

REQUESTED COMMON COUNCIL POLICY GUIDE CLARIFICATIONS

November 14, 2006 – Lisa Veldran, Administrative Assistant

- A. **The need for further clarification on the definition of “pending action” as it relates to mailings during election year.**
(Examples attached from Ald. Larry Palm’s correspondence file)

Ald. Larry Palm mails out many constituent letters, postcards, etc...on pending, current and future projects in his neighborhood. I would like to include a more definitive definition of “pending” in the Policy Guide to assist Council staff in determining if a mailing falls under the guidelines set forth in the Policy Guide.

Does “pending” mean within four months (December 1 through the April election)?
Does “pending” mean some time in the future (anytime within the year)?

From the *Policy Guide for the City of Madison Common Council*:

Mailings sent from the Council Office are to be directly related to an **action pending or an action likely to come before the Common Council or one of its committees, boards or commissions (such as traffic, land use or licensing)**. The action shall be deemed an issue of city business¹ and thus permitted expenditures can be made from budgeted accounts. To encourage uniformity and compliance with City procedures, the following guidelines have been established to assist alderpersons in determining what types of mailings may be sent using city funds.

Approved mailings using city funds include:

- Questionnaires, surveys, announcements, press releases or information regarding pending legislation.
- Announcements of public meetings held within the aldermanic district that would be of interest to all citizens and deal with City business.
- Responses to citizen inquiries and similar correspondence.
- Aldermanic newsletters (note: printing and mailing costs for newsletters are deducted from Aldermanic Administrative account).

Mailings or printing expenditures (except those related to pending official City business) will not be made after December 1 before an election year. The “election year” means the period between December 1 and the date of the spring election or the period between the first day for circulation of nomination papers and the day of a special election for aldermanic office. If an alderperson is unopposed or did not file for reelection, this stipulation does not apply.

¹ ***“City business” is defined as any matter that is pending before the Common Council or one of its committees, boards or commissions or is likely to come before such body, i.e., a traffic, land use, licensing, or similar governmental issue.***

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- B. If the Council staff cannot prepare and mail out newsletters after December 1st, can they prepare and post newsletters to the alder's website?**

Ald. Larry Palm would like to post newsletters on his City of Madison webpage.

From the *Policy Guide for the City of Madison Common Council*:

Mailings or printing expenditures (except those related to pending official City business) will not be made after December 1 before an election year. The "election year" means the period between December 1 and the date of the spring election or the period between the first day for circulation of nomination papers and the day of a special election for aldermanic office. If an alderperson is unopposed or did not file for reelection, this stipulation does not apply.

- C. Do we want to create a policy that when an alder is absent from the City for more than five days, that Council staff sends an email to all alders, the City Clerk, the Mayor and affected committee staff that the alder is out of town and unable to attend meetings during that time?**

Ald. Cindy Thomas questioned if Council staff needs to notify other alders, the Clerk, the Mayor and affected committee staff when an alder is out of town and unable to attend meetings.

Email exchange between Ald. Cindy Thomas, City Attorney Michael May and Lisa Veldran, Administrative Assistant:

From: May, Michael
Sent: Wednesday, November 01, 2006 10:57 AM
To: Thomas, Cindy; Veldran, Lisa
Cc: King, Austin; Van Rooy, Paul; Fields, Debbie
Subject: RE: Interpretation of Legislative File No. 04544

The ordinance requires you to notify the CC office staff and President of your absence, including the dates. What happens to it from there is a question of policy for the CC office. If the Council doesn't want it distributed further, I suggest you talk to the President.

I would think, however, that you would want relevant committees to know you won't be in attendance.

MPMay
Madison City Attorney

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November 14, 2006 – Lisa Veldran, Administrative Assistant

From: Thomas, Cindy
Sent: Wednesday, November 01, 2006 7:41 AM
To: Veldran, Lisa; May, Michael
Cc: King, Austin; Van Rooy, Paul; Fields, Debbie
Subject: RE: Interpretation of Legislative File No. 04544

Mr. May

Do you interpret this ordinance to require that an email of the notified absence be sent to all alders (and whomever else Lisa sends it out to)? I find this particularly unsafe. It turns your privacy regarding being out of town into public information.
Cindy

From: Veldran, Lisa
Sent: Tuesday, October 31, 2006 12:02 PM
To: May, Michael
Cc: King, Austin; Thomas, Cindy; Van Rooy, Paul; Fields, Debbie
Subject: Interpretation of Legislative File No. 04544

The Common Council on October 17, 2006 adopted Legislative File No. 04544 - Amended Ordinance that states the following:

"2. 025 NOTIFICATION OF ABSENCE OF MEMBERS. Every alderperson who for whatever reason cannot attend a regularly scheduled meeting of the Common Council shall file with the City Clerk a notification of absence by 9:00 a.m. the Thursday prior to the meeting in question. All such excused absences shall be entered in the record of the Common Council. In cases where unavoidable circumstances make such advance notice of absence impossible, the notification of excused absence shall be filed with the City Clerk within one week of the absence and entered in the record of the Common Council. Any alderperson who because of an emergency cannot file prior notification of absence may be excused by orally notifying at any time prior to or during the meeting an alderperson or the City Clerk who shall so advise the Common Council.

Any alderperson who will be absent from the City for five (5) or more consecutive days shall notify ~~the Common Council Administrative Assistant~~ **Office staff** and the Common Council President of the length of their absence."

Attached is an email exchange and an email from Ald. Cindy Thomas that challenges the actual ordinance language as it relates to "length of their absence".

1. Could you please comment on her interpretation of the ordinance?
2. If her interpretation is correct, would the Council need to reconsider and amend the ordinance at the November 7 Common Council meeting in order to further clarify in the ordinance that the actual dates be specified to the Council President and the Council staff ?

Thank you in advance for your assistance.

Lisa Veldran, Administrative Assistant
Madison Common Council Office
210 Martin Luther King, Jr. Blvd., Room 417
Madison WI 53703
lveldran@cityofmadison.com

REQUESTED COMMON COUNCIL POLICY GUIDE CLARIFICATIONS

November 14, 2006 – Lisa Veldran, Administrative Assistant

From: Fields, Debbie
Sent: Thursday, October 19, 2006 8:11 AM
To: Veldran, Lisa; King, Austin
Subject: RE: Absence from the city - Ald. Cindy Thomas

I did ask Cindy for that information (see attached email), but she declined to provide it. Please advise what you would have me do in such an instance.

Thanks,
Debbie

From: Veldran, Lisa
Sent: Thursday, October 19, 2006 8:04 AM
To: Fields, Debbie; King, Austin
Subject: RE: Absence from the city - Ald. Cindy Thomas

I will be sending out an email shortly on the change in the ordinance. Debbie, when you send notice of absences from alders to the Council President and myself use the following standard language (additional information can be added on where or why if the alder chooses to disclose that information):

Ald. Cindy Thomas will absent from the City from **length of absence here** and will be unable to attend any meetings during that time.

The absence below doesn't state when her absence occurs. Thank you!

Lisa Veldran, Administrative Assistant
Madison Common Council Office
210 Martin Luther King, Jr. Blvd., Room 417
Madison WI 53703
lveldran@cityofmadison.com
(608) 266-4071 Office
(608) 267-8669 Fax
Web Page: www.cityofmadison.com/council

From: Fields, Debbie
Sent: Wednesday, October 18, 2006 3:17 PM
To: King, Austin; Veldran, Lisa
Subject: Absence from the city - Ald. Cindy Thomas

Austin and Lisa,

Ald. Cindy Thomas called to let us know that she is going to visit her mother and will be gone for six days. She will be checking her email and voice mail daily if anyone needs to get a hold of her.

Thanks,
Debbie

REQUESTED COMMON COUNCIL POLICY GUIDE CLARIFICATIONS

November 14, 2006 – Lisa Veldran, Administrative Assistant

September 29, 2006

Dear Lake Edge Residents:

A few weeks ago, the Lake Edge/Monona Grove Ad Hoc Committee approved a compromise for the Coldspring Avenue diverters. A copy of the Common Council resolution is enclosed for your review. Substantially, the provisions of the resolution are as follows:

- The traffic diverters will remain in their current position with an addition of gates.
- The gates will be closed from 6:30 a.m. to 4:30 p.m., Monday through Friday, all year except holidays.
- The City of Madison and Monona Grove School District will share responsibility for opening and closing these gates.
- The City of Madison will monitor the activity of these gates via an electronic monitoring system.
- Emergency vehicles will gain access to these gates either by key or lock removal.
- The City of Madison and City of Monona will jointly sponsor improvements to Coldspring Avenue.
- The Monona Grove School District is requested to:
 - Implement a change to the Athletic Code of Conduct to include appropriate driving behavior.
 - Consider off-site parking options.
 - Consider improvements to traffic flow on high school grounds.
 - Develop a safety evacuation plan for the high school.
- The City of Madison will construct temporary gates as soon as possible to begin implementing these changes. A permanent system will be built during the next construction season. A neighborhood meeting will be held at that time to discuss the details of this plan.

I understand that this has been a very contentious issue for both the neighborhood and the surrounding communities, and I hope that this compromise will resolve many of these long-standing neighborhood traffic issues. The Madison Common Council will consider the enclosed resolution at our Tuesday, October 3, meeting. The meeting begins at 6:30 p.m. and is held in Room 201 of the City-County Building. You are invited to attend and/or speak at this meeting or to send your comments to council@cityofmadison.com.

If you have any other questions, concerns or issues, please do not hesitate to contact me at lpalm@cityofmadison.com or 692.8416.

Sincerely,

Larry Palm
Alder, District 15

enc: Legislative File ID #04550 (version 2)

cc: Members of the Lake Edge/Monona Grove Ad Hoc Committee
Jeanne Hoffman, Assistant to the Mayor
Larry Nelson, City Engineer
David Dryer, Traffic Engineer

REQUESTED COMMON COUNCIL POLICY GUIDE CLARIFICATIONS

November 14, 2006 – Lisa Veldran, Administrative Assistant

November 8, 2006

Dear Neighbor:

Recently, City Parks – in conjunction with the Friends of Starkweather Creek – continued trail work along Starkweather Creek from Ivy Street, in the public right-of-way by the creek. Work was also done earlier in the summer.

A resident was concerned that the mound behind the houses might be a Native American mound. This mound is the perfect size and shape to be mistaken for a linear mound, however it is actually over the sewer, which was installed along the property line in 1938. City staff tried to put the trail on the mound because it is higher and has better soil than the adjacent marshland.

Enclosed are two pages from the City's Comprehensive Plan that explain the location of various Native American mounds in Madison. The Comprehensive Plan is also available online at <http://www.ci.madison.wi.us/planning/comp/index.html>. Also enclosed is a map produced by the Wisconsin Historical Society that shows the location of Native American mounds in Madison and Dane County. The map, along with additional information, is available online at <http://www.wisconsinhistory.org/madison/madisonmounds.pdf>.

I hope this resolves some of your concerns about the trailwork that is being done. If there are any other questions or concerns, please do not hesitate to contact me at 608.263.8416 or lpalm@cityofmadison.com.

Sincerely,

Larry Palm
Alder, District 15

enc: Map of Native American mounds in Madison and Dane County
Pages 8-13 and 8-14 from the City of Madison Comprehensive Plan

cc: Dan Melton, Chair, Schenk-Atwood-Starkweather-Yahara Neighborhood Association
John Steines, Co-Chair, Friends of Starkweather Creek
Si Widstrand, Parks Division

REQUESTED COMMON COUNCIL POLICY GUIDE CLARIFICATIONS

November 14, 2006 – Lisa Veldran, Administrative Assistant

November 14, 2006

Dear Residents in the First Block of Schenk Street:

A few months ago, the Common Council approved a resolution that would allow Metro Transit to sublease some of Swiss Colony's parking lot, nearest Milwaukee Street. Recently, I inquired about the status of this project, as I know it directly affects commuter parking on your street.

At the end of August, after the Common Council approved the resolution, City Real Estate mailed a letter of intent to the Swiss Colony's attorney. The attorney is out of the office until September 28 and, at this point, has not responded to the letter. We hope that the City's letter has addressed some of Swiss Colony's previous concerns and that they will respond favorably to it. As soon as a positive response is received, City Real Estate will begin drawing up the sublease agreement.

I also remind you that there were a series of neighborhood meetings for residents on your street to discuss parking and traffic issues. At that time, no decision was made about changing the parking pattern on Schenk Street. Residents, however, did elect to petition the City to be a part of the Neighborhood Traffic Management Program (NTMP), which installs the various traffic calming devices you can see throughout the city.

When completed, I hope a commuter parking lot for the East Transfer bus station will reduce the day parking on your street. If at that time, however, this does not resolve your parking issues, please let me know so I can schedule additional meetings to work through these concerns.

If you have any additional questions or comments, please contact me at 692.8416 or lpalm@cityofmadison.com.

Sincerely,

Larry Palm
Alder, District 15

cc: Kathy Soukup, Eastmorland Community Association
Ann Gullickson, Metro Transit Service Manager
Carolyn Hogg, Assistant City Attorney
Joe Stepnik, City Real Estate
David Dryer, Traffic Engineer