



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

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

Thursday, June 13, 2019

12:00 p.m.

Madison Municipal Building, Room 153  
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 12:06 p.m.

Present: Maggie Northrop, Eileen Harrington (Alternate), John Rothschild (Alternate), Rebecca Kemble

Absent: Syed Abbas (excused)

Also Present: Eric Upchurch, Messiah Upchurch

**2. APPROVAL OF MINUTES**

Motion by Rothschild/Second by Harrington to Approve Minutes of May 28, 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 LIAISON PARTICIPATION IN PUBLIC ENGAGEMENT PROCESS.**

The Subcommittee took up items 5, 6, and 7 together. Three Community Liaisons attended the subcommittee meeting and the Subcommittee explained and discussed the Liaison duties and payment. Included in that discussion was a review of a template memorandum of understanding the Liaisons would be asked to sign. The Subcommittee explained that Liaisons would be needed to help review the Subcommittee Reports and assist in the creation of the informational materials, educational video, and staff survey. The Subcommittee then discussed specific strategies Liaisons would use to collect resident surveys in their targeted districts. In addition, the Subcommittee discussed a payment system that would provide the Liaisons with \$1,500.00 up front, an additional \$500.00 upon the completion of 75 surveys, and additional \$500 upon completion of 125 surveys, and \$10 per survey for every survey in excess of 200 total surveys. The Subcommittee reaffirmed its desire to leave payment of survey respondents up to the Liaisons. The Subcommittee discussed attending future meetings with the Liaisons, including the next two Subcommittee meetings, if possible.

**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 OPEN HOUSES.**

The full Task Force wanted the Subcommittee's recommendation on whether to hold more than one open house and whether to participate in tabling sessions at various community events. The Subcommittee felt it would be a good idea to do tabling sessions and suggested we obtain as much swag as possible for other city departments to give away at the tables. The Subcommittee did not have sufficient time to come to a conclusion on whether to hold a second open house and decided to take that matter up at its next meeting.

**9. FUTURE MEETINGS AND AGENDA ITEMS**

The Subcommittee decided to meet again on June 18, 2019 at 9:30 a.m. and June 24, 2019 at 2:00 p.m.

**10. ADJOURNMENT**

Motion by Harrington, second by Rothschild to adjourn. Meeting adjourned at 1:40 p.m.