



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved UNIVERSITY HILL FARMS AD HOC STEERING COMMITTEE

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Thursday, April 25, 2013

6:30 PM

Covenant Presbyterian Church  
326 South Segoe Road (Corner of  
Mineral Point and Segoe Roads)

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### CALL TO ORDER / ROLL CALL

**Present:** 7 -

Joseph R. Keys; Jaclyn D. Lawton; Thomas R. Favour; Christopher P. Klein; Kristina E. Gislason; Jonathan W. Hoffman and Thomas Mooney

**Excused:** 1 -

Brian W. Ohm

**Governmental Officials/Staff Present:** Alderperson Schmidt, Alderperson Clear, Roger Allen, City Attorney, Jule Stroick, Planning Division.

**Others Present:** John Jacobs.

A meeting of the **University Hill Farms Ad Hoc Steering Committee** was held on Thursday, April 25, 2013 at Covenant Presbyterian Church at 326 South Segoe Road. The meeting was called to order at 6:30 PM. A quorum was present and the meeting was properly noticed.

### PUBLIC COMMENT

There were no registrants for public comment.

### DISCLOSURES AND RECUSALS

None.

1. Welcome from Alder Chris Schmidt, District 11 (5 Minutes)

Alderperson Chris Schmidt, District 11 expressed his appreciation for serving of the ad hoc steering committee. Alderperson Mark Clear, District 19 also expressed his appreciation. Alderperson Clear requested the ad hoc steering committee to invite Spring Harbor neighborhood association in future discussions regarding the triangular parcel located in the north western portion of the neighborhood.

2. Introductions (15 Minutes)

Steering committee members introduced themselves and provided background information about where and how long they live within the neighborhood.

3. Wisconsin Open Meeting Requirements by City Attorney Roger Allen (45 Minutes)

Roger Allen, Assistant City Attorney, provided board training in the Wisconsin Open Meeting Law. <http://www.cityofmadison.com/attorney/meetings/training.cfm>

Major points covered included:

- All meetings (Ad Hoc Steering Committee or any subcommittee of the whole) must be held in a publicly accessible location with proper notice (24-hours in advance), and must be open unless it is an authorized closed session.
- At the beginning of each meeting, the chairperson should inquire if the meeting was properly noticed.
- Quorum must be reached within 15 minutes of noticed starting time. Quorum for the UHF Ad Hoc Steering Committee is 5. If quorum is not reached within 15 minutes, the steering committee should be disbanded without covering any business with exception of setting a future meeting date.
- If a committee member cannot physically attend a meeting, it is possible to Skype or conference call into the meeting; however, the agenda must be properly noticed with the person and method of communication to be used.
- The Open Meetings law applies in at least two situations where a quorum may not be present: Negative Quorum (a gathering of less than a quorum but sufficient to determine the public body's course of action) and Walking Quorum (a series of gatherings or contacts (phone, emails, Facebook, chat rooms) among members.
- The walking quorum rule potentially applies to email correspondence/instant messaging, particularly with the "reply all" and "forward" features. Rule of thumb: do not forward any email to other members/do not discuss content of messages with each others outside of meeting.
- If you receive an email, forward directly to Jule Stroick, [jstroick@cityofmadison.com](mailto:jstroick@cityofmadison.com), so a public record file is opened.
- In the case of University Hill Farms Neighborhood Plan Subcommittee (in which four members of this ad hoc steering committee are members of), the UHF Plan Subcommittee meetings should be noticed of the City's Other Meetings with the following clause: A quorum of the University Hill Farms Ad Hoc Steering Committee may be present in attendance at the University Hill Farms Neighborhood Subcommittee meeting (Badke Notice).
- University Hill Farms Ad Hoc Steering Committee members should avoid discussion of/perception of decisions related to their city appointed role at University Hill Farms Neighborhood Plan Subcommittee meetings.
- University Hill Farms Ad Hoc Steering Committee members should avoid discussion of meeting business outside of regularly scheduled meetings. Encourage interested parties to send questions/comments to city staff/consultant so the idea/issue can be discussed in public meeting setting.
- Other resources: [www.wisfoic.org](http://www.wisfoic.org)

Roger Allen encouraged ad hoc steering committee members to immediately contact him if any question arises about Wisconsin Open Meeting procedures at: [rallen@cityofmadison.com](mailto:rallen@cityofmadison.com).

4. Approval of UHF Steering Committee Chair and Vice-Chair (10 Minutes)

Joe Keyes was nominated for Chair, Jacki Lawton was nominated for Vice-Chair. **A motion to approve the nominations for Chair and Vice Chair was passed on a voice vote/other.**

5. [29905](#) Plan Development

Jule Stroick, Planning Division Staff, distributed a handout describing the scope, study boundaries, roles, and timeline for the project. Due to time limitations, the ad hoc steering committee will discuss further at the next meeting.

6. [29906](#) Updates

The City of Madison released a Request for Proposal (RFP) on March 20, 2013. Three vendors submitted proposals for consultant services. A four-member evaluation panel will meet to review proposals and to conduct interviews. The consultant firm is anticipated to start work in June 2013.

7. Next Meeting/Agenda (10 Minutes)

The University Hill Farms Ad Hoc Steering Committee selected the fourth Thursday of every month @ 7:00 p.m. as their regularly scheduled meeting. Thursday, May 23, 2013, at 7:00 p.m. will be the next meeting date. A detailed schedule of dates and meeting locations will be distributed at next meeting.

Agenda items for the next meeting included:

- Define scope of the planning project
- Identify committee meeting conduct/rules
- Discuss public participation strategies, including first scheduled Open House
- Present general demographic information
- Identify major neighborhood issues (only if the consultant is present)
- Provide background on Historic Preservation Grant/Inventory and discuss the differences between the planning/historic inventory and how to ensure accurate/clarity to UHF residents

8. ADJOURNMENT

**A motion was made by Keys, seconded by Lawton, to Adjourn at 9:10 p.m. The motion passed by voice vote/other.**