



## **CITY OF MONROE COMMON COUNCIL AGENDA**

**Date: April 16, 2024**

**Time: 5:30 PM**

**Place: City Hall Council Chambers - 1110 18th Ave**

### ***Annual Organizational Meeting***

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. RECOGNITION OF OUTGOING ALDERPERSONS
- E. ADJOURN SINE DIE
- F. NEW COUNCIL CONVENES
- G. CLERK ADMINISTERS OATHS TO NEWLY ELECTED OR RE-ELECTED OFFICIALS
- H. ROLL CALL
- I. SELECTION OF COUNCIL PRESIDENT
  - 1. Procedural Memo from Legal
    - Individual Requesting Item      Mayor Douglas
    - Expected Length of Discussion    5 min
- J. BUSINESS BY MAYOR
  - 1. Mayoral Appointments of Alderpersons and Designation of Chairpersons to Standing Committees
    - Individual Requesting Item      Mayor Douglas
    - Expected Length of Discussion    2 min
  - 2. Mayoral Appointments to Special Boards, Committees, Commissions and Offices including Designations of Chairpersons
    - Individual Requesting Item      Mayor Douglas
    - Expected Length of Discussion    2 min
  - 3. Attorney's Presentation on Legal Considerations for Common Council
    - Individual Requesting Item      Attorney Bartholf
    - Expected Length of Discussion    10 min
- K. APPOINT OFFICIAL NEWSPAPER

1. Fourth Class City Memo

Individual Requesting Item City Administrator

Expected Length of Discussion 2 min

L. BUSINESS PRESENTED BY ALDERPERSONS

M. BUSINESS PRESENTED BY DEPARTMENT HEADS

N. BUSINESS PRESENTED BY THE PRESS

O. ADJOURNMENT

***This Council may take any action it considers appropriate related to any item on this agenda.***

Requests from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

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## MEMORANDUM

**DATE:** April 1, 2024  
**TO:** City of Monroe Common Council  
**FROM:** Dan Bartholf  
**RE:** Procedures for Council's Organizational Meeting

This month, we will have 2 Council meetings the week of April 15<sup>th</sup>. We will have our regular meeting on Monday April 15, 2024, and this will be the last official working meeting for the 2023/2024 Council. Then on Tuesday April 16, 2024, we will have the Organizational meeting which will be the first meeting of the 2024/2025 Council. This will also include a ceremonial transfer of power to the new council and recognition of the outgoing mayor and alders.

At Tuesday's meeting, Mayor Douglas will call the old Council to order. We will then honor any exiting Alders for their service to the City. Mayor Douglas will then adjourn sine die (basically adjourning the 2023/2024 Council and all pending motions are effectively terminated). The Clerk will then swear in the newly elected mayor and alders and they will sign the official documents. Mayor Douglas will resume as chair and will call for roll call of the new council. The new council will then proceed to select a Council President, take up alder appointments, and appoint an official newspaper.

Here is the process for selecting a Council President: The mayor will open the matter for nominations. Any alder can nominate another alder or even nominate himself or herself for the position. This is not a normal motion and therefore, no seconds are necessary. After all nominations are made, then the mayor will call for a motion to close nominations. This motion to close nominations would require a second and then the council will start the voting process. When voting for Council President, this is the one situation where alders can vote in secret. If the Council has only nominated 1 individual for the position, then the Council should vote in public for that nominated individual. If we have more than 1 nomination, this is where the vote could be tricky. Voting will be done by small ballots whereby you will write the name that you are choosing to be Council President. The Clerk will collect and count the ballots. If we have multiple nominations or tie votes, then the following rules will apply:

1. If there are 2 or more nominations and any alder receives the majority of votes cast (i.e., 5 or more votes), he or she shall be declared to be winner;
2. If there are 2 nominations and it ends in a tie, we will re-vote. If the 2<sup>nd</sup> vote also ends in a tie, we will then be at an impasse and the Mayor will cast the deciding vote;
3. If there are 3 or more nominations, but no one alder obtains the majority of votes cast, then the alder receiving the lowest number of votes is dropped and the Council re-votes (for example, one alder gets 4 votes, 3 votes for another and 1 for the last alder, since there is no majority, the alder with 1 vote would be dropped and the Council re-votes between the other two). If there are 4 nominated individuals and they each get the same number of votes (i.e., each get 2 votes), then the Council would have to re-vote.

Here is the process for appointing alders to the various committees: For the appointments of alders to the 6 standing committees (Board of Public Works, Finance & Tax, License, Judiciary & Ordinance, Public Safety, and Salary & Personnel), the mayor will decide which alders are on each of the committees and

whom will be the chairperson. Pursuant to Section 1-5-6(B) of the Monroe Code, there is no confirmation by the Council for these appointments. The mayor will then present her list of all other appointment to the other committees, commissions, boards, etc. and the chair designations. Pursuant to Section 1-5-6(E) of the Monroe Code, this second set of appointments by the mayor does require Council confirmation. So, the Council will need to move to accept the appointments as presented (or a subset of the appointments).



## City of Monroe Item Coversheet

**Meeting Date:** 4/16/2024

**Individual Requesting Item:** Mayor Douglas

**Expected Length of Discussion:** 2 min

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**Issue**

**Background Information**

**Financial Impact**

**Recommendation**

### ATTACHMENTS:

Description	Type	Upload Date
Appointment List	Backup Material	4/12/2024

[illegible]



## City of Monroe Item Coversheet

**Meeting Date:** 4/16/2024

**Individual Requesting Item:** Mayor Douglas

**Expected Length of Discussion:** 2 min

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**Issue**

**Background Information**

**Financial Impact**

**Recommendation**

### ATTACHMENTS:

Description	Type	Upload Date
Appointment List	Backup Material	4/10/2024

## **2024 Special Committee Appointments**

### **Airport Board of Management – 3 Year Term**

Barrett Briggs

Clarence Peters

Tom Kelly

### **Board of Park & Recreation Commissioners – 3 Year Term**

Rob Schilt

Kelli Brunton

Reid Stangel

### **Board of Police & Fire Commissioners – 5 Year Term**

Dave Deininger

### **City Plan Commission– 3 Year Term**

Ben Voss

Ron Spielman

### **Redevelopment Authority – 5 Year Term**

Dave Wartenweiler

### **Senior Citizens Board – 2 Year Term**

Mickey Beam

Mary Deininger

Ron Spielman

### **Visitor & Promotion Board – 2 Year Term**

Andy Hill

Brittany Svendsen

### **Weed Commissioner – 1 Year Term**

Jeff Neises





## City of Monroe Item Coversheet

**Meeting Date:** 4/16/2024

**Individual Requesting Item:** City Administrator

**Expected Length of Discussion:** 2 min

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### Issue

When only one newspaper in a fourth class city qualifies under sec. 985.03(1), Stats., to serve as the city's official newspaper, sec. 985.06(2) requires that the city designate that paper as the official newspaper and publish its legal notices in the qualifying newspaper, even if the newspaper provides unsatisfactory service. 8/25/97.

### Background Information

### Financial Impact

### Recommendation