

VILLAGE OF MCFARLAND

Communications & Technology Committee Minutes

Tuesday, July 23, 2019 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Chairperson, Stephanie Brassington called the regular meeting of the Communications & Technology Committee to order at 6:00 PM in Conference Room A.

Members present: Ella Tschopik, Stephanie Brassington, Eric Kryzenske, Eric Kindschi, Cole Younger, CJ Behm

Members not present: Jason Jasink

Staff Present: Stephanie Miller, Director. Andrew Day, Technical Specialist

2. PUBLIC APPEARANCES.

No Public Appearances.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the January 22, 2019 meeting.

Motion by Stephanie Brassington, second by CJ Behm, to motion to approve the minutes of the January 22, 2019 meeting. Motion carries 6 - 0 - 0 by acclamation.

b. Motion to approve the minutes of the April 23rd, 2019 meeting.

Motion by Stephanie Brassington, second by CJ Behm, to motion to approve the minutes of the April 23rd, 2019 meeting - with the consideration of changing "disturbing" to "distributing" in item 4b. Motion carries 6 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and possible recommendation to the Village Board regarding the switch of telecommunications provider from Charter to TDS.

Special visit of TDS Sales staff, Judd Blau and Liz Williams, to provide additional information to committee and answer questions.

Discussion of various TDS proposals and pricing, as well as progress on network installation in McFarland. Estimated launch: November 2019.

Staff directed to gather data on the needs of network bandwidth for the Village.

No decision made due to various unanswered questions to committee. Comm & Tech staff to report back at August meeting with additional information, data, and recommendation.

b. Discussion and possible action regarding the e-newsletter.

Presentation by Communications and Technology Director, Stephanie Miller, on the progress of the E-newsletter.

Discussion of Constant Contact, service provider of email templates. Discussion of inspiration and title thought processes, as well as designed logo by Miller. Discussion of layout and how often it will be distributed. Discussion of tie-in with Outlook Newsletter.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Eric Kryzenske, to approve discussion and possible action regarding the e-newsletter, *The Lookout*. Motion carries 6 - 0 - 0 by acclamation.

c. Discussion and review of the Village Technology Plan, Chapters 1 and 3.

Presentation by Communications and Technology's Technical specialist, Andrew Day. Discussion of Tech Plan, specifically chapters 1 and 3, including suggested edits to include for next draft. Further discussions on remaining chapters to be provided at future meetings.

No motion to be made.

d. Discussion and possible action to implement a community calendar on the Village website.

Presentation by Communications and Technology's Director, Stephanie Miller, on a draft policy for a community calendar.

Based on past Polco question, a community calendar will be provided to the public that will be hosted on the Village website. This calendar will include a policy for how and who may submit to it. Discussion of editing point number 12 on policy to update the non-discrimination statement.

Motion by Village Trustee Stephanie Brassington, second by Eric Kindschi, to approve Discussion and possible action to implement a community calendar on the Village website. Motion carries 6 - 0 - 0 by acclamation.

5. POLCO.

a. Discussion, creation, and possible action to create question(s) to be posted on Polco.

Presentation by staff on a question for Polco: what pictures would you like to see rotated on the Village's homepage?

6. SCHEDULE NEXT MEETING DATE.

a. Tuesday, August 27, 2019 at 6pm in Conference Room A of the McFarland Municipal Center.

August meeting to include further information and updates on possibility of implementing TDS services for Village.

Trustee Kryzenske may not be able to attend.

7. ADJOURNMENT.

Motion by Village Trustee Eric Kryzenske, second by CJ Behm, to adjourn at 7:35PM.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Stephanie R. Miller
Director