



**City of Madison**  
**Meeting Minutes - Approved**  
**Common Council Organizational Committee**  
**Subcommittee on Committee Creation and**  
**Committee Rules**

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

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Thursday, May 1, 2008

4:00 p.m.

Room 417, City-County Building  
210 Martin Luther King, Jr. Blvd.

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**1. CALL TO ORDER**

The meeting was called to order at 8:40 a.m. A quorum was noted, and the meeting was properly noticed.

**2. ROLL CALL**

**Present:** 4 – Ald. Satya Rhodes-Conway (chair), Ald. Brenda Konkel, Ald. Joe Clausius, Ald. Michael Schumacher.

**Absent:** None.

**Others:** 2 – City Attorney Michael May, Debbie Fields (staff to the subcommittee).

**3. PUBLIC COMMENT**

No members of the public were present at the meeting.

**4. FUTURE MEETING DATES**

The members reviewed their availability and decided on the following date:

- Thursday, June 5, 2008  
4:00 p.m. – 5:30 p.m.  
City-County Building, Room 417  
210 Martin Luther King, Jr. Blvd.

**5. APPROVAL OF MINUTES**

- a. Draft minutes of the March 27, 2008, meeting.  
Clausius moved approval of the March 27, 2008, minutes, seconded by Konkel. The motion passed with one abstention (Schumacher).
- b. Clausius moved approval of the April 3, 2008, minutes, seconded by Konkel. The motion passed unanimously.

**6. DISCUSSION ITEMS**

- a. Naming: Board/commission versus committee.  
Two documents were distributed to the members: 1) May's April 25, 2008, draft list of standing boards, commissions and committees; ad hoc committees; subcommittees (formal); staff committees; and other/unknown bodies, and 2) May's January 25, 2008, list of boards and commissions grouped according to degree of independent authority.

Rhodes-Conway reiterated the subcommittee's desire to work toward uniformity in naming, specifically that the names "Board" and "Commission" be reserved for sub-units with some degree of independent authority or power and that "Committee" be used for sub-units which function in an advisory capacity to the Common Council. To that end, the members compared and reviewed May's two lists, beginning with those sub-units currently identified as "Standing Boards." They discussed whether each commission has independent authority or power and whether it is standing as follows:

	<u>Has independent authority</u>	<u>Does not/Unsure</u>	<u>Standing?</u>
Administrative Review Board	X		Y
Board of Assessors	X		Y
Board of Health for Madison and Dane County	X		Y
Broadband Telecommunications Regulatory Board		X	Y
Building Code, Fire Code and Licensing Appeals Board	X		Y
Canvassers, Board of	X		Y
Early Childhood Care and Education Board		X	Y
Estimates, Board of	X		Y
Ethics Board	X		Y
Madison Public Library Board	X		Y
Monona Terrace Community and Convention Center Board	X		Y
Park Commissioners, Board of	X		Y
Personnel Board	X		Y
Public Safety Review Board		X	Y
Review, Board of	X		Y
Senior Center Board of Directors		X	Y
Water Utility Board	X		Y
Zoning Board of Appeals	X		Y

During this discussion, Schumacher stated that he would like the subcommittee to take up the question of why there isn't a member of the Common Council on the Monona Terrace Community and Convention Center Board at its June 15, 2008, meeting. Rhodes-Conway agreed to that request.

The members next discussed whether each sub-unit currently identified as a "Standing Commission" has independent authority or power as follows:

	<u>Has independent authority</u>	<u>Does not/Unsure</u>	<u>Standing?</u>
Affirmative Action Commission	X		Y
Community Development Block Grant Commission		X	Y
Community Services Commission		X	Y
Disabilities, Commission on People with		X	Y
Economic Development Commission		X	Y
Environment, Commission on the		X	Y
Equal Opportunities Commission	X		Y
Joint City-County Section 8 Advisory Commission		X	Y
Landmarks Commission	X		Y
Long Range Transportation Planning Commission		X	Y
Madison Arts Commission		X	Y
Merit Awards Commission		X	Y
Pedestrian/Bicycle/Motor Vehicle Commission		X	Y
Plan Commission	X		Y
Police and Fire Commission	X		Y
Transit and Parking Commission	X		Y
Urban Design Commission	X		Y

The members next discussed the sub-units currently identified as “Standing Committees” and determined the following:

	<u>Standing?</u>	<u>Remarks</u>
Alcohol License Review Committee	Y	
Cable TV Advisory Council		Eliminate.
Gardens, Committee on Community	Y	
City-County Liaison Committee	Y	Put in the MGOs.
Common Council Organizational Committee	Y	
Housing Committee	Y	
Parking Council for People with Disabilities	Y	May have some independent authority.
Senior Citizens Advisory Committee	Y	
Solid Waste Advisory Committee	Y	
Downtown Coordinating Committee	Y	
Board of Education-Common Council Liaison Committee	Y	Put in the MGOs.
Erlanger, Jeffrey Clay, Civility in Public Discourse Award Committee	Y	Put in the MGOs.
Humanitarian Award Committee, Rev. Dr. Martin Luther King, Jr.	Y	Put in the MGOs. Should be a commission, because it has some independent authority (i.e., selects award winner without Council approval).
Madison Election Advisory Committee	Y	Put in the MGOs.
Sustainable Design and Energy Committee	Y	Formally move from ad hoc to standing status and put in MGOs <u>or</u> explore possibility of making it a subcommittee of the Commission on the Environment.
Vending Oversight Committee	Y	
Ho-Chunk Nation-City of Madison Joint Planning Committee	Y	Put in the MGOs. Standing committee by virtue of the Intergovernmental Agreement.
Monona Terrace Event Booking Assistance Advisory Committee	Y	Put in the MGOs. May have independent authority; should it be renamed as a commission or board?
Pest Management Advisory Committee	Y	Put in the MGOs. Explore possibility of making it a subcommittee of the Commission on the Environment.

The subcommittee next discussed the sub-units currently identified as “Ad Hoc Committees.” Schumacher brought up the topic of naming limited term bodies. Currently, such bodies are called “ad hoc,” “task force” and “work group.” The members discussed if current practice should continue or if all limited term bodies should be

designated as “ad hoc.” Rhodes-Conway said she doesn’t think it’s worthwhile to change the names of existing limited term bodies, because those names will go away when the body expires. She said she thinks it would be more useful to focus on making sure that newly created limited term bodies all have “ad hoc” somewhere in their name. Schumacher proposed having a list of criteria to guide the naming process, along with a defined set of name choices from which to choose. Rhodes-Conway thought this could be added to the template, and suggested putting this topic on the subcommittee’s outstanding issues list.

The members next discussed the sub-units currently identified as “Ad Hoc Committees” and determined the following:

	Ad hoc?	Remarks
Allied Area Task Force	Y	
Blue Ribbon Committee on Clean Elections	Y	
Central Park Design and Implementation Task Force	Y	
East Washington Gateway BUILD Steering Committee	Y	
Inclusionary Zoning Advisory Oversight Committee	N	Should be a standing body. Konkel said it could be a subcommittee of the Plan Commission because it is advisory to them.
James Madison Park Property Planning Committee	Y	
Joint Southeast Campus Area Committee	Y	
Joint West Campus Area Committee	Y	
Long Range Metro Transit Planning Committee	Y	
Neighborhood Support Office, Ad Hoc Committee to Explore Creation of	Y	
Parking Strategic Plan, Ad Hoc Committee to Develop	Y	
Platinum Biking City Planning Committee	Y	
Regent Street-South Campus Plan Steering Committee	Y	
Southwest Neighborhood Steering Committee	Y	
State Street Design Project Oversight Committee	Y	
Swimming Pool Committee		May or may not be ad hoc. Leave as ad hoc for the time being.
TIF Policy Ad Hoc Committee	Y	
Transport 2020 Implementation Task Force	Y	

May asked Fields to look up the resolutions creating each of the above limited term bodies. Konkel pointed out that there are additional limited term bodies not on this list.

She also mentioned that one of those – the Emerging Neighborhoods Fund Committee – should really be a standing committee, not an ad hoc.

The subcommittee did not have time to look at those sub-units identified as “Subcommittees (Formal),” “Staff Committees” and “Other/Unknown.”

- b. Work plan item #1(e)(i): Identify “special” bodies (e.g., Plan Commission) that need their own operating rules.  
The subcommittee did not have time to discuss this item.

## **7. FUTURE AGENDA ITEMS**

- Rhodes-Conway reminded the subcommittee that Sarah Edgerton (Information Technology & Legistar Team), Pam Williamson (Legistar Team) and Maribeth Witzel-Behl (Legistar Team) will be present at the May 15 meeting to discuss Legistar and website issues.
- Schumacher proposed discussing why there isn’t a member of the Common Council on the Monona Terrace Community and Convention Center Board (and any other committees without alder appointments).
- Schumacher said he’d been approached by a couple of people wondering if the subcommittee could discuss the current requirement for an extra-majority vote to confirm a non-resident appointment to a seat on a City sub-unit, specifically in cases where the non-resident owns a business within the city.

Fields handed out Rhodes-Conway’s list of outstanding issues. Rhodes-Conway said she would add Schumacher’s two discussion items to her list and invited the members to contact her and Fields with any additional issues they would like the subcommittee to address.

## **8. ADJOURNMENT**

Konkel moved, seconded by Schumacher, to adjourn. The motion passed by acclamation, and the meeting was adjourned at 5:35 p.m.