

COMMUNITY AFFAIRS/COUNCIL POLICY COMMITTEE MEETING MINUTES

Wednesday, March 3, 2009 – 6:00 p.m.

Hall of Fame Room, 381 E Main St., Stoughton WI

Present: Alderpersons Steve Tone, Greg Jenson, Paul Lawrence, Tim Carter, City Clerk/Personnel Director Luann Alme, Utilities Director Robert Kardasz, Mayor Griffin, Senior Center Director Cindy McGlynn.

Absent & Excused:

Guests: City Attorney Matt Roethe.

Call to Order: Alderperson Tone called the meeting to order at 7:00 p.m.

Committee Minutes of March 3, 2009:

Motion by Carter, second by Tone, to approve the minutes of February 3, 2009.

Communications: City attorney Matt Roethe concluded that a city ordinance would take precedence over a restrictive covenant.

Commission on Aging Bylaws:

Motion by Lawrence, second by Carter to recommend Council approval of the amendments to the Commission on Aging Bylaws for the Stoughton Area Senior Center. Motion Carried.

Oversight Committees role in Personnel Issues:

Motion by Lawrence, second by Carter, to table the Oversight Committees role in Personnel Issues to the next CA/CP meeting on Wednesday April 8th, and to direct staff to invite Alderman Rollie Odland to this meeting. Motion carried.

Consideration regarding the dissolution of the Business Park North Committee:

Motion by Lawrence, second by Tone, to take no action at this time regarding the dissolution of the Business Park North Committee. Further discussion followed, Alderman Carter suggested the Committee should stay in existence until the rest of the City lots are sold, and city representation should remain on the committee. Carter also stated the writing of the covenants which are in place now are too subjective, and that covenants are meant to be definitive and restrictive. Motion Carried.

Consider reducing the number of Alderperson's on the Common Council:

Moved by Jenson, second by Lawrence to take no action on this agenda item at this time. Motion fails 2-2 with Aldermen Carter and Tone voting no. Further discussion followed. Moved by Jensen, second by Lawrence to table this agenda item to the next CA/CP meeting on April 8. Staff was directed to research the number of cities where they have reduced number of Alderperson's, and the circumstances involved.

Resolution regarding Census 2010:

Moved by Lawrence, second by Carter to recommend Council approve the Resolution regarding Census 2010. Motion carried.

April 7th Community Affairs / Council Policy Meeting:

The meeting scheduled for April 7 will be rescheduled to April 8 due to the spring election held on April 7, 2009. All in favor.

Discussion regarding the Community Affairs/ Council Policy meeting schedule:

The future CA/CP meeting times will be scheduled for 6:00 p.m. All in favor.

Future agenda items:

Oversight Committee's Role in Personnel Issues.

Reduction of Alderperson's serving on the Common Council.

Adjournment: Motion by Lawrence, seconded by Carter, to adjourn at 8:00 p.m. Motion carried.

Next Meeting will be April 8 at 6:00 pm in the Hall of Fame Room at Stoughton City Hall.

Respectfully submitted,
Pili Hougan, Deputy City Clerk

COMMUNITY AFFAIRS/COUNCIL POLICY COMMITTEE MEETING MINUTES

Wednesday, April 8, 2009 – 6:00 p.m.

Hall of Fame Room, 381 E Main St., Stoughton WI

Present: Alderpersons Steve Tone, Greg Jenson, and Tim Carter, City Clerk/Personnel Director Luann Alme and Utilities Director Robert Kardasz. Mayor Jim Griffin and Alderman Paul Lawrence arrived at 6:20 p.m.

Absent & Excused:

Guests: Rollie Odland and City Attorney Matt Roethe.

Call to Order: Alderperson Tone called the meeting to order at 6:00 p.m.

Committee Minutes of March 3, 2009:

Motion by Carter, second by Tone, to approve the minutes of March 3, 2009.

Communications: City Clerk Luann Alme reviewed the Agenda Items (Placement of) Policy.

Oversight Committees role in Personnel Issues:

Motion by Carter, second by Lawrence to direct staff to revise the Agenda Items Placement Policy and bring back to the next Community Affairs/Council Policy meeting on May 5, 2009. Further discussion followed, and it was reiterated any time there is a vacancy, the personnel committee needs to be involved. Motion Carried.

Consider reducing the number of Alderpersons serving on the Common Council:

Motion by Lawrence, second by Carter, to take no action at this time regarding the consideration of reducing the number of Alderperson's serving on the Common Council. Motion carried.

Reorganization of the City Directory:

City Clerk Luann Alme explained the City Directory has a mix of city committees and 10 committees which are community committees. She would like the directory to be split in two sections, the city committees listed in the first part of the directory, and the community committees listed in the second part of the directory. Mayor Griffin and City Clerk Alme stated they are in favor of the community committees, but not to fall under the city's administration umbrella due to tight budget restrictions. Alderman Carter suggested staff create a detailed organizational chart and bring back to the next CA/CP meeting. Alderman Tone would like to encourage the community committees to continue, but not fall under the city's administration. Alderman Lawrence suggested to reorganize the city directory and to bring back to the next CA/CP meeting on May 5. All in favor.

Future agenda items:

Policy for Oversight Committees role in Personnel Issues.

Reorganization of the City Directory

Adjournment: Motion by Lawrence, seconded by Carter, to adjourn at 7:10 p.m. Motion carried.

The Next Meeting will be May 5, at 6:00 p.m., in the Hall of Fame Room, at Stoughton City Hall.

Respectfully submitted,
Pili Hougan, Deputy City Clerk

COMMUNITY AFFAIRS/COUNCIL POLICY COMMITTEE MEETING MINUTES

Tuesday, May 5, 2009 – 6:00 p.m.

Hall of Fame Room, 381 E Main St., Stoughton WI

Present: Alderpersons Steve Tone, Larry Weiss, Carl Chenoweth and Paul Lawrence. Utilities Director Bob Kardasz, Finance Director Laurie Sullivan. Mayor Jim Griffin arrived at 6:15 p.m.

Absent & Excused: Senior Center Director Cindy McGlynn.

Call to Order: Deputy Clerk Pili Hougan called the meeting to order at 6:00 p.m.

Election of Chair and Vice-Chair: Alderperson Carl Chenoweth nominated Alderperson Paul Lawrence as Chair. There being no other nominations, Alderperson Chenoweth, seconded by Weiss, to cast a unanimous vote for Lawrence as Chair. Carried unanimously.

Alderperson Lawrence nominated Alderperson Weiss as Vice-Chair. There being no other nominations Alderperson Lawrence moved, seconded by Chenoweth, to cast a unanimous ballot for Weiss as Vice-Chair. Carried unanimously.

Committee Minutes of April 8, 2009:

Motion by Chenoweth, second by Lawrence to approve the minutes of April 8, 2009.

Communications: Steve Tone welcomed Chair Paul Lawrence and members of the committee.

Oversight Committees role in Personnel Issues: Revision of Agenda items Placement Policy:

Motion by Chenoweth, second by Lawrence to recommend council approve the revised Agenda Items Placement Policy. Motion Carried.

Reorganization of the City Directory: Moved by Chenoweth, seconded by Weiss, to recommend Council approve the elimination of the following Committees: EMS Building Committee Ad-Hoc and the Westview Ridge Construction Committee. And to recommend Council approve the reformatting of these committees as listed:

Keep the Sister City Committee with the possibility under the advice of the Mayor of elimination during future reorganization of the Directory.

Recommendation to the Mayor to move the Facade Improvement Committee under the Redevelopment Authority (RDA). Carried unanimously.

Alderperson Chenoweth would like to consider reorganizing the Utilities Committee to a Utilities Commission and bring back to the next CA/CP meeting. Carried unanimously.

Discussion regarding a Community Wide Survey: Finance Director Laurie Sullivan gave a presentation on the need for a community wide survey. She would like to have input from the department heads and Council regarding the survey. Further discussion followed. It was determined a combination of a town hall meeting and a survey might be more effective than having just one of these methods to obtain information from the community. Alderman Weiss would like to hire a professional consultant to help the city move forward in determining which would be a more effective venue in gathering information from the community. Motion by Chenoweth, seconded by Weiss to instruct Mayor Griffin to ask the Finance Director to explore the idea of hiring a professional consultant to give a presentation on the benefits of surveys and the most effective ways to gather information from communities and bring back to the next CA/CP meeting. Carried unanimously.

Discussion regarding paperless agenda packets and Council Computers: Moved by Chenoweth, seconded by Weiss, to recommend Council approval of purchasing Lap top computers, flash drives, and the necessary soft wear needed, for the Alderpersons use for committee meetings instead of paper packets. These items would be purchased without doing a budget amendment based on the amount of savings from not having paper packets printed. Carried unanimously.

Future agenda items:

Reorganize Utilities Committee to Utilities Commission.

Status on benefits of surveys /Professional Survey Consultant: Finance Director Sullivan.

Adjournment: Motion by Chenoweth, seconded by Weiss, to adjourn at 6:45 p.m. Motion carried.

The Next Meeting will be June 2, at 6:00 p.m., in the Hall of Fame Room, at Stoughton City Hall.

Respectfully submitted,
Pili Hougan, Deputy City Clerk

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES

June 2, 2009 @ 6:00 p.m.

Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Paul Lawrence, Eric Olstad, Utilities Director Bob Kardasz, Mayor Griffin, Finance Director Laurie Sullivan, Senior Center Director Cindy McGlynn, Parks & Recreation Director Tom Lynch, and Bill Brehm.

Guests: Alderperson Steve Tone and Beth Anderson.

Absent & Excused: Alderpersons Larry Weiss and Carl Chenoweth.
Meeting was held without a quorum.

Call to Order: Alderperson Lawrence called the meeting to order at 6:00 p.m.

Committee Minutes of May 5, 2009:

Motion by Lawrence, second by Olstad to table the minutes to the next CA/CP meeting on July 7, 2009. Motion carried.

Review and discussion of the Municipal Building Use Policy and the current use of the Youth Center facility by the school districts: Alderperson Lawrence explained he wanted this item added to the agenda for review and consideration to include a change in the policy which notify the staff involved when the building would be used by an outside party. Further discussion followed. Motion by Lawrence, second by Olstad to direct staff make the recommended changes to the Municipal Building Use Policy and bring back to the next CA/CP meeting. Motion carried.

Discussion of reorganizing the Utilities Committee to a Utilities Commission: Moved by Lawrence, seconded by Olstad to table this item to the next CA/CP meeting. Motion Carried.

Request for staffing adjustment-Opera House Event Coordinator Position: Media Services & Opera House Director Bill Brehm presented the proposed revisions to the current Opera House Event Coordinator Position. He would like consideration to support and approve the proposed changes to the position, which includes the position title changed to Opera House Assistant Director, changes to the position description, and a wage scale change to support the added responsibilities with this position. He would like this position to be fully budgeted from the Opera House budget, where currently it's paid at 75% by the Opera House and 25% by the Media Services. Further discussion followed. Moved by Lawrence, seconded by Olstad to recommend moving forward with the Opera House Event Coordinator position changes to the Personnel Committee. Motion carried.

Review and Discussion of the Agenda Items Placement Policy-Specific to time sensitive items: Moved by Lawrence, seconded by Olstad to table this agenda item to the next CA/CP meeting. Motion Carried

Review and approval of the policy regarding Alderperson Net-books: Finance Director Laurie Sullivan explained the policy; she noted there are a few changes to the policy which need to be made before it can be presented to Council. City attorney Matt Roethe reviewed and approved the policy. Sullivan noted she would like to reference "Council Conduct" in the policy, and the Net-books are still applicable to the open records policy. Mayor Griffin stated the Net-books are a cost saving incentive to the City. Moved by Lawrence, seconded by Olstad, to direct staff to make the changes to the policy and recommend to Council for approval. Motion carried.

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Future agenda items:

Reorganize Utilities Committee to Utilities Commission.

Status on benefits of surveys /Professional Survey Consultant: Finance Director Sullivan.

Minutes of CA/CP meeting on May 5, 2009.

Review and discussion of the Municipal Building Use Policy and the current use of the Youth Center facility by the school districts.

Review and discussion of the Agenda Items Placement Policy-Specific to time sensitive items.

Senior Center Behavior Policy

Adjournment: Motion by Lawrence, seconded by Olstad, to adjourn at 6:55 p.m. Motion carried.

The Next Meeting will be July 7, at 6:00 p.m., in the Hall of Fame Room, at Stoughton City Hall.

Respectfully submitted,
Pili Hougan, Deputy City Clerk

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
July 7, 2009 @ 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Paul Lawrence, Eric Olstad, Larry Weiss, Carl Chenoweth, Utilities Director Bob Kardasz, Senior Center Director Cindy McGlynn, and City Clerk Luann Alme.

Guests: Alderperson Steve Tone, Alderperson Dave McKichan, Dave Erdman, John Hajny, and Norval Morgan.

Call to Order: Alderperson Lawrence called the meeting to order at 6:00 p.m.

Committee Minutes of May 5, 2009 & June 2, 2009:

Motion by Chenoweth, seconded by Weiss to approve the minutes as presented. Motion carried.

Senior Center Behavior Policy:

Senior Center Director Cindy McGlynn reviewed the Inappropriate Behavior Policy, Senior Center Rules of Participation Policy, and the Internet Acceptable Use Policy. Moved by Weiss, seconded by Olstad to recommend Council approve the policies as presented. Carried unanimously.

Review and discussion of the Municipal Building Use Policy:

Alderperson Lawrence directed staff to add the words "use of" to the new wording for the Building Use Policy on the second page. Moved by Chenoweth, seconded by Olstad to recommend Council approve the Building Use Policy as presented with the requested change of wording. Motion carried.

Discussion of reorganizing the Utilities Committee to a Utilities Commission:

Alderperson Chenoweth explained he would like the Utilities Committee reorganized to a Utilities Commission. He feels a Utilities Commission would have more operational oversight on day to day operations. Council would still have control over the Utilities Commission. He would like to see a Utilities Commission which would consist of seven members. Two of the commission members would be city officials. He would like the Utilities Commission to be formed in accordance to State Statute 66.0805: Management of municipal public utility by commission. Moved by Chenoweth, seconded by Olstad to recommend to Council for discussion and direction in reorganizing the Utilities Committee to a Utilities Commission. Carried unanimously.

Review and Discussion of the Agenda Items Placement Policy-Specific to time

sensitive items: Alderman McKichan suggested the Agenda Items Placement Policy be reviewed by the city attorney at the scheduled Committee of the Whole meeting in August for clarification on who can place items on agendas. Moved by Lawrence, seconded by Olstad to table this agenda item to the next CA/CP meeting. Carried unanimously.

Status on the benefits of Surveys/Professional Survey Consultant: Moved by Chenoweth, seconded by Weiss, to table this agenda item indefinitely. Carried unanimously.

Discussion of the delivery of confidential materials to Council members:

Alderman McKichan explained his concerns regarding the timely delivery of confidential materials to the alderpersons. He feels even if information is confidential, the Council needs to get the information with enough time in advance to be able to review the information. Moved by Lawrence, seconded by Olstad to recommend this agenda item to the Committee of the Whole, and to direct staff to pursue security protected passwords for delivery of confidential materials, to ask the city attorney to review the policies on handling confidential materials. Carried unanimously.

Discussion and review of parliamentary procedures: Alderman McKichan stated Roberts Rules of order need to be followed to keep meetings in a civil order and to stay on task. Moved by Chenoweth, seconded by Olstad, to attach the excerpts of "Officers and their duties" and "Parliamentary Practice" to the CA/CP minutes for Council to review and to take no further action at this time. The committee directed staff to distribute Roberts Rules of Order via booklet or CD to all the Alderpersons. Carried unanimously.

Future agenda items:

Agenda Items Placement Policy-Specific to time sensitive items.

Council Discipline Policy-Governance Rules

Password PDF encryption/Password protect for secure access to confidential materials.

Adjournment: Motion by Weiss, seconded by Olstad, to adjourn at 7:15 p.m. Motion carried.

The Next Meeting will be August 4, at 6:00 p.m., in the Hall of Fame Room, at Stoughton City Hall.

Respectfully submitted,
Pili Hougan, Deputy City Clerk

COMMUNITY AFFAIRS/COUNCIL POLICY SPECIAL MEETING MINUTES
August 19 @ 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Paul Lawrence, Eric Olstad, Carl Chenoweth, Senior Center Director Cindy McGlynn, and Media Services & Opera House Director Bill Brehm.

Absent: Alderperson Larry Weiss

Guests: Alderperson Greg Jensen, Alderperson Ross Scovotti, Mary Carol Vernden and Henry Vernden.

Call to Order: Alderperson Lawrence called the meeting to order at 6:00 p.m.

Senior Center Proposed 2010 Budget:

Senior Center Director Cindy McGlynn presented the Senior Center budget for 2010. Motion by Chenoweth, seconded by Olstad to recommend to the Finance Committee approval of the budget as presented. Carried unanimously.

Opera House Propsed 2010 Budget:

Opera House Director Bill Brehm presented the Opera House budget for 2010. Moved by Chenoweth, seconded by Olstad to recommend to the Finance Committee approval of the budget as presented. Carried unanimously.

Media Services Propaed 2010 Budget:

Media Services Director Bill Brehm presented the Media Services budget for 2010. Moved by Chenoweth, seconded by Olstad to recommend to the Finance Committee approval of the budget as presented. Carried unanimously.

Adjournment: Motion by Chenoweth, seconded by Olstad, to adjourn at 6:25 p.m. Motion carried.

Respectfully submitted,
Paul Lawrence, Chair to Community Affairs/Council Policy
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COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
October 06, 2009 @ 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Paul Lawrence, Eric Olstad, Larry Weiss, and Carl Chenoweth (arrived at 6:08), Utilities Director Bob Kardasz, & Deputy Clerk Pili Hougan.

Call to Order: Alderperson Lawrence called the meeting to order at 6:00 p.m.

Committee Minutes of July 7, 2009 & Special Meeting Minutes of August 19, 2009:

Motion by Weiss, seconded by Olstad to approve the minutes as presented. Motion carried.

Review and discussion of the Agenda Items Placement Policy-specific to time sensitive items:

Motion by Chenoweth, seconded by Weiss to keep the Agenda Items Placement Policy as is, to take no further action at this time, and to ask that the Mayor send out a memo as a reminder to all department heads regarding the Agenda Items Placement Policy, and include the policy in his memo. The policy should also be included as part of the information given to new Alderpersons, and presented as a reminder to all Alderpersons as the need arises. Carried unanimously.

Discussion / review of Council discipline policy and Governance rules:

Motion by Chenoweth, seconded by Olstad to table this agenda item indefinitely. Carried unanimously.

Future agenda items:

Discussion of reorganizing the Utilities Committee to a Utilities Commission.

Adjournment: Motion by Olstad, seconded by Chenoweth, to adjourn at 6:20 p.m. Motion carried.

The Next Meeting will be November 3, at 6:00 p.m., in the Hall of Fame Room, at Stoughton City Hall.

Respectfully submitted,
Pili Hougan, Deputy City Clerk

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
November 3, 2009 @ 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Paul Lawrence, Eric Olstad, Larry Weiss, and Carl Chenoweth, Utilities Director Bob Kardasz, Senior Center Director Cindy McGlynn & Deputy Clerk Pili Hougan.

Call to Order: The meeting was called to order at 6:00 p.m. by Chair Paul Lawrence.

Committee Minutes of October 6, 2009:

Motion by Weiss, seconded by Olstad to approve the minutes as presented. Motion carried.

Review and discussion of Senior Center procedures: Senior Center Director Cindy McGlynn explained the Illness/Accident Procedure and Day Trip Policy are new policies for the Senior Center. The Research Policy and Confidentiality Policy are already in place and have been revised. Motion by Weiss, seconded by Olstad to recommend Council approve the policies as presented. All in favor.

Discussion regarding reorganizing the Utilities Committee to a Utilities

Commission: The committee discussed the proposed change in governance of the Utilities Department from committee to commission. No action taken. It was noted that this will be taken up at the next Utilities Committee meeting, Nov. 16, 2009.

Future agenda items:

None at this time.

Adjournment: Motion by Lawrence, seconded by Weiss, to adjourn at 6:30 p.m. Motion carried.

The Next Meeting will be December 1, at 6:00 p.m., in the Hall of Fame Room, at Stoughton City Hall.

Respectfully submitted,
Pili Hougan, Deputy City Clerk

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
January 5, 2010 @ 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Paul Lawrence, Carl Chenoweth, Eric Olstad, Steve Tone and Greg Jenson, Utilities Director Bob Kardasz, Senior Center Director Cindy McGlynn, Media Services/Opera House Director Bill Brehm and City Clerk/Personnel Director Luann Alme.

Absent & Excused: Alderperson Larry Weiss.

Call to Order: The meeting was called to order at 6:00 p.m. by Chair Paul Lawrence.

Committee Minutes of November 3, 2009: Moved by Chenoweth, seconded by Lawrence, to approve the minutes as presented. Motion carried (Olstad was not present at this time).

Review and Discussion of the Council Policy on Governance and Authority – Council Member Behavior: Alderperson Tone discussed his concern regarding candidates having campaign materials visible at City meetings and his feeling that it is in poor taste and disrespectful to the current/sitting Mayor.

Discussion took place by the Committee, staff and Alderpersons present. City Clerk Alme did not feel that this fit under the definition of “electioneering” and that she would check with the County Clerk and the Government Accountability Board regarding this.

No action was taken by the Committee.

Review and Discussion regarding the use of WSTO Videos: The Committee discussed the difference of using a link to the City website versus embedding public meeting material into a website and whether or not the use of WSTO programming of a public meeting constitutes an endorsement by the City. Media Services Manager Brehm will check with the WAPC group to see if any of them have policies on this type of use.

No action was taken by the Committee.

Adjournment: Motion by Chenoweth, seconded by Lawrence, to adjourn at 6:30 p.m. Motion carried.

Respectfully submitted,
Luann J. Alme,
City Clerk/Personnel Director