

CACP Minutes July 6, 2021 @ 6:00 p.m.

GoToMeeting

The meeting of the CA/CP will be conducted virtually due to COVID-19. You can join the meeting from your computer tablet or smartphone: <https://global.gotomeeting.com/join/424155389>. You can also dial in using your phone: United States: +1 (646)749-3129 Access Code: 424-155-389.

Present: Heili, Jenson, Ligocki, Venegas, Tilleson, Masa-Myers, and Mayor Swadley

Also Present: Rachel Schneider, City Attorney

1. Call to order - Call to Order: Chairperson Heili called the meeting to order 6:03 p.m.
2. Communication
 - Heili and Ligocki will coordinate planning for June 29th community event.
 - Swadley updated we have three applicants for Sustainability Committee and expecting a fourth.
3. Approve the CACP minutes from June 1, 2021. Motion by Ligocki, second by Tilleson. Motion carried 7-0.
4. Discussion and possible action regarding holding city meetings virtual, in-person and in hybrid format- Attorney Dregne & Attorney Schneider updating policy. Motion by Jenson to approve policy as is failed for a lack of second. Motion to remove Technical Requirements and Malfunctions in the policy by Ligocki, second by Heili. Motion carried 7-0. Motion to approve policy with all the amendments discussed, by Jenson, second by Heili. Motion carried 7-0.

CITY OF STOUGHTON RULES GOVERNING ELECTRONIC MEETINGS AND VIRTUAL ATTENDANCE AT MEETINGS

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. *Forced Disconnections.* The presiding officer may cause or direct the disconnection or muting of a member's connection, or of a Public connection, 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.
- H. *Meeting Facilitation.* The presiding officer, or their designee, shall monitor the virtual feed and recognize members who demonstrate a desire to be recognized.
- I. *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.
- J. *Motions Submitted in Writing.* A member intending to make a make a motion, to offer an amendment, or to propose instruction to a committee, shall, before or after being recognized, post the motion in writing to the chat function, file sharing function, or upload the document to the file hosting service, and notify the presiding officer.
- K. *Arrival and Departure Announcements.* Members shall announce themselves at the first opportunity after joining or 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 virtually, and may attend by either video and audio or just audio means.
5. Discussion and possible action on the naming of 209 West Washington St. Park.

Staff was directed to post contest and schedule Public Hearing at next CA/CP meeting.

6. Discussion and possible action on reports from community committees under CACP's Umbrella.

Staff was directed to have committee chair or staff give a 5-10 minute oral or written report periodically at the CA/CP meetings.

7. Discussion and possible action regarding Updated Committee Ordinance regarding citizen members of standing committees.

Motion by Jenson, second by Ligocki to approve adding the following language to the Ordinance. Motion carried 7-0.

~~The citizen members shall count in determining a quorum. The citizen members shall not serve as chair or vice-chair of a committee. The citizen member may participate in a closed door meeting unless there is a conflict of interest that requires them to recuse themselves or if an alderperson objects for a stated reason.~~

Future Agenda:

Status update on sustainability committee

Park naming – Public Hearing Discussion

Discussion and possible action regarding Juneteenth event and possible follow up events

Social Media Policy

Adjourn: Motion by Ligocki, second by Jenson to adjourn at 8:10 p.m. Motion carried 7-0.

Submitted

Mayor Swadley