



# City of Madison

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

## Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW COUNCIL COMMUNICATION TOOLS & PROCESSES

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Thursday, November 14, 2019

12:15 PM

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

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### CALL TO ORDER / ROLL CALL

**Present:** 5 - Grant Foster; Barbara Harrington-McKinney; Lindsay Lemmer; Donna V. Moreland and Patrick W. Heck

**Others Present:** Eric Olson, City IT Department, Deputy Mayor Katie Crawley

Ald. Grant Foster, chair, called the meeting to order at 12:18 p.m.

### APPROVAL OF MINUTES

A motion was made by Ald. Patrick Heck, seconded by Ald. Donna Moreland, to approve the minutes from the October 31, 2019 President's Work Group to Review Council Communication Tools and Processes meeting. Ald. Lindsay Lemmer noted that she was abstaining because she was not in attendance at the October 31, 2019 meeting. The motion passed by the following vote:

**Ayes:** 4 - Grant Foster; Barbara Harrington-McKinney; Donna V. Moreland and Patrick W. Heck

**Abstentions:** 1 - Lindsay Lemmer

### PUBLIC COMMENT

There was no public comment.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members of the work group.

### DISCUSSION ITEMS

[58207](#)

Discussion: Alternate Blogging Tool - Eric Olson, City IT

**Attachments:** [11/14/19 Council Website & Blog Tool: Features & Tech Requirements.pdf](#)

Eric Olson from City IT reviewed the priorities of the work group (see attachment to legislative file). The work group decided to recommend to the CCEC that the Council start using the newer blogging tool. Eric Olson will work on a presentation for the December 3, 2019 CCEC meeting.

[58214](#)

Discussion: City Communication Channels, Content Shared, Frequency

Attachments: [11/14/19 Communication Content Spreadsheet.pdf](#)

Ald. Grant Foster indicated that he was working on merging the PIO survey results with the Communication Channels spreadsheet (see attachment to legislative file). He noted that he would forward the spreadsheet to Katie Crawley to fill in the department/division gaps (e.g. Public Health, Streets, etc.)

#### **ACTION ITEMS / NEXT STEPS**

**Next Steps:**

- Review Goals/Objectives (recommendations to CCEC)
- Broader discussion with PIO's
- Discuss inbound communications (policies, procedures, reduce amount)

#### **ADJOURNMENT**

A motion was made by Ald. Donna Moreland, seconded by Ald. Patrick Heck, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 2:00 p.m.

#### **UPCOMING MEETINGS**

December 5, 2019 @ 12:15 p.m., Room 206, Madison Municipal Building  
December 19 2019 @ 12:15 p.m., Room 206, Madison Municipal Building

January 9, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building  
January 23, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

February 13, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building  
February 27, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

March 12, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building  
March 26, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building