

## COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES

Tuesday, May 1, 2018, 6:00 p.m.

Hall of Fame Room, City of Stoughton, WI

**Present:** Alderpersons Lisa Reeves, Regina Hirsch, Nicole Wiessinger, and Mayor Tim Swadley.

**Absent:** None

**Others Present:** City Clerk Holly Licht, IT Director John Montgomery, and Senior Center Director Cindy McGlynn

**Call to Order:** Reeves called the meeting to order at 6:00 p.m.

**Communications:**

None

### OLD BUSINESS

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

IT Director John Montgomery gave an overview of the history of the policy. He suggested that the City give a stipend towards personal devices. He added that the council member would need to install anti-virus software in order to protect the City.

Reeves said the discussion at Council brought up how difficult it was to work on the current tablets council members had. She added that if someone has a disability and needs a bigger screen, the City should make exceptions. Hirsch agreed and that Montgomery should start looking into other options for devices.

Motion by Hirsch, second by Reeves to direct the IT Director to start looking at other options to accommodate special request and to change the language in section A of the policy to include "City IT/Media staff are not authorized to physically perform any changes or additions to personal devices. Yet, are able to offer one on one assistances and/or guidance with the operation of your personal device to access city e-mail and city materials such as agendas, packets, reports etc." Motion carried 4-0.

Motion by Hirsch, second by Reeves, to amend the language in section D of the policy to include "Personal computing devices such as laptops and PC's must also have installed Virus/Anti-Malware software that has been approved by the Director of Information Technology and Media Services. Motion carried 4-0.

### NEW BUSINESS

#### **Election of Committee Chair:**

Hirsch nominated Wiessinger to be the Chair of CA CP. The committee voted 3-0 to elect Wiessinger to CA CP Chair.

#### **Election of Vice Chair**

Hirsch nominated Reeves to be the Vice Chair of CA CP. The committee voted 3-0 to elect Reeves to CA CP Vice-Chair.

#### **Set Meeting Dates & Times**

The committee decided to keep the same schedule and meet the 1<sup>st</sup> Tuesday of every month at 6:00 p.m.

#### **Approval of March 19, 2018 Community Affairs/Council Policy Minutes**

Motion by Reeves, second by Hirsch to approve the March 19, 2018 CA CP minutes. Motion carried 3-0.

#### **Discussion and possible action regarding updated Senior Center Policies**

Senior Center Director Cindy McGlynn stated that the Senior Center is updating their policies as part of the national accreditation process. She added that most of the updates were removing programs that are no longer offered. McGlynn said that they added an instructors' agreement for classes provided through the senior center. Hirsch asked if instructors that taught classes needed liability insurance. McGlynn said that classes that are taught in the Senior Center are covered by the City's insurance. She added that if any classes were offered offsite, the instructor would have to carry the insurance.

Motion by Reeves, second by Hirsch to approve the updated Senior Center Policies. Motion carried 4-0.0

#### **Discussion and possible action regarding Economic Development Director Position**

Mayor Swadley said that the committee should look at all the job descriptions the HR department compiled and narrow down what the City would like to see for an Economic Development Director. He added that the City would need to create a new department with staff and a budget.

Hirsch said that we need an Economic Development Director to bring businesses to town. She added that the City could benefit from offering packages to market the City. Hirsch also mentioned that incubator offices could revitalize and revamp the City.

Wiessinger suggested doing a study to get data on what types of businesses work in the City.

The committee decided to look at potential job descriptions and to start narrowing down the option at the next CA CP meeting.

#### **Adjournment:**

Motion by Hirsch, second by Reeves to adjourn at 7:15 p.m. Motion carried 4-0.