RESOLUTION OF THE COMMON COUNCIL	
Resolution Authorizing and directing the proper City official(s) to adopt a policy related to the use of personal computing devices for elected officials Committee Action: Community Affairs and Council Policy Approved 4-0 on March 28, 2018 Fiscal Impact: None	
File Number: R-78-2018	**Date Introduced:** April 10, 2018

WHEREAS, the City provides Note Pads to newly elected officials for use during their term and provides limited support of these devices during the duration of service

WHEREAS, City IT/Media staff are not authorized to perform changes or additions to personal devices

WHEREAS, the Community Affairs and Council Policy Committee met on March 28, 2018 to discuss the implementation of the policy, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the Council approve the City of Stoughton Statement of Policy relating to the use of personal computing devices for elected officials

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Donna Olson, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

CITY OF STOUGHTON
DEPARTMENT OF INFORMATION
TECHNOLOGY AND MEDIA SERVICES
321 S. Fourth Street
Stoughton, WI 53589

JOHN T. MONTGOMERY
DIRECTOR
jmontgomery@ci.stoughton.wi.us

Elected Official use of Personal Computing Devices - POLICY

Welcome to the City of Stoughton Common Council. Shortly after council reorganization, you will receive an electronic Note Pad. For viewing/downloading meeting packets and agendas, the city provides a note pad that will connect to the City of Stoughton Public Wi-Fi. To maintain the integrity and security of our city network we ask this device be used for the single purpose of conducting city business.

City IT/Media staff shall install any necessary applications, create shortcuts and provide limited support for these devices for the duration of your service to the City of Stoughton.

This Note Pad shall become your property and throughout your service as and Alder. Should the device become inoperable through normal wear and tear the city at its discretion will replace the device.

If an elected official chooses not to use a device provided by the city and wishes to use to use their personal device, it is understood:

a. City IT/Media staff are not authorized to perform any changes or additions to personal devices. Including but not limited to:
    i. Application downloads
    ii. Creating desktop shortcuts

b. Users will be provided with the public Wi-Fi SSID and password.

c. It is the responsibility of the user to insure that all device updates and patches are kept up to date and appropriate virus protection software such as McAfee or Symantec is installed and up to date.

d. Alder business conducted on any personal devices would fall under the same policy of any City owned device and could be included in an open records request. Contents on the personal device could potentially be released.

Questions regarding this policy should be submitted in writing to the Director of Information Technology and Media Services.

_____ _____

Signature Date

Meeting of:	**COMMON COUNCIL OF THE CITY OF STOUGHTON**
Date/Time:	Tuesday, April 10, 2018 @ 7:00 p.m.
Location:	Council Chambers (2nd Floor of Public Safety Building) 321 South Fourth Street, Stoughton, Wisconsin
Members:	Mayor Donna Olson, Tim Swadley, Matt Bartlett, Sid Boersma, Michael Engelberger, Regina Hirsch, Greg Jenson, Kathleen Johnson, Denise Duranczyk, Tom Majewski, Pat O'Connor, Lisa Reeves, and Scott Truehl

CALL TO ORDER
Mayor Olson called the meeting to order at 7:00 p.m.

Roll Call, Communications, and Presentations:
Clerk Licht called the roll and noted that there were 11 alderpersons present. Jenson was absent and excused.

Mayor Olson presented proclamations for National Public Safety Telecommunications Week, 2018 Volunteer of the Year, 2018 Business of the Year, and 2018 Friend of Youth, and Lineman Appreciation Day.

Mayor Olson announced that the Council Reorganizational meeting would be Tuesday, April 17th at 6:00.

Boersma announced that there would be a farewell celebration for Mayor Olson on Wednesday, April 18th from 4:00-7:00 p.m. in the Fire Station Training room that is open to the public.

Engelberger thanked Mayor Olson and fellow alderpersons for their hard work during his time as an alder.

Minutes and Reports: The following minutes and reports were entered into the record.

A. Parks & Recreation Committee (2/20/18), Personnel (2/5/2018), Finance (3/13/2018), Public Works Committee (1/16/2018), Library Board (1/17/2018), Public Safety Committee (2/28/2018)
B. Stoughton Utilities payments due report, Stoughton Utilities January 2018 Financial Summary, Stoughton Utilities 2018 Statistical report

Public Comment Period:
There were no comments from the public.

CONSENT AGENDA

A. March 27, 2018 Council Minutes
B. **R- 67-2018** – Resolution Authorizing and directing the proper city official(s) to issue Operator Licenses to various applicants.

Motion by Duranczyk, second by Engelberger, to approve the consent agenda. Motion carried 11-0.

OLD BUSINESS

O-11-2018- Amending Chapter 70-176 (61) of the City of Stoughton Municipal code; relating to parking restrictions on Veterans Road between the intersections of U.S. HWY 51 and Vernon Street

O'Connor asked if any of the neighbors had issues with the elimination of street parking. Chief Leck said there was one concern from a landlord whose tenants occasionally parked on the street. He added that the Police Department has checked during the day and there are limited cars parked on the street now.

Motion by Truehl, second by Bartlett, to approve O-11-2018 Amending Chapter 70-176 (61) of the City of Stoughton Municipal code; relating to parking restrictions on Veterans Road between the intersections of U.S. HWY 51 and Vernon Street. Motion carried 11-0.

O-12-2018- Ordinance Approving a General Development Plan amendment at 815 Berry Street for a proposed deck addition and deck conversion to a screen porch.

Motion by Truehl, second by Bartlett, to approve O-12-2018 Approving a General Development Plan amendment at 815 Berry Street for a proposed deck addition and deck conversion to a screen porch. Motion carried 11-0.

NEW BUSINESS

R- 68-2018- Authorizing and directing the proper City official(s) to approve the Stoughton Utilities 2017 Audit Report and Management Letter

Jodi Dobson of Baker and Tilly presented the 2017 Utilities audit report. She reported there were no significant deficiencies. She added that Stoughton Utilities trends are consistent with what is going on in the utility industry.

Motion by Engelberger, second by Truehl to approve R-68-2018 Authorizing and directing the proper City official(s) to approve the Stoughton Utilities 2017 Audit Report and Management Letter. Motion carried 11-0.

R- 69-2018- Authorizing and directing the proper City official(s) to approve Contract 2-2018 Road Construction on Academy Street

Motion by O'Connor, second by Majewski to approve R-69-2018 authorizing and directing the proper City official(s) to approve Contract 2-2018 Road Construction on Academy Street and award the bid to Nelson Excavating and Son, LLC in the amount of $729, 845. Public Works Director Hebert explained that they were reallocating $40,000 from the Capital Preventative Maintenance fund to the 2018 Road Construction fund to fund the project. Hebert reported the City received 5 bids for the project and the lowest bid was $120,000 under the engineer's estimate. On roll call vote, motion carried 11-0.

R-70-2018 – Resolution authorizing and directing the proper City official(s) to adopt the proposed changes to the Shared-Ride Taxi Service

Motion by O'Connor, second by Duranczyk to approve R-70-2018 authorizing and directing the proper City official(s) to adopt the proposed changes to the Shared-Ride Taxi Service. Motion carried 11-0.

R-71 -2018 – Resolution Authorizing and Directing the proper City official(s) to Adopt an Agency Fare for the Shared-Ride Taxi Program

Motion by O'Connor, second by Truehl to approve R-71-2018 authorizing and directing the proper City official(s) to adopt an Agency Fare for the Shared-Ride Taxi Program at $8.00 per one-way ride. Motion carried 11-0.

R-43-2018 – Resolution authorizing and directing the proper City official(s) to amend the City of Stoughton Debt Management Policy

Motion by O'Connor, second by Bartlett to approve R-43-2018 authorizing and directing the proper City official(s) to amend the City of Stoughton Debt Management Policy. Motion carried 11-0.

R-73-2018 – Resolution Authorizing and Directing the Director of Planning & Development to prepare and submit a Wisconsin Department of Natural Resources (DNR) Grant for Runoff Management – Street Sweeper

Motion by O'Connor, second by Bartlett to approve R-73-2018 Authorizing and Directing the Director of Planning & Development to prepare and submit a Wisconsin Department of Natural Resources (DNR) Grant for Runoff Management – High Efficiency Street Sweeper. Motion carried 11-0.

R-74-2018 – Resolution Authorizing and Directing the Director of Planning & Development to prepare and submit a Wisconsin Department of Natural Resources (DNR) Grant for Runoff Management – Bioretention Basin Conversion

Motion by O'Connor, second by Bartlett, to approve R-74-2018 Authorizing and Directing the Director of Planning & Development to prepare and submit a Wisconsin Department of Natural Resources (DNR) Grant for Runoff Management – Bioretention Basin Conversion. Motion carried 11-0.

R-75-2018 –Resolution authorizing and directing the proper City official (s) to issue a Six Month Class "B" Fermented Malt Beverage license to Stoughton Merchants Baseball

Motion by Truehl, second by Duranczyk to approve R-75-2018 authorizing and directing the proper City official (s) to issue a Six Month Class "B" Fermented Malt Beverage license to

Stoughton Merchants Baseball. Motion carried 10-1 with Boersma voting 'no'.

R-76-2018 –Resolution Authorizing and directing the proper city official(s) to approve a Temporary Class "B"/Class "B" Retailer's License and Special Event License to the Stoughton Chamber of Commerce for the 2018 Syttende Mai Festival

Motion by Truehl, second by Duranczyk, to approve R-76-2018 Authorizing and directing the proper city official(s) to approve a Temporary Class "B"/Class "B" Retailer's License and Special Event License to the Stoughton Chamber of Commerce for the 2018 Syttende Mai Festival. Motion carried 10-1 with Boersma voting 'no'.

R-77-2018 –Resolution authorizing and directing proper city official (s) to issue an operator license to Daniel Rose

Daniel Rose, the applicant, addressed the Council and asked that they consider his application as he has not had any convictions since 2013. He stated that bartending was his primary income.

Truehl said that the license would be a 2018 license that would end on June 30, 2018. Rose would need to re-apply for a 2019 license in May.

Motion to approve by Truehl, second by Bartlett, to approve R-77-2018 authorizing and directing proper city official (s) to issue an operator license to Daniel Rose. On roll call vote, motion carried 9-2 with Engelberger and Truehl voting 'no'.

R-72-2018 –Resolution Authorizing and directing the proper City official(s) to enter into a Memorandum of Agreement (MOA) among the City of Stoughton, the Town of Rutland, and the Wisconsin Department of Transportation (WisDOT) regarding changes in Access to STH 138 in the City of Stoughton and the Town of Rutland

Hirsch asked who would have to pay for the property owner on Lot 3 to change their access from HWY 138. The DOT representative said that the City and the developer would have to reach an agreement.

Majewski asked why access would be right-in, right-out. DOT said that the original TIA the left-in left-out was not needed at the site and left-in left-out could cause more traffic incidents.

Swadley, Boersma and Bartlett thanked staff and the DOT for their work on the project.

Motion by Truehl, second by Boersma to approve R-72-2018 authorizing and directing the proper City official(s) to enter into a Memorandum of Agreement (MOA) among the City of Stoughton, the Town of Rutland, and the Wisconsin Department of Transportation (WisDOT) regarding changes in Access to STH 138 in the City of Stoughton and the Town of Rutland. On roll call vote, motion carried 10-1 with Johnson voting 'no'.

R-78-2018 –Resolution Authorizing and directing the proper City official(s) to adopt a policy regarding the use of personal computing devices for elected officials

Duranczyk said that this policy is discriminatory as some people need larger screens and fonts in order to read the council packets and that cannot be done on the City issued tablets. She said she would like to see the policy go back to committee to work out the details.

Reeves said that there are risks in using personal devices as it relates to public records request. She agreed that the City should be looking at larger devices that are more user friendly.

Motion by Reeves, second by Truehl to approve R-78-2018 Authorizing and directing the proper City official(s) to adopt a policy regarding the use of personal computing devices for elected officials. Motion Truehl, second by Majewski to refer back to Community Affair and Council Policy Committee. Motion carried 11-0.

ADJOURNMENT

Motion by Majewski, second by O'Connor to adjourn at 8:43 p.m. Motion carried 11-0.