

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES

Tuesday, August 7, 2018 @ 6:00 p.m.

Hall of Fame Room, City of Stoughton, WI

Present:

Alderpersons Lisa Reeves, Regina Hirsch, Nicole Wiessinger, Tim Riley, and Mayor Tim Swadley

Absent:

None

Also Present:

City Clerk Holly Licht, Bill Foster, Steve Schimeleski, and Alderperson Denise Duranczyk

Call to Order:

Chairperson Wiessinger called the meeting to order at 6:00 p.m.

Communications:

None

OLD BUSINESS

Discussion and possible action regarding City Facebook and social media policy

The committee agreed that the City of Milwaukee social media policy seemed like a good policy to start with. Mayor Swadley stated that he would talk to the City Attorney about options for a policy and requirements of storing social media posts.

Discussion and possible action regarding Economic Development Director Position

Mayor Swadley said that City Staff will work on creating a job description and bring it back to CA CP when it is complete for the committee's approval.

NEW BUSINESS

Approval of the May 1, 2018 CA CP Minutes

Motion by Reeves, second by Hirsch to approve the May 1, 2018 CA CP Minutes. Motion carried 5-0.

Presentation by Bill Foster regarding a Community Survey Proposal

Bill Foster and Steve Schimeslski gave a presentation regarding a community survey. They said that since 2002 they have done over 500 community surveys. They completed a survey for the Stoughton Area School District. Foster said that they use an inclusive survey and typically get an 18-20% response rate. The survey could be mailed and returned via mail or there could be a unique code per household and residents could respond online. The committee liked the idea for the survey. They instructed Mayor Swadley to keep working with Foster and Schimeslski and budget for the survey in 2019.

Discussion and possible action regarding goals/objectives for the 2018-2019 Council term

Wiessinger said that she would touch base with president Majewski and bring this item back for the next CA CP meeting.

Discussion and possible action on records retention for materials handed out at Committee and Council meetings

Clerk Licht said that this has already been addressed with City Staff. The staff person of each committee will be responsible for sending the Clerk's office additional meeting materials. The Clerk's office will then make the documents available on the City website

Discussion and possible action on curation of policy and procedures into an easily accessible repository

Mayor Swadley noted that this is will be taken care of administratively. The leadership team discussed this and will update policies on the new website.

Discussion and possible action on Committee Chair report out at Common Council meetings

Mayor Swadley said this could be difficult to do because everything discussed at a Council meeting needs to be noticed. He added that he would talk to the City Attorney to see if this would be in violation of notice requirements.

Discussion and possible action on oversight committee review of financials

Alder Duranczyk said that she would like to see more oversight of the City financials. She added that she will work with Jamin to draft a policy to that requires committee oversight of City department financials. She would like oversight committee to see finance reports on a quarterly basis. The committee directed Alder Duranczyk to start drafting the policy.

R-123-2018- Resolution authorizing and directing the proper City official(s) to adopt a policy relating to attending City meetings via remote access

The Committee took no action on this item. This item will be on the September 4th agenda.

Adjournment:

Motion by Reeves, second by Hirsch to adjourn at 7:52 p.m. Motion carried 5-0.