conduct (which he supported) without Council leadership authority to determine punishment for violations.

City Attorney May stated that another model would be that someone files a complaint, a body reviews the complaint and then issues a report to Council.

Ald. Lauren Cnare asked if CCOC could become the investigative body. City Attorney May said it could be done but that some people expressed concern that it would be political. He thought a citizen body or a body made up of department heads could be used.

Ald. Sue Ellingson asked if you could just have a code of conduct without the penalty portion (except for those that are spelled out already by ordinance or state statute). City Attorney May said it could be done. Ald. Ellingson thought it was worthwhile to have standards that can be communicated to incoming alders but beyond that didn't think that there was a problem. She stated that currently Council Leadership can informally speak with the person about conduct, an alder could be censured or an alder could be removed by recall. She stated she was not interested in formal penalties/sanctions beyond what was currently available.

Ald. Bridget Maniaci voiced her concerns for possible political machinations and that there was no appeal process.

Ald. Lauren Cnare believed that if the APM's were good enough for city staff they were good enough for the Council and wanted to let the public know that the Council does have standards of conduct. She also wanted to provide future Council Presidents with a framework for enforcing rules.

Ald. Solomon supported an alternate proposal that he would share with Council Leadership.

Ald. Clear stated that there was a piece missing and that was the relationship between alders and city staff. For example, if alder is verbally abusive to a department head. The department head has no recourse other than being very public with the issue. He would like to see this addressed.

Ald. Schmidt thought Council should look at where an investigation would be warranted based upon the APM's/State laws rather than developing separate punishments based on specific conduct issues.

Ald. Bidar-Sielaff noted that there seemed to be agreement on having some rules of conduct but what they should be and how they are incorporated remained to be discussed. She asked members of CCOC review the APM's referenced in File ID# 24611.

A motion was made by Ald. Tim Bruer, seconded by Ald. Mark Clear, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 1/3/2012. The motion passed by voice vote/other.

Ald. Larry Palm left at 6 p.m. and Ald. Lauren Cnare left at 6:03 p.m. to attend a special Board of Estimates meeting.

**Present:** 6 -

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

**Excused:** 2 -

Ald. Lauren Cnare and Ald. Larry Palm

[24611](#)

Adopting Certain Administrative Procedure Memoranda as Rules of Conduct for Alderpersons.

**Sponsors:** Lauren Cnare and Shiva Bidar-Sielaff

**Attachments:** [Reg. form 11.29.2011 Common Council meeting 121311 CCOC Registration.pdf](#)  
[2-25 APM Workplace Violence.pdf](#)  
[2-33 APM Rules of Conduct.pdf](#)  
[2-41 APM Nepotism.pdf](#)  
[3-5 APM Harassment and Discrimination.pdf](#)  
[3-9 APM Appropriate Use of Computers.pdf](#)  
[WI STATS 17-12.pdf](#)

A motion was made by Ald. Tim Bruer, seconded by Ald. Mark Clear, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 1/3/2012. The motion passed by voice vote/other.

**ADDITIONAL DISCUSSION ITEM**

[24827](#)

Change in Aldermanic Districts & Notification of Residents of New Aldermanic Representation

CCOC members agreed that \$5,000 would be transferred from Hourly Wages to the Council Office Postage account to cover the costs of sending a city-wide, district specific postcard to resident affected by the district boundary changes to take effect 1/1/12. Lisa Veldran will work with the Finance Department to transfer the money and with IT and Planning staff to develop a mailing list by district. Lisa Veldran will also work on a standard postcard that can be

personalized for each alder.

**FUTURE AGENDA ITEMS**

CCOC Appointments to Administrative Review Board (Legislative File No. 24226)  
Development of Training/Travel Policies (Adopted Budget Amendment No. 10)  
InSite Demonstration - Sarah Edgerton

**ADJOURNMENT**

A motion was made by Ald. Tim Bruer, seconded by Ald. Mark Clear, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 6:20 p.m.