



City of Madison
Minutes - Approved

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

Task Force on Structure of City Government
Communications Subcommittee

Tuesday, June 18, 2019

9:30 a.m.

City-County Building, Room GR-27
210 Martin Luther King, Jr. Blvd.

**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.

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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 9:33 a.m.

Present: Northrop (left at 11:00), Rebecca Kemble and Eileen Harrington (alternate)

Absent: Syed Abbas (excused) and Rothschild (alternate/excused)

Also Present: Eric Upchurch, John Strange, Messiah Upchurch, and six potential communication liaisons.

2. APPROVAL OF MINUTES

Motion by Harrington, second by Kemble to approve minutes of June 13, 2019. Motion passed on voice vote.

3. PUBLIC COMMENT

There was no public comment at this meeting.

4. DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

5. DISCUSSION OF COMMUNITY LIASON PARTICIPATION IN PUBLIC ENGAGEMENT PROCESS

The Subcommittee took up items 5 through 8 together. There was a motion by Kemble, second by Northrop to suspend Robert's Rules to allow for free flowing discussion. Motion passed on voice vote.

The Subcommittee reviewed the draft Memorandum of Understanding with the Community Liaisons in attendance, including core tasks, project timeline, project expectations, and compensation.

The Subcommittee also discussed whether the TFOGS should hold a second open house in early August. The Subcommittee decided to recommend to the TFOGS that if the Task Force has the capacity and budget for a second open house, it should do one. Annette Miller emphasized that any open house should practice some of the potential recommendations contained in the subcommittee reports, including providing transportation, child care, alternative locations, and use of technology to aid participation.

The Subcommittee then discussed the resident survey and brainstormed some initial thoughts and questions, including the importance of including the information card with the survey explaining briefly how city government works. As for the survey, it should be no more than 10 questions and should primarily include yes/no questions. The Subcommittee will rely on Community Liaisons to help formulate specific questions. Early discussions focused on including questions regarding what keeps residents from participating in city government, what would it take to get residents to the table, and would citizens use a neighborhood residents' council to which residents could expression opinions would you use it if one existed.

The Subcommittee discussed continuing more specific work on survey questions at its meeting on June 24, 2019.

6. DISCUSSION OF CONTENT AND DISTRIBUTION OF COMMUNITY SURVEY

See above.

7. DISCUSSION OF CREATION OF EDUCATIONAL VIDEO

See above.

8. DISCUSSION OF WORK PLAN FOR ORGANIZING OEPN HOUSES

See above.

9. FUTURE MEETINGS AND AGENDA ITEMS

The Subcommittee will meet on June 26, 2019 at 2:00 p.m.

10. ADJOURNMENT

Motion by Kemble, second by Northrop to adjourn. The meeting adjourned at 11:10 a.m.