

## **COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES**

**Monday March 19, 2018, 6:00 p.m.**

**Hall of Fame Room, City of Stoughton, WI**

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

Absent: None

Guests: IT Director John Montgomery

Call to Order: The meeting was called to order at 6:00 p.m. by Chairperson Reeves.

### Communications:

IT Director Montgomery announced he was working with the Chamber of Commerce to get more sponsors for WSTO TV. He added that WSTO is now showing late night movies on Friday nights.

Chairperson Reeves announced that the committee would not meet in April because the Spring Election was on the same day as the meeting.

### **OLD BUSINESS**

#### Discussion and possible action regarding goals/objectives for the 2017/2018 term

The Committee did not discuss this item and took no action.

#### Discussion and possible action regarding Facebook and social media use

IT Director Montgomery said that webpages need to be retained and that there needs to be a complete working backup for 7 years in order to comply with Wisconsin open records laws. The committee communicated that Facebook would be helpful to get information out to residents quickly, but they would like to wait for an opinion from the City Attorney. The committee took no action.

#### Discussion and possible action regarding council rules

The committee did not discuss this item. The committee took no action on this item.

#### Discussion and possible action regarding Job Descriptions for Committee Chairs

Reeves said it was important for committee chairs to follow up with agenda items and make sure that they appear on council agendas. She that the committee chairs should ensure that agendas and approved minutes are posted to the City website.

Motion by Hirsch, second by Truehl to amend the council rules to include that the committee chair shall ensure agendas and approved minutes are posted to the City website. Motion carried 4-0.

### **NEW BUSINESS**

#### Approval of the February 6, 2018 Community Affairs and council Policy Meeting Minutes

Motion by Truehl, second by Swadley to approve the February 6, 2018 CA CP minutes. Motion carried 4-0.

#### Discussion and possible action regarding authorizing the Stoughton Lions Club to name the pickleball Court at Mandt Park

Hirsch explained that the Lions gave \$20,000 towards the pickleball court and applied for a grant and received another \$20,000 for the project. City policy says that naming rights are only granted if a donor donates half of the total cost. In this case, the Lions club contribution and the amount of the grant was more than half the cost of the project.

Motion by Hirsch, second by Truehl to authorize the Stoughton Lions Club to name the pickleball court at Mandt Park. Motion carried 4-0.

**Discussion and possible action regarding policy on elected officials using personal computing devices**

IT Director Montgomery presented the policy. He explained that elected officials are provided with a city-issued tablet to do council business on. Montgomery said that the IT Department will not work on personal devices as it is a liability. He added that if an elected official uses a personal device for city business, it may be subject to open records law.

Swadley asked if training is available for new elected officials. Montgomery said he would create necessary shortcuts on tablets and would set up city email on the city issued tablets.

Motion by Hirsch, second by Truehl to recommend that the common council approve the policy regarding elected officials using personal devices. Motion carried 4-0.

**Discussion and possible action regarding alderperson interview guidelines**

Truehl suggested that if alders wanted to ask additional questions, they should have to submit them before the meeting. He also suggested that the order of which the applicants answer questions should rotate so the same applicant doesn't have to answer every questions first. Swadley added that there should be a word count limit to the questions asked.

Hirsch said that that the word count should be as follows:

Discuss your occupation, training, and education. What characteristics, qualifications, and experiences do you have that support your candidacy and potential for contribution as an Alderperson? (500 words max)

In your opinion, what are the most important current issues for the City of Stoughton? Please discuss one of these issues in detail and describe how you would lead a committee to a solution. (400 words max)

If there was an issue on the table that you agreed with, but your constituents disagreed with, how would you vote and why? (100 words max)

Council meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month and there are two standing committees you will be assigned to in addition to other meetings, correspondence, and information that will require your attention. Do you anticipate a problem in attending evening meetings or fulfilling other time commitments of an alderperson? ( 50 words max)

Motion by Hirsch, second by Truehl to rotate the order of applicants answering each question, limit questions asked to the 4 standard questions, and limit the word count to the answers. Motion carried 4-0.

**Discussion and possible action regarding policy on allowing alderpersons to attend meetings electronically**

Motion by Swadley, seconded by Truehl to not allow council members to participate in meetings electronically. Motion carried 4-0.

**Discussion and possible action regarding the City Directory**

Clerk Licht announced that the clerk's office is working on contacting citizen commission members to see if they would like to be appointed again. She added that ultimately it would be the mayor's decision of who to appoint. The committee directed Clerk Licht to continue to work on updating the directory and finalize it after the re-organizational meeting.

**Adjournment**

Motion by Hirsch, second by Truehl to adjourn at 7:06 p.m. Motion carried 4-0.