



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes

### ERLANGER, JEFFREY CLAY, CIVILITY IN PUBLIC DISCOURSE AWARD COMMITTEE

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Friday, September 19, 2014

2:30 PM

Room 403, City-County Buildings

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#### 1. CALL TO ORDER / ROLL CALL

The meeting was called to order by Ragland at 2:44 p.m.

**Present:** 3 - Enis T. Ragland; Chris Schmidt and Michael R. Moskoff

**Excused:** 1 - Pamela Erlanger

#### 2. APPROVAL OF MINUTES

No minutes to approve.

#### 3. PUBLIC COMMENT

None.

#### 4. DISCLOSURES AND RECUSALS

None.

#### DISCUSSION ITEMS

##### 5. 35417 Discussion: Review of Application, Eligibility Criteria and Rating Criteria

Ragland noted that dates on all forms and web will need to be updated to reflect 2014 dates. Moskoff stated that all language on forms and web (aside from dates) have been reviewed and refined many times over the years and should not need any updating.

Ragland suggested an online application for next year. Moskoff questioned whether or not it would be too late to have online applications for 2014.

Ragland believes that IT would not have enough time to get online applications up and running for 2014. Schmidt suggested looking into it for this year.

Ragland said he would contact IT about online applications.

Schmidt suggested that eligibility requirements be added to the ordinance language. Specifically that City of Madison employees are not eligible. Moskoff added that contractors with the City are also ineligible.

6. [35418](#) Discussion: Award Timeline

Group discussed which Common Council meeting the award should be presented at (11/18 or 12/2). Schmidt suggested the 12/2 meeting due to the fact that it will be hard to arrange a nominee review meeting in early November. Moskoff asked about the length of the nominee submission period. Ragland said that the press release should go out the first week in October and that nominations are accepted for (about) one month. The submission period typically ends between October 31 and November 15. Ragland informed committee that nominee application packets would be distributed two days after the submission deadline. Ragland asked if one week would be enough time for committee members to review nominations. Schmidt and Moskoff said yes. Ragland informed committee that the review meeting will be one week after the deadline to submit applications.

7. [35420](#) Discussion: Promotion of Award

Schmidt suggested using Legistar to push Erlanger nomination press release onto all committees' agendas. Schmidt could introduce it at the October 7th Council meeting. Moskoff noticed that Cap Times was the only newspaper listed. He suggested adding State Journal (Neil Heinen) to the outreach list. Ragland believes that Neil would receive the press release via the media list. Moskoff questioned whether or not Dawn Crim was still a valid contact for the UW. Ragland stated that Dawn is no longer in the same position with UW; Terry Shelton is still a valid contact. Ragland noted that Malika Monger is no longer with MATC and that he would find a new contact at MATC. Moskoff suggested reaching out to more than just the Downtown Rotary Club Director. There are 11 or 12 other locations that could be included. Schmidt suggested sending the press release to: Greater Madison Chamber of Commerce, DMI, Capitol Neighborhoods, and Smart Growth. An e-mail with the press release attached would be very easy to send.

8. FUTURE MEETING DATE(S) / TIME(S)

Ragland stated that he will be in contact with committee members to confirm the review meeting date and time.

9. ADJOURNMENT

Ragland motioned to adjourn at 3:22 p.m., Moskoff seconded. Motion passed by a voice vote.