

CACP Minutes August 3, 2021 @ 7:00 p.m.

GoToMeeting Call to Order: Chairperson Heili called the meeting to order 6:07 p.m.

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

Also Present: Rachel Snyder

Approval of the July 6, 2021 CACP Minutes

Motion by Jenson, second by Ligocki to approve the minutes from July 6, 2021. Motion carried 7-0.

R-102-2021 Discussion and possible action regarding Resolution Approving Rules for Virtual Meeting. Attorney Snyder highlighted changes suggested by city council.

Motion by Heili, to add language to address use of waiting rooms on virtual platforms second Venegas.

Motion to approve R-102-2021 as included in minutes by Venegas, second by Ligocki

Motion carried 7-0.

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 regarding the method for re-accessing the meeting by virtual means. 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.

Status update on Sustainability Committee (7 applications received) will be at City Council for confirmation, CA/CP directed staff to have Sustainability Committee begin meetings.

Park naming – public comment, no one was present to speak.

Discussion and possible action on the naming of 209 West Washington St. Park

Each committee member will submit top three choices to the mayor before next meeting.

Discussion and possible action regarding Juneteenth event and Listening Session with possible follow up events-first event is scheduled virtually August 5, 6 -9 p.m. 10. Heili will formulate questions, Venegas will suggest books and make flyer for second session, mayor will close out first session, create link for second session and distribute.

City of Stoughton Electric Accounts and Choose Renewable Cost

Motion by Venegas, seconded by Tilleson to include Choose Renewable in 2022 budget. Motion carried 7-0.

Future Agenda Item

Social Media Policy-limits and consistency of public use

Adjourn: Motion by Jenson, second by Venegas to adjourn at 7:52 p.m. Motion carried 7-0.

Submitted,

Mayor Tim Swadley