



**City of Madison**  
**Minutes - Approved**  
**Task Force on Structure of City Government**  
**Communications Subcommittee**

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

Friday, June 28, 2019

12:00 p.m.

Madison Municipal Building, Room 206  
215 Martin Luther King, Jr. Blvd.

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**NOTE: POSSIBLE QUORUM OF THE COMMON COUNCIL OR TASK FORCE  
ON GOVERNMENT STRUCTURE EXISTS AT THIS MEETING**

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Office of the City Attorney (608) 266-4511

[50732](#) Documents related to the Task Force on the Structure of City Government

**1. CALL TO ORDER / ROLL CALL**

Meeting called to order at 12:10 p.m.

Present: Eric Upchurch, John Rothschild (both alternates)

Absent: Rebecca Kemble, Maggie Northrop

Others Present: Sheray Wallace, Wanda Smith and John Brown (all of whom are going to be serving as Liaisons for conducting the Survey).

**2. DISCLOSURES AND RECUSALS**

There were no disclosures.

**3. PUBLIC COMMENT**

There was no public comment at this meeting.

**4. CONTINUE WORK ON PUBLIC ENGAGEMENT, THE DEVELOPMENT OF THE RESIDENT SURVEY, AND INPUT FROM LIAISONS, EDUCATIONAL VIDEO, OPEN HOUSES AND TABLING AT COMMUNITY EVENTS.**

The group discussed the work plan for the meeting and the procedures for developing the questions for the survey. The resident liaisons then worked individually preparing questions for the survey. A brief recess was taken at 12:45 PM to obtain lunches for the meeting participants.

At 1:10 PM the meeting resumed. Discussion of the questions for the survey followed. The group then compiled a list of questions that could be asked. The group reviewed the questions and the order of the questions, eliminating some duplication and changing wording.

The group then reviewed the questions one more time and a draft was reviewed.

The video to accompany the survey to help survey participants have a background before answering questions was discussed. Ideas for the video and how information was to be contained in the video were considered. The importance of getting a connection between the Liaisons and the survey participants was stressed.

The video is scheduled to be produced on the evening of July 1. Wanda Smith agreed to appear on the video along with Eric Upchurch.

## **5. ADJOURNMENT**

Motion to adjourn was made by John Rothschild and seconded by Eric Upchurch and passed by voice vote. The meeting was adjourned at 3:12 PM.