



City of Madison

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

Meeting Minutes - Approved TASK FORCE ON STRUCTURE OF CITY GOVERNMENT

Wednesday, September 4, 2019

7:00 PM

Room 206, MMB
215 Martin Luther King, Jr. Blvd.

POSSIBLE QUORUM OF THE COMMON COUNCIL EXISTS AT THIS MEETING

[50732](#)

Documents related to the Task Force on the Structure of City Government

THE TASK FORCE MAY SUSPEND THE RULES TO STAND INFORMALLY AND ALLOW FOR PUBLIC DISCUSSION AND ENGAGEMENT OF ANY AGENDA ITEM

1. CALL TO ORDER / ROLL CALL

Present: 7 - Keith Furman; Rebecca Kemble; Ronald M. Trachtenberg; John E. Rothschild; Roger Goodwin; Maggie Northrop and Eileen Harrington

Absent: 4 - Paul E. Skidmore; Syed Abbas; Justice M. Castañeda and Eric S. Upchurch

Also Present: Assistant City Attorney John Strange, Alder Grant Foster, and Sue Hoppenberg

2. APPROVAL OF MINUTES

Motion by Rothschild, second by Trachtenberg, to approve minutes of August 13, 2019 with change that Ron Trachtenberg participated by phone.

3. PUBLIC COMMENT

There was no public comment at this meeting.

Motion by Northrop, second by Kemble to suspend Robert's Rules to stand informally. Motion approved on voice vote.

4. DISCLOSURES AND RECUSALS

There were no disclosures or recusals at this meeting.

5. RECAP OF AUGUST 28 OPEN HOUSE AT THE ATRIUM

Eileen Harrington provided a summary of the August 28, 2019 Open House at the Atrium. She approximated approximately 40-50 total attendees, with a mix of alders and new faces among the attendees. Alder Kemble donated the leftover food to Healthy Food for All. Task Force members mentioned how they enjoyed the one-on-one conversations with attendees who came to their

stations, including especially the representation and engagement station. Task Force Members talked about the relatively light turnout. Task Force members also mentioned that the information boards contained too much information and that efforts should be made to make them less dense prior to the second open house. Noting that nobody availed themselves of the transportation options provided by the City, the Task Force suggested that for the second Open House they should try to provide translation services instead of transportation. Maggie Northrop transcribed the sticky notes attendees left on posters and provided that information to the Task Force for consideration.

6. DISCUSSION OF SECOND OPEN HOUSE ON SEPTEMBER 24, 2019 AT WARNER PARK COMMUNITY CENTER

The Task Force confirmed that they do wish to proceed with a second open house at Warner Park Community Center on September 24, 2019. Eileen Harrington had already contacted FEED kitchen to cater the event. The Task Force stated that they did not wish to provide transportation for the event, but that translation services would be nice if possible. The Task Force asked staff to ensure that the childcare providers were available, to re-work the flyer to advertise the Warner Park open house, to have the flyer translated in to Spanish and Hmong, to work with Katie Crawley to issue a press release and try and spark interest in the local media to have folks attend the open house, and to contact WORT about radio interviews.

7. UPDATE ON RESIDENT SURVEY

Staff provided the Task Force with the results from the Resident Survey, which recently closed. The Task Force did not have time to review the results and so the Task Force instructed staff to list discussion of the resident survey on the agenda for the September 19 meeting.

8. DISCUSSION REGARDING WHETHER TO RECOMMEND HIRING AN ADMINISTRATIVE SERVICES POSITION

The Task Force discussed whether to recommend hiring an administrative services position. The possibility of creating such a position was the result of a pared down proposal for an Office of Resident Engagement and Neighborhood Services (ORENS). The purpose of this position would be to support the function of the City's Boards, Commissions, and Committees. Alder Kemble created a summary description of the possible position. Alder Kemble explained that in recent days discussions had moved from recommending the creation of a new position to analyzing the role of the Common Council Chief of Staff to see if and how that position's duties could mesh with the duties proposed for this possible new position. Thus, Common Council Chief of Staff would assume some of the duties intended for this Administrative Services position, but only have a thorough review of the Chief of Staff's current duties. The Chief of Staff would then organize and lead a staff team to support BCC function. Member Rothschild mentioned that he could support this change as a short-term solution, but taking the longer view, he said, he still supported the creation of a department and new staff to fulfill these very important functions. The TFOGS discussed the possibility of recommending the creation of a BCC Administrative Services Team consisting of staff from the offices of the Common Council, Mayor, Human Resources and City Clerk who are already

involved with BCC support, and to be housed in the Common Council Office. One of the team members would serve as coordinator and would develop and administer a process for annual review of BCCs. Additionally, the Team would be charged with developing systems for BCCs to use for resident participation in decision making and ensuring that prompt and direct feedback is given to issues about which people have expressed interest.

Member Goodwin then made a motion that TFOGS vote to support the creation of a staff team led by the Common Council Chief of Staff to address issues related to BCC structure and function. After brief discussion, Goodwin withdrew his motion, noting the proper course would be to vote on the item as listed on the Agenda. Upon withdrawal of Goodwin's motion, Alder Furman moved, seconded by Kemble, that the TFOGS not recommend hiring a new administrative services position. Motion approved by a voice vote. The Task Force noted it could make a more specific recommendation its Final Report to the Common Council

9. FUTURE MEETINGS, AGENDA ITEMS, AND PLAN FOR MAKING FINAL RECOMMENDATIONS AND WRITING THE FINAL REPORT

The Task Force instructed staff to begin identifying dates for possible meetings in November, with the goal that the Final Report be completed by November 15. The Task Force decided it would begin making decisions about possible recommendations on BCCs at its meetings to be held on September 19 and 25, on the Common Council at its October meetings, and then tie up any remaining issues and recommendations in November. Staff should begin writing the final report as the TFOGS makes recommendations.

10. ADJOURNMENT

Motion by Rothschild, second by Northrop to adjourn. The meeting was adjourned at 8:24 p.m.