

CITY OF MENASHA
Ad-hoc Committee Accountability of Elected Officials
100 Main Street, Room 133, Menasha
August 5, 2019
Minutes

A. CALL TO ORDER

Meeting called to order by Mark Langdon at 9:06 a.m.

B. ROLL CALL/EXCUSED ABSENCES

Present: Ald. Ted Grade, Ald. Mark Langdon, Ald. Steve Krueger, Mayor Don Merkes

Also Present: Ald. Stan Sevenich

C. APPROVAL OF MINUTES

1. Motion by Ald. Krueger second by Ald Grade to approve the minutes of 7/15/2019. Motion carried.

D. COMMUNICATIONS

1. Committee members reviewed communications 1-5

E. DISCUSSION/ACTION ITEMS

1. Accountability of Common Council and Committee members

Members discussed procedures and protocol for committee chairs to run meetings, how complaints would be filed, timeline, frivolous complaints, and penalties

Motion by Ald. Krueger second by Ald. Grade to create a draft procedure, to be included in the Rules of the Common Council and Mayor for review by the committee including:

- Procedure for committee chairs to use when running meetings to maintain order
- Complaints can only be filed by committee members, employees/public should follow other policies, ordinances, or statutes
- Creation of standing protocol committee consisting of Mayor, Council President, Personnel Committee Chair and one alderman at the annual organizational committee
- Complaint form
 - Complaints must be made in writing on the approved complaint form including name, contact information, person complaint is made against, complaint, rule, policy, or statute violated, attached information..
 - Complaints must be regarding violations of: council rules, healthy workplace policy, anti-harassment policy, ordinance, or state statute.
- Filing procedure
 - Complaints must be filed with the committee chair, if the complaint is against the chair filed with the city attorney no later than 45 days following the occurrence
 - The chair shall attempt to resolve the complaint if the complaint is not resolved to the satisfaction of both the chair and complainant it shall be forwarded to the protocol committee for a ruling within 10 calendar days
 - The protocol committee shall dismiss or forward the complaint to the Common Council within 10 days with a recordation

- Frivolous complaints
 - Defined as a complaint that does not specifically reference a violation of Common Council rules, City policy, City Ordinance, or State Statute
 - A written complaint that is not upheld by the protocol committee and/or Common Council
 - If more than two (2) frivolous complaints are filed within a legislative year (April-April) that person will not be able to file any additional complaints for the remainder of the legislative year
- Penalties and sanctions
 - The inability to be recognized to speak for one or more of the next meetings attended (but still having the ability to vote)
 - An informal censure by the committee, which would only be made as part of a motion in a public meeting.
 - A formal censure by the committee, which would be made by motion in a public meeting and then published in the City newspaper.
 - Mandatory community service. [Wis. Stat. 62.11(3)(e)]
 - Attendance at counseling or mediation sessions. [Wis. Stat. 62.11(3)(e)]
 - Imposition of a dollar fine of up to \$500.00. [Wis. Stat. 62.11(3)(a) & (c)]
 - Any other sanction available by law.

Motion carries

F. ADJOURNMENT

Motion made by Ald. Krueger and seconded Ald. Grade by to adjourn at 10:08 a.m. Motion carried.

Minutes submitted by DJM