CITY OF STOUGHTON, 207 S. Forrest Street, Stoughton, WI 53589

RESOLUTION OF THE COMMON COUNCIL	
REPEALING COMMON COUNCIL POLICY REGARDING ATTENDING CITY MEETINGS VIA REMOTE ACCESS AND ADOPTING COMMON COUNCIL RULE 19 REGARDING VIRTUAL MEETING ATTENDANCE. Committee Action: Fiscal Impact: None	
File Number: R-____-2021	**Date Introduced:**

RECITALS

WHEREAS, pursuant to Resolution 79-2019, adopted on May 28, 2019, Common Council members were prohibited from attending meetings via remote access; and

WHEREAS, on June 9, 2020, in response to the health precautions established during the COVID-19 pandemic, the Common Council amended its policy on attending City meetings via remote access to allow attendance at Common Council meetings by remote access; and

WHEREAS, there is a desire to allow continued access to Common Council and other City meetings via remote means into the future; and

WHEREAS, the Community Affairs/Council Policies Committee has developed rules and protocols to manage and facilitate member and public access to and participation in City meetings; and

WHEREAS, pursuant to Wis. Stat. §62.11(3), the Common Council is empowered to determine its rules of procedure;

RESOLUTION

NOW, THEREFORE, IT IS RESOLVED that the Common Council of the City of Stoughton repeals its policy on attending city meetings via remote access, most recently approved on June 9, 2020, and adopts Rule 19, Virtual Meeting Attendance, attached hereto as Exhibit A. The Common Council further directs that Rule 19 be incorporated into the Rules of the Common Council, Committees, Boards, and Commissions, City of Stoughton, Wisconsin, most recently updated on January 12, 2021.

Approved by the Common Council of the City of Stoughton this ___ day of July, 2021.

Council Action: ____ Adopted _____ Failed Vote _____

Mayoral Action: ☐ Accept ☐ Veto

_____

Tim Swadley, Mayor Date

Council Action: _____ ☐ Override Vote _____

EXHIBIT A

Rule 19. VIRTUAL MEETING ATTENDANCE

Virtual meeting attendance shall be subject to the following rules adopted by the Common Council.

A. *Definitions*.

1. "Member(s)" means an alderperson, the mayor, or a member of any city committee, board or commission.
2. "Public" means any member of the public.
3. "Clerk" means the city clerk or the city clerk's designee.

B. *Virtual Attendance Allowed*. Members and the Public may attend meetings of the Common Council or of any city committee, board or commission in person or by virtual means.

C. *Internet Meeting Service*. Virtual attendance shall be through use of an Internet meeting service designated by the Common Council. The Internet meeting service must support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing relevant documents or exhibits distributed among attendees.

D. *Login Procedure*.

1. Login Information: The Clerk shall include, in the public notice of every meeting, the time and location of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The notice shall also include a copy of, or a link to, these rules.

2. Login Time: The Clerk shall schedule Internet meeting service availability to begin at least fifteen (15) minutes before the start of each meeting. The Clerk shall admit all users into the virtual meeting as efficiently as possible commencing fifteen (15) minutes prior to the start of each meeting.

3. Signing in and out: Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment. All attendees shall sign in.

E. *Quorum Calls*. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. A Member attending virtually shall be deemed as present for a quorum if the member has signed into the Internet meeting service using a full identifiable legal name and has both audio and video connection to the meeting. Thereafter, the continued presence of a quorum shall be determined by the in person and online list of participating Members unless any Member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

F. *Technical Requirements and Malfunctions*. Each Member is responsible for the Member's audio, video, and Internet connections. Each Member shall remain connected to a meeting by both audio and video means, except where muting the audio is necessary to avoid disruption. No action shall be invalidated on the ground that the loss of, or poor quality of, a Member's individual connection prevents participation in the meeting.

G. *Meeting Facilitation*. The presiding officer, or their designee, shall do the following:

1. Monitor the virtual feed and recognize Members who demonstrate a desire to be recognized.

2. Retain control of the Internet meeting service's public and private chat functions, if any, and disable the option for attendees to engage in private chats or conversations, if possible.

H. *Forced Disconnections*. The presiding officer may cause or direct the disconnection or muting of a Member's connection, a Public connection, or the Internet meeting service's public chat function, if it is causing undue interference with the meeting. The presiding officer's decision to do so, which shall be subject to an appeal to the body that can be made by any Member, shall be announced during the meeting and recorded in the minutes.

I. *Private Conversations*. Members shall not use the Internet meeting service's private chat function to engage in private conversations.

J. *Interrupting a Member*. A Member attending virtually who intends to make a motion, or request that under the rules they may interrupt a speaker, shall use the "raise hand" function (or equivalent option based on the Internet meeting service used) for so indicating, and shall thereafter wait a reasonable time for the presiding officer's instructions before attempting to interrupt the speaker by voice.

K. *Arrival and Departure Announcements*. Members shall announce themselves during roll call at the beginning of the meeting. If Members are not present for roll call, they shall announce themselves as soon as possible after joining the meeting and shall announce themselves before departing the meeting, but may not interrupt a speaker to do so.

L. *Loss of Meeting Room Connection*: Any business transacted while the meeting-room computer is disconnected from the Internet meeting service is null and void, except that the members physically present in the meeting at such a time may adjourn the meeting.

M. *Participation by the Public*: The Public may attend meetings in person or virtually, and may attend by either video and audio or just audio means.

N. *Closed Sessions*.

1. Member Participation: Members may participate in closed sessions by virtual means. Any member participating in a closed session by virtual means must do so in a private place so as to protect the confidentiality of the discussion.

2. Notice and Procedure: If the body intends to reconvene in open session after a closed session, in the notice and agenda for that meeting, the Clerk shall publish the time that the body intends to reconvene in open session and shall inform the Public to re-access the meeting by virtual means at the specified time. Once the body votes to go in to closed session, the presiding officer, or their designee, shall cause or direct the disconnection of all Public connections and the connections of staff or other persons deemed not necessary for participation in the closed session. When the body reconvenes in open session, the presiding officer, or their designee, shall cause or direct that Public connections be accessible once again.

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Meeting of:	**MEETING OF COMMON COUNCIL OF THE CITY OF STOUGHTON**
Date//Time:	Tuesday, July 13, 2021 @ 7:00 p.m. The GoToMeeting line will be open at 6:50 p.m. so everyone can get connected. No business will be conducted until 7:00 p.m.
Location:	The meeting of the Common Council will be conducted virtually due to COVID-19. You can join the meeting from your computer tablet or smartphone: https://global.gotomeeting.com/join/255019197. You can also dial in using your phone: +1 (571) 317-3116. Access Code 255-019-197 The meeting can also be livestreamed on https://wsto.tv/live and Spectrum Channel 981.
Members:	Mayor Tim Swadley, Phil Caravello, Ozzie Doom, Ben Heili, Regina Hirsch, Fred Hundt, Greg Jenson, Jean Ligocki, Tom Majewski, Lisa Reeves, Brett Schumacher, Joyce Tikalsky, and Rachel Venegas

CALL TO ORDER

Mayor Swadley called the meeting to order at 7:01 p.m.

Roll Call:
Friedl called roll and noted there were 12 alders present.

Minutes and Reports:
Public Works (5/20/21); Personnel (3/1/21, 3/4/21, 4/5/21, 5/3/21); Finance (6/8/21); CACP (6/1/21); Landmarks Commission (6/10/21)

Public Comment Period:

- None.

Communications and Presentations

- Hirsch thanked all the Council members who have submitted their Council goals thus far and she will be compiling them between now and the next meeting
- Ligocki requested everyone to save the date for the upcoming racial equity listening sessions scheduled for 7/29 at 6:00 pm and 8:00 pm
- Venegas reminded the listeners that community members are needed for the Sustainability Committee
- Swadley thanked all the fireworks sponsors and congratulated the Fair Board on another successful year

- LSL project status update –
    - Utilities Director Weiss gave a presentation on the ongoing Lead Service Line (LSL) replacement project and status to date
    - Hirsch inquired about the remaining commercial property cost – Director Weiss said the cost is estimated to be $47,000. Director Weiss said she would need an answer about using ARPA funds by mid-September at the latest to accommodate the required scheduling and work.

Consent Agenda

A. June 22, 2021 Council Minutes
B. **R-96-2021**- Authorizing and directing the proper city official(s) to issue Operator Licenses to various applicants.
C. **R-97-2021** - Authorizing and directing the proper city official(s) to approve the Outdoor Consumption Permit for the period of July 1, 2021, to June 30, 2022
D. Stoughton Utilities May Payments Due List Report; Stoughton Utilities April Financial Summary; Stoughton Utilities April Statistical Report

Motion by Tikalsky, second by Jenson to approve the consent agenda. Motion carried 12-0.

OLD BUSINESS

O-15-2021 An Ordinance Amending the Zoning Classification of Certain Lands within the 51 West Development

Motion by Caravello, second by Hirsch to approve O-15-2021 amending the Zoning Classification of Certain Lands within the 51 West Development. Motion carried 12-0.

O-16-2021 Approving a General Development Plan for Certain Lands within 51 West Development

Motion by Caravello, second by Venegas to approve O-16-2021 approving a General Development Plan for Certain Lands within 51 West Development. Motion carried 12-0.

NEW BUSINESS

R-98-2021 - Resolution authorizing the proper City Official (s) to enter into the 2021 Urban Mass Transit Assistance Operating Program Grant Agreement

Motion by Schumacher, second by Reeves to approve R-98-2021 authorizing the proper City Official (s) to enter into the 2021 Urban Mass Transit Assistance Operating Program Grant Agreement. Motion carried 12-0.

R-99-2021 - Resolution authorizing the proper City Official(s) to engage Baker Tilly for advisory services related to the Fiscal Recovery Funds as part of the American Rescue Plan

Motion by Schumacher, second by Reeves to approve R-99-2021 authorizing the proper City Official(s) to engage Baker Tilly for advisory services related to the Fiscal Recovery Funds as part of the American Rescue Plan. Motion carried 12-0.

R-100-2021- Resolution approving the proposed Senior Center Annex lease extension template

Motion by Schumacher, second by Doom to approve R-100-2021 authorizing the use of the proposed Senior Center Annex lease extension template. Motion carried 12-0.

R-101-2021 - Resolution approving the reduction of the letter of credit on file for GIP Glacier Moraine LLC

Motion by Schumacher, second by Doom to approve R-101-2021 authorizing the reduction of the letter of credit on file for GIP Glacier Moraine LLC. Motion carried 12-0.

R-102-2021 - Resolution Approving Rules for Virtual Meeting Attendance

Motion by Heili, second by Tikalsky to approve R-102-2021 approving Rules for Virtual Meeting Attendance. No vote was taken on this motion due to the passage of the amendment below referring this back to CACP.

Motion by Majewski to amend the policy by removing Item J, second by Reeves. Motion carried 12-0.

Motion by Hundt to refer this back to the CACP to consider the additional verbiage and clarifications listed below, second by Tikalsky. Motion carried 11-1, with Heili voting no.

Items requiring further consideration at CACP:

- Consider adding language to address closed session items and that will be handled from a logistical standpoint using the hybrid method.
- Consider adding verbiage to Item M. clarifying that the general public can also attend in person as well as virtually.
- Consider adding verbiage to Item G. that allows the chair/president to disable the chat option if it becomes too disruptive and also prohibits the use of the chat function for personal discussions.
- Consider adding verbiage to Item K. clarifying that this is only required for voting members attending virtually if they arrive after roll call.
- Consider adding verbiage to Item K requiring voting members attending virtually to announce departures mid-meeting as well.
- Need to confirm that this policy can legally govern how Statutory Commissions meet.

O-17-2021 - Resolution to dissolve the Cemetery Board and shift all cemetery oversight responsibilities per State Statute 157.50(2) to the Public Works Committee.

Majewski read and clarified O-17-2021. This item will be brought back for the second reading on July 27, 2021.

O-18-2021 - Discussion and possible action regarding Updated Committee Ordinance regarding citizen members of standing committees.

Heili read O-18-2021. This item will be brought back for the second reading on July 27, 2021. Ligocki expressed some concern with not allowing citizen members to serve as chair or vice-chair.

R-103-2021 - Introduction of Resolution Discontinuing Castle Circle in the Plat of The Meadows and Kettle Park West, and schedule a public hearing on such resolution on September 28, 2021.

Motion to introduce this resolution was made by Tikalsky, second by Ligocki. Motion carried 12-0. This item will be brought back for final decision following the public hearing.

ADJOURNMENT

Motion by Jenson, second by Majewski to adjourn at 8:38 p.m. Motion carried 12-0.

Respectfully Submitted,

Jamin Friedl, Finance Director