



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes - Approved COMMON COUNCIL ORGANIZATIONAL COMMITTEE

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Tuesday, May 17, 2011

4:30 PM

210 Martin Luther King, Jr. Blvd.  
Room 103A (City-County Building)

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### CALL TO ORDER / ROLL CALL

**Present:** 7 -

Ald. Lauren Cnare; Ald. Tim Bruer; Ald. Susan A. Ellingson; Ald. Steve King; Ald. Chris Schmidt; Ald. Larry Palm and Ald. Mark Clear

**Excused:** 1 -

Ald. Shiva Bidar-Sielaff

**Others Present:** Michael May (City Attorney), Brad Wirtz (HR Director), Ald. Marsha Rummel, Ald. Bridget Maniaci, Kristin Czubkowski (TCT), Rosemary Lee and Brenda Konkel

Ald. Lauren Cnare, chair, called the meeting to order at 4:31 p.m.

### APPROVAL OF MINUTES

A motion was made by Ald. Mark Clear, seconded by Ald. Tim Bruer, to approve the minutes from the March 29, 2011 Common Council Organizational Committee meeting. The motion passed by voice vote/other.

### PUBLIC COMMENT

There was no public comment.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals from members present.

Ald. Shiva Bidar-Sielaff arrived at 4:35 p.m.

**Present:** 8 -

Ald. Lauren Cnare; Ald. Shiva Bidar-Sielaff; Ald. Tim Bruer; Ald. Susan A. Ellingson; Ald. Steve King; Ald. Chris Schmidt; Ald. Larry Palm and Ald. Mark Clear

## REFERRAL FROM COMMON COUNCIL

[22231](#)

Creating Sec. 3.21 of the Madison General Ordinances to clarify the district an alderperson will represent after redrawing of district boundaries following the decennial census.

**Sponsors:** Mark Clear, Larry Palm and Satya V. Rhodes-Conway

**Attachments:** [OCA Report Redistricting 062011](#)

A motion was made by Ald. Larry Palm, seconded by Ald. Mark Clear, to **RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER.** The motion passed by voice vote/other.

## DISCUSSION ITEMS

[22424](#)

Common Council Organizational Committee Duties (MGO 33.13) and discussion of what items should come before the committee - Ald. Lauren Cnare, Chair, Council President

**Attachments:** [33.13 CCOC Composition & Duties.pdf](#)

Ald. Lauren Cnare asked members of the CCOC to identify what issues they would like to see addressed in the upcoming year and/or what types of issues CCOC should be addressing:

**Ald. Tim Bruer**

- \* Review Council's organizational structure
- \* Investigate 2-year terms for Council Leadership
- \* Role of the Council in committee appointments and input into the demographics of committee membership.

**Ald. Chris Schmidt**

- \* Process of Council amendments to the Comprehensive Plan

**Ald. Larry Palm**

- \* How special topic work groups, ad hoc committees, etc. are created and defined
- \* How aldermanic membership to organization boards, committees is determined and encouraged (e.g. League of WI Municipalities Board) and how feedback is gathered to speak on behalf of the Council.

**Ald. Mark Clear**

- \* "Thorny issues" and issues that don't have an obvious "home". Acting similar to the County's Executive Committee as a vetting committee for meta-issues.

**Ald. Shiva Bidar-Sielaff**

- \* Increase alder participation in the National League of Cities & funding travel/conferences out of the Council budget.
- \* Reports to CCOC on information from alder representative on organizations board or committee (e.g. former Ald. Michael Schumacher's reports on LWM

activities).

Ald. Lauren Cnare

\* City's lobbying efforts and Council's input and participation on legislative agenda setting.

[22425](#)

Ethics Board Complaint & CCOC Hearing: Process and scheduling hearing date - City Attorney Michael May

**Attachments:** [CCOC and Ethics Board Complaint Process.pdf](#)

City Attorney Mike May advised the members of the CCOC that a hearing needed to be scheduled to deliberate complaints against the City's Ethics Board. He reviewed the procedure with CCOC members:

- \* The CCOC needs to follow the same procedures as the Ethics Board.
- \* A jurisdictional hearing will require the CCOC to review the complaints and determine if there is a violation of the Ethics Code.
- \* May go into closed session to deliberate.
- \* Parties will need to be notified 10 days before the meeting.
- \* Materials will be provided for CCOC members to review prior to the meeting before the hearing date.

Ald. Tim Bruer requested that the City Attorney provide the members with an opinion on whether the complainant could file if circuit court if the CCOC found no violations of the Ethics Code.. City Attorney May indicated he would also provide members with information on how to conduct themselves outside of the hearing (e.g. no discussion on the complaints with people that contact them).

A meeting date of Tuesday, June 28, 2011 was set. Lisa Veldran was asked to follow up with finding a time and location for the special CCOC meeting.

[22436](#)

Discussion on process and procedures for hiring Council Policy Analyst position - Brad Wirtz, Human Resources Director

**Attachments:** [20552 Budget Amendment.pdf](#)

Brad Wirtz, HR Director, was present for the discussion on this item.

Ald. Steve King asked whether this position was viable given the budget projections. Ald. Cnare indicated that Council Leadership was committed to the Council's decision with going forward and filling the position.

Mr. Wirtz stated that the process would include HR first looking at:

1. Current Council office work flow structure, and;
2. Organizational staffing structure and how the position would interact with current positions

After this analysis HR staff would work with Council Leadership, CCOC or a subcommittee to develop the position description.

Ald. Steve King suggested a subcommittee be created to work with HR in order

to give them direction.

It was discussed and decided that Ald. Lauren Cnare would create a President's Work Group to develop the policy analyst job description.

Ald. Steve King, Ald. Larry Palm and Ald. Bridget Maniaci volunteered to serve on the work group.

#### **FUTURE AGENDA ITEMS**

Ald. Marsha Rummel was present to explain the future agenda item - participatory budgeting. Lisa Veldran offered to send out information to alders on the topic.

#### **ADJOURNMENT**

A motion was made by Ald. Tim Bruer, seconded by Ald. Shiva Bidar-Sielaff, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 5:50 p.m.