



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

Thursday, April 3, 2008

8:30 a.m.

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

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. Michael Schumacher, Ald. Joe Clausius (8:43 a.m.).

Absent: None.

Others: 3 – City Attorney Michael May, George Twigg (assistant to the Mayor), Debbie Fields (staff to the subcommittee).

3. PUBLIC COMMENT

No members of the public were present at the meeting.

4. DISCUSSION ITEMS

a. Work plan item #3: Limited term bodies.

Rhodes-Conway said she thinks the subcommittee should start by determining the criteria for when an ad hoc becomes a standing body, because it will help the members review the existing ad hoc bodies to see if any meet those criteria. The members came up with the following:

- The body has an annual requirement or responsibility to do something.
- There is no natural end to the body's work.

The members also agreed that when an ad hoc transitions to standing body status, it should first be dissolved and then re-created as such.

The subcommittee discussed reviewing ad hocs to determine if they should be standing, specifically what would trigger the review and who would conduct the review. Suggestions included rolling the review into the Mayor's Office review, or making it part of the Chair's responsibilities. May thought that reviewing and cleaning up the existing ad hocs, combined with implementation of the proposed procedure for creation of new ad hocs, might eliminate the need for review. The members decided they were comfortable with forgoing any language about how ad hocs transition into standing bodies.

The subcommittee looked at the list of current ad hoc committees and task forces (from the City of Madison Website) and discussed the status (ad hoc vs. standing) of the following bodies:

- Allied Area Task Force: Ad hoc; not done with mission.
- Blue Ribbon Committee on Clean Elections: Ad hoc.
- Central Park Design and Implementation Task Force: Ad hoc.
- Disabled Parking Enforcement Assistance Council: Probably standing committee; need more info (e.g., subcommittee of Transit and Parking Commission?).
- East Washington-Capitol Gateway BUILD Steering Committee: Ad hoc.

- Garver Feed Mill RFP and Surplus Property Committee: Ad hoc and done with its work.
- Ho-Chunk Nation-City of Madison Joint Planning Committee: Need more info.
- Inclusionary Zoning Oversight Advisory Committee: Should be ad hoc; has an annual requirement, but should be done with its work in a year or two.
- James Madison Park Property Planning Committee: Ad hoc.
- Joint Southeast Campus Area Committee: Ad hoc.
- Joint West Campus Area Committee: Ad hoc.
- Long Range Metro Transit Planning Ad Hoc Committee: Ad hoc.
- Monona Terrace Event Booking Assistance Advisory Committee: May be standing; has an annual reporting requirement; need more info.
- Neighborhood Support Office, Ad Hoc Committee to Explore Creation of: Ad hoc.
- Parking Strategic Plan, Ad Hoc Committee to Develop: Ad hoc.
- Pest Management Advisory Committee: Standing; need more info (e.g., subcommittee of Health?).
- Platinum Biking City Planning Committee: Ad hoc.
- Regent Street-South Campus Plan Steering Committee: Ad hoc.
- Southwest Neighborhood Steering Committee: Ad hoc.
- State Street Design Project Oversight Committee: Ad hoc.
- Street Use Staff Team: Standing.
- Swimming Pool Committee, Ad Hoc: Ad hoc; expired. (May and Twigg will gather more information.)
- Tax Incremental Financing Policy Ad Hoc Committee: Ad hoc.
- Transport 2020 Implementation Task Force: Ad hoc.
- Warner Park Community Recreation Center Advisory Committee (subcommittee of Board of Park Commissioners): Standing.
- Weed Commissioners: Standing – MGO Sec. 23.29(4).

Rhodes-Conway asked May and/or Fields to gather more information about the following bodies:

- Disabled Parking Enforcement Assistance Council
- Ho-Chunk Nation-City of Madison Joint Planning Committee
- Monona Terrace Event Booking Assistance Advisory Committee
- Pest Management Advisory Committee

May suggested the subcommittee discuss where the list of bodies should be kept. Rhodes-Conway said existing practice is that some committees are "Legistar committees," some are "Notice of Additional Public Meeting committees," and some are non-City committees (which will be ignored for now). Furthermore, some make it onto the City's Website and some don't. Anything that's standing will be in the Ordinances and, therefore, in the index, so that will be one reliable list. Theoretically, these will also be in Legistar and make it onto the Website. She thought the question was where the list of non-standing bodies should be kept and how it gets populated electronically. Konkel said the subcommittee should ask Sarah Edgerton from Information Technology (IT) if there is some way to manage the list and get the bodies into Legistar. The members decided to put the issue on the list of questions for IT and to invite Sarah Edgerton and Pam Williamson to a future meeting to participate in the discussion.

b. Staff committees/executive committees.

At the March 27, 2008, meeting, during the discussion about formalizing the Minority Affairs Committee (MAC) and the Women's Issues Committee (WIC), the issue arose of how to separate staff committees from other committees and make it clear that certain staff committees follow some but not all of the rules. In response to that concern, the subcommittee asked May to re-draft the proposed ordinance about MAC and WIC, creating a new place in Chapter 33 to put them, and he did so.

Rhodes-Conway identified two levels of staff committees: Those which are daily working staff committees, that form and dissolve relative to some particular task or need; and those which make important decisions and have a potential for interaction with the public (e.g., the Street Use Staff Team). Konkel said she would like to know what staff committees are out there before creating a separate category with special rules.

Twigg asked what constitutes "establishment" of a formal committee of City staff. May said it could be done by ordinance, resolution or executive order, any of which makes it a governmental body. Rhodes-Conway added that the subcommittee is trying to capture a very specific set of more formal groups that consist only of staff, with no citizen appointments. May volunteered that staff in his office could do a search of the Ordinances to find references to already-existing staff committees or teams. Rhodes-Conway asked Fields to survey department and division heads to determine if their department/division has any staff committees/teams that have been meeting for a long period of time, meet regularly, are comprised solely of staff, and have public input/interaction.

- c. Work plan item #4(b): Attempt to locate all committees in Chapter 33. The subcommittee did not have time to discuss this item.
- d. Work plan item #4(c): Insert a statement directing committees, commissions and boards to follow the rules set out in Chapter 33 except as otherwise provided. The subcommittee did not have time to discuss this item.

5. FUTURE AGENDA ITEMS

- Continue discussion about staff committees
- Continue discussion about transitioning ad hoc bodies to standing body status
- Naming: Board/commission vs. committee
- Workplan item #1(e)(i): Identify "special" bodies (e.g., Plan Commission) that need their own operating rules

6. ADJOURNMENT

Konkel moved, seconded by Schumacher, to adjourn. The motion passed by acclamation, and the meeting was adjourned at 10:00 a.m.