



# City of Madison Meeting Minutes - Final

City of Madison  
Madison, WI 53703  
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## COMMON COUNCIL ORGANIZATIONAL COMMITTEE

*Ald. Brenda Konkel (Chair), Ald. Paul Van Rooy (Vice-Chair), Ald. Robbie Webber, Ald. Paul Skidmore, Ald. Jean MacCubbin, Ald. Brian Benford, Ald. Judy Compton and Ald. Mike Verveer (alternate)*

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Tuesday, March 29, 2005

4:30 PM

Room 103A, City-County Building

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**Others In Attendance:** Roger Allen, Assistant City Attorney, Janet Piraino, Mayor's Chief of Staff, Ald. Zach Brandon, George Twigg, Mayoral Assistant, Mario Mendoza, Mayoral Assistant, Paul Malischke, Bill Lueders, Lauren Azar, Rosemary Lee

### CALL TO ORDER

**Meeting was called to order by Ald. Brenda Konkel at 4:32 p.m.**

**Present:** Ald. Brenda K. Konkel, Ald. Paul J. Van Rooy, Ald. Robbie Webber, Ald. Brian Benford and Ald. Michael E. Verveer

**Absent:** Ald. Jean M. MacCubbin and Ald. Paul E. Skidmore

**Excused:** Ald. Judy Compton

### APPROVAL OF MINUTES

*Minutes of March 1, 2005 CCOC Meeting and Minutes from March 15, 2005 Special CCOC Meeting.*

**A motion was made by Ald. Van Rooy, seconded by Ald. Benford, to Approve the Minutes. The motion passed by acclamation.**

### DISCUSSION ITEM

*This item was taken out of order. Ald. Paul Skidmore arrived at 4:37 p.m. Ald. Jean MacCubbin arrived at 4:45 p.m.*

**Present:** Ald. Brenda K. Konkel, Ald. Paul J. Van Rooy, Ald. Robbie Webber, Ald. Jean M. MacCubbin, Ald. Paul E. Skidmore, Ald. Brian Benford and Ald. Michael E. Verveer

**Excused:** Ald. Judy Compton

Election Advisory Committee - Janet Piraino, Mayor's Chief of Staff

**Registrants:**

Lauren Azar	809 Spaight Street, Madison	Spoke	Support
Paul Malischke	4825 Bayfield Terrace, Madison	Spoke	Support

Janet Piraino spoke to the issue of creating an Elections Advisory Committee (resolution was placed on file at the Common Council meeting of March 15, 2005). She commended the City Clerk's office staff for their hard work during the Presidential Election in November 2004 but noticed the challenges that needed to be addressed:

**1. Projecting the appropriate number and distribution of ballots**

There were several meetings before the election to estimate the number of ward specific ballots that would be needed. However the problem of underestimating the number of ballots at one polling place and overestimating the number of ballots at several other polling locations remained. This problem needs to be resolved. There is also a need to develop a backup plan for printing ballots quickly when the polling places run out of ballots.

**2. Better processing and estimating need of absentee ballots**

Ms. Piraino stated that given recent election law changes the city would continue to see an increase in absentee ballot requests. The challenges were twofold: a. there is a large number of absentee ballots with not enough staff in the Clerk's office to process the requests/ballots and b. that a process to estimate the number of absentee ballots needed for each ward needs to be developed.

**3. Better identifying and standardizing the distribution of supplies to the polls**

Standardizing the request process and delivery of supplies to poll workers could decrease problems in these areas. The Clerk's office should also look at decentralizing some of its work. Example, one person could be dedicated to supplies versus having that person performing several Election Day tasks.

Ms. Piraino indicated that the Mayor is eager to cooperate but doesn't have a strong feeling about creating another committee. He was interested in getting the election process to work as well as possible.

Lauren Azar spoke. She indicated that she has been an election volunteer since 1998. She saw the need for a committee to deal with polling place set up, recruiting poll workers, ensuring that the City Clerk's office was adequately staffed, developing poll worker training. She stated that she would volunteer to serve on such a committee and that public involvement is important when looking election issues.

Paul Malischke spoke. He indicated that there is a need for developing an emergency plan if there is a power outage at the polling location, more poll worker training, looking at new voting machines to comply with the Federal government's accessibility requirements, look into the problems of voter fraud and changing polling place locations (e.g. Ward 44)

Ald. Brenda Konkel asked CCOC members if they wanted to recommend that the Mayor create a work group to work on these issues or reconsider the failed

resolution. Ald. Brian Benford asked the members who had voted against the resolution what they would like to see. Ald. Paul Van Rooy thought it was appropriate the Mayor creates a work group to deal with the issues and once the issues are addressed the work group could disband.

Ald. Mike Verveer noted that there would be a huge loss of institutional knowledge with the two retirements from the City Clerk's Office. He stated that some type of work group or committee needed to be formed to deal with outstanding issues before these individuals retired. He also suggested that Ald. Jean MacCubbin, Ald. Paul Van Rooy and Lauren Azar be considered to serve on whatever vehicle was created.

Ald. Brenda Konkel requested that the meetings be publicly noticed. She also thought two other issues the work group could review is the issue of workers inappropriately asking for ID when it wasn't necessary and that the Clerk's office needs to perform a purge of the voting rolls more often.

The CCOC recommended that:

1. The Mayor create a work group to address the issues that needed to be resolved due to recent elections and that a formal committee not be created
2. That citizen and alders be considered for appointment to the work group
3. Tat the work group work with the City Clerk's office on resolving the issues

## ITEMS REFERRED FROM COUNCIL

### 00049

Requesting a review by the Plan Commission, Urban Design Commission and the Common Council Organizational Committee of the Economic Development Commission's recommendations from their report entitled " Opportunities to Make Madison City Government More Friendly to Business" dated December 2004.

**Attachments:** EDC Report and Recommendations, Regent NA Letter re: EDC Report dated 2/9/05, UDC report on EDC report.pdf

*This item will appear on the May 17, 2005 CCOC agenda.*

**A motion was made by Ald. Van Rooy, seconded by Ald. Verveer, to Rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE**

**Ald. Zach Brandon indicated that the Plan Commission and Economic Development Commission were planning on a joint meeting in April 2005 to discuss this resolution. Members indicated that this item should be rereferred to the May 17, 2005 CCOC meeting. The motion passed by acclamation.**

## DISCUSSION ITEMS

Open Records Request Process - Roger Allen, Assistant City Attorney

Roger Allen, Assistant City Attorney, was present to discuss the designation of records custodian.

It was noted that Council members are in the process of being moved to the City's Group Wise email system. Emails are automatically archived by the City. An elected official is the custodian of their email records.

If an open records request is received, the alderperson can retrieve their own records and comply with the request. If an alder has a question whether a record is subject to the open records law they can contact the City Attorney's office. An alder can also designate Council staff as their records custodian and staff can retrieve the records.

Mr. Allen cautioned co-mingling email records with personal email addresses.

Ald. Zach Brandon also stated that it's not the vehicle (cell phone, laptop, etc..) that is subject to the law, but the record itself.

Request to expend money from \$600 Administrative Account for membership to NALEO - Ald. Santiago Rosas

Ald. Paul Van Rooy moved, seconded by Ald. Robbie Webber to deny Ald. Santiago Rosas' request to expend \$100 to join NALEO per Council Policy Guide's stated policy:

#### **Organizational Memberships**

Only memberships in organizations such as the Wisconsin League of Municipalities are allowed.

Memberships in many organizations can give alderpersons valuable contacts and resources with which to better carry out their duties. However, the fact is that most city and non-city organizations take active positions with respect to issues formally or informally facing the Council and the City.

The Common Council Organizational Committee believes that it is inappropriate to spend taxpayer money to allow local officials to join organizations taking such active positions. While it is the case that the Wisconsin League of Municipalities takes active positions on issues (including positions in disagreement with those held by individual alderpersons or the City of Madison as a whole) they are clearly general bodies organized not over specific issues, but over municipal issues overall.

CCOC members also noted that the organization offered free air/ground transportation and two hotel nights and meals. Michael May, City Attorney, has noted that the Ethics Code prohibits alders from accepting these types of offers. Ald. Rosas could not accept the offer as "free"; it would put Ald. Rosas in violation of the Ethics Code.

Inclusionary Zoning and possible formation of subcommittee - Ald. Judy Compton, District 16

Ald. Paul Van Rooy moved, seconded by Ald. Jean MacCubbin to refer this item to a future CCOC meeting. Motion was approved by acclamation.

**00419**

Common Council Handbook - Request that CCOC members review Council resources being used for political campaign activities.

**A motion was made by Ald. Van Rooy, seconded by Ald. Webber, to Accept With Recommendation(s) The following language was approved for inclusion in the Council Policy (Handbook) Guide:**

**Council staff is prohibited from participating in any campaign related activities. This includes:**

- Issuing press releases on campaign activities**
- Mailing notices on campaign activities**
- Emailing constituents, press, etc. about campaign activities**
- Reserving rooms for campaign activities**
- Providing address labels for campaign activities**

**Council staff may issue a press release for an alder announcing that the alder is not seeking re-election.**

**The motion passed by acclamation.**

**00106**

Discussion on the City's Planning Councils.

**A motion was made by Ald. Skidmore, seconded by Ald. Van Rooy, to Rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE. The motion passed by acclamation.**

**00105**

Discussion of evaluation process of Compensation Group 21 employees

**Attachments:** Agency Evaluation Feedback Form, Substitute Resolution, ID# 27009, Excerpt from MGO 3.38(6)(c)3

**A motion was made by Ald. Van Rooy, seconded by Ald. Skidmore, to Rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE CCOC members requested that Roger Goodwin be requested to attend the meeting where this issue is discussed. The motion passed by acclamation.**

## **ADJOURNMENT**

**A motion was made by Ald. Skidmore, seconded by Ald. Van Rooy, to Adjourn Meeting adjourned at 5:52 p.m. The motion passed by acclamation.**