

# City-County Liaison Committee

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8/1/2024 CCLC MEETING



# HISTORY AND PURPOSE

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Designated by the County Board and Common Council as the managing authority for the City-County Building and shall concern itself with matters of mutual interest to the City of Madison and the County of Dane.

# EXAMPLES OF PAST ITEMS TAKEN UP BY THE CCLC

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- Building rules updates
- Building use requests
- Artwork exhibits in the CCB
- Flying of flags
- Building security
- Lobby use and design
- Discussion of shared spaces (garages, hallways, etc.)
- Location of memorials inside/outside of the CCB

# BUILDING USE

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The Committee may permit the City-County Building to be used by any governmental body or official, or any non-profit, fraternal, religious, political, or veteran's organization for the purpose of governmental business, public meetings for the free discussion of public questions, or for activities of a broad public purpose:

1. does not interfere with the primary use of the building as determined by the Committee or its designee;
2. does not unduly burden the managing authority;
3. is not a hazard to the safety of the public or of City or County employees, or detrimental to the building, as determined by the Committee or its designee;
4. does not expose the City or County to the likelihood of expenses and/or damages which cannot be recovered.

The applicant for such use shall make written request to the City-County Liaison Committee thirty (30) days in advance of the anticipated utilization of the building through the County Clerk's Office.

# BUILDING RULES

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**DANE COUNTY  
BOARD OF SUPERVISORS**

**CITY OF MADISON  
COMMON COUNCIL**

**LIAISON COMMITTEE**

210 Martin Luther King, Jr. Blvd.  
Madison, WI 53703



**CITY-COUNTY BUILDING  
POLICIES AND OPERATING RULES  
October 1, 2015**

**CONTENTS:**

- 1.0 SCOPE AND APPLICATION**
- 2.0 BUILDING SCHEDULE**
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- 4.0 SAFETY AND EMERGENCY AWARENESS AND RESPONSIBILITIES**
- 5.0 AVAILABILITY OF THE CCB**
- 6.0 BEHAVIOR RULES**

Can be found here  
(County Clerk's website):

<https://admin.danecounty.gov/documents/pdf/CB-operating-policies.pdf>

# CURRENT FLAG RULES

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5.3. Flag Display: The United States Flag will be the only flag displayed. The Committee may approve other flags to be displayed for certain occasions. Requests of the Committee to display other flags must be made by an elected official, and only to recognize a special achievement, anniversary or occasion. No religious or commercial flags will be displayed, and flags displayed for special occasions will be flown for one (1) day only. No more than three (3) flags will be displayed at the same time, with the U.S. flag being the topmost flag. The United States flag will be half masted by declaration of national mourning by the President. The state flag will be half masted by declaration of mourning by the Governor. The County flag will be half masted by declaration of the County Executive. The City flag will be half masted by declaration of the Mayor.

# DANE COUNTY RESOLUTION: 2023 RES-297

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- Introduced on 3/8/24
- Creates a dedicated site and policy for flying the Ho-Chunk Flag at the City-County Building:
  - NOW, THEREFORE, BE IT RESOLVED that the Ho-Chunk flag, with the consent of the Ho-Chunk Nation, shall be flown perpetually and directly underneath the United States flag on the flagpole located outside the entry to the City-County Building.
  - BE IT FURTHER RESOLVED that the Ho-Chunk flag shall be flown at half-staff whenever the State of Wisconsin flies its flag at half-staff.
  - BE IT FINALLY RESOLVED that this resolution shall be submitted to the City-County Liaison Committee (CCLC) so that the CCLC can consider updating Section 5.3 of the City-County building rules to reflect the changes outlined above.
- Adopted on 3/21/24 and signed by County Executive on 3/25/24

# ITEMS REQUIRING COMMITTEE ACTION

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- Proposed amendments to the building rules
- Building use request



# PROPOSED AMENDMENTS TO BUILDING RULES ON AGENDA

5.3. Flag Display: The United States flag will be the topmost only flag displayed. The Ho-Chunk Nation's flag will be flown below the United States flag, with the consent of the Ho-Chunk Nation. Both flags will be flown perpetually.

The City-County Building's flagpole is not intended to serve as a forum for free expression by the public. In addition to the United States flag and the Ho-Chunk flag, additional flags can be displayed below the Ho-Chunk flag as an expression of the City and County's official sentiment.

The following flags have been authorized and shall be flown for one (1) day on each flag's designated day unless the designated day falls on a weekend or holiday, in which case it will be flown on the next business day:

The Tibetan Flag, March 10<sup>th</sup>

The Transgender Pride Flag, March 31<sup>st</sup>

The Progress Flag, June 1<sup>st</sup>

The Juneteenth Flag, June 19<sup>th</sup>

The German Flag, October 1<sup>st</sup>

The Committee may approve other additional flags to be displayed for certain special occasions. Requests to display any additional flag not listed in the provisions above must be made to of the Committee to display other flags must be made by an elected official, and only to recognize a special achievement, anniversary, or occasion. No religious or commercial flags will be displayed, and. Flags displayed for special occasions will be flown for one (1) day only. No more than three (3) flags will be displayed at the same time, with the U.S. flag being the topmost flag. The United States flag will be half-masted flown at half-mast by declaration of national mourning by the U.S. President. The Ho-Chunk flag will be flown at half-mast if the Wisconsin Governor declares that the Wisconsin State flag will be flown at half-mast on any given day, and state flag will be half masted by declaration of mourning by the Governor. The County flag will be half masted by declaration of the County Executive. The City flag will be half masted by declaration of the Mayor.

- Adds that the Ho-Chunk Nation's flag will be perpetually flown under the United States flag outside of the CCB
- Codifies the Tibetan Flag, Juneteenth Flag, and the German Flag
- Cleans up other technical language

# BUILDING USE REQUEST

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- Request submitted by the American Legion, Dane County Council
- Summary: American Legion Dane County Youth Government Day is a field day experience at the county buildings that provides middle and high school students firsthand knowledge of how county government plays an important role in their daily lives. This is an annual function, a program of the American Legion Department of Wisconsin, hosted by the Counties. Students are accompanied by their teacher and American Legion chaperones.
- Has been previously hosted at the CCB in 2023
- Food will be catered in, American Legion will clean up
- Date of event: April 16, 2025 from 8:00 am – 3:00 pm