COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
Tuesday, February 6, 2018, 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Lisa Reeves, Scott Truehl, and Tim Swadley

Absent: Alderperson Regina Hirsch

Guests: Alderperson Greg Jensen

Call to Order: The meeting was called to order at 6:03 p.m. by Chairperson Reeves.

Communications:

- IT Director John Montgomery stated that he had a quote for fiber connectivity for the new Public Works facility.
- Chairperson Reeves asked the committee to move agenda item 2 to the end of the agenda. There were no objections.
- Chairperson Reeves asked to move old business to the end of the agenda.

Approval of the January 2, 2018 Community Affairs and Council Policy Meeting Minutes:
Motion by Truehl, second by Swadley to approve the January 2, 2018 Community Affairs and Council Policy meeting minutes. Motion carried 3-0.

Discussion and possible action regarding website changes and enhancements
IT Director John Montgomery presented a proposal for website changes and enhancements. He added that Gov Office, the company the City currently uses for website design and support, was cheaper than other options he had looked at. Mr. Montgomery said his goal was to consolidate pages to make the website more accessible and user friendly. He added that Gov Office would ensure the website was ADA compliant. The cost each year for the 2018, 2019 and 2020 would be $4365/year.

Motion by Swadley, second by Truehl, to direct and authorize proper city official(s) to enter into an agreement with Gov Office for website changes and enhancements in the amount of $4365/year, Motion carried 3-0.

Discussion and possible action regarding Facebook and social media use.
Swadley said that the council desires to use Facebook to get information out quickly to reach a large audience. He added that the City wouldn't be looking for people to comment on posts and start discussions. IT Director John Montgomery replied saying that it is possible to have a Facebook that does not allow comments. He also added that social archiving would be something to consider. Montgomery added that this could cost up to $2000/year. Truehl and Reeves agree that if the City were to start using Facebook, there would need to be a set policy in place to authorize users and content. Reeves mentioned it would be a great way for the City to market itself. Alder Jensen mentioned that the City Attorney was apprehensive about a City Facebook page because there is no case law or official ruling from the attorney general concerning Facebook for municipalities.

Swadley directed IT Director Montgomery find out if the City currently has a social media policy and to get feedback from the City Attorney.

Discussion and possible action regarding replacing coax wiring with fiber, replacing the wireless bridge to the Youth Center, and delivering connectivity to the new Public Works facility
IT Director Montgomery said that this is an immediate need for the Public Works Facility. Fiber would provide the security and bandwidth necessary. He added that there would be a point to point fiber connection from the new Public Works Facility to the Public Safety Building. Montgomery added that the monthly cost would decrease as the City adds more fiber connects to City buildings.

Motion by Truehl, second by Reeves to recommend that the Common Council approve fiber connectivity to the new Public Works facility. Motion carried 3-0.

Discussion and possible action regarding Council Rules
Swadley said that the clerk needs to make sure that council rules are provided to new alderpersons. He added that the rules and orientation should be updated yearly. He suggested that the City have an in-person council orientation after the council reorganizational meeting.

Swadley suggested that Clerk Licht look into ways of doing council orientation.

Discussion and possible action regarding Job Descriptions for Committee Chairs.
Reeves said that the committee chair needs to follow through with their agenda items to make sure they get to council. She added that they should monitor whether minutes are posted on the website.

The committee took no action on this item and asked to bring the item back to the next meeting.

Discussion and possible action regarding goals/objectives for the 2017/2018 Council term.
Reeves asked the committee if they had thoughts about and Economic Development Coordinator. Swadley suggested looking with in the County and seeing what positions are out there. He said that City needs to determine what this positon would do. Truehl added that it was important to have someone that would promote and market the City.

The committee took no action on this item.

Future Agenda Items

Adjournment
Motion by Truehl, second by Reeves to adjourn at 7:24 p.m. Motion carried 3-0.