

VILLAGE OF MCFARLAND

Communications & Technology Committee Minutes

Tuesday, October 22, 2019 - 7:00 PM

1. CALL TO ORDER, ROLL CALL.

Stephanie Brassington called the regular meeting of the Communications & Technology Committee to order at 7:00 PM in Conference Room A.

Members present: Ella Tschopik, Stephanie Brassington, Cole Younger, Jason Jasinski, Eric Kryzenske, Eric Kindschi

Members not present: CJ Behm, Blake Draper, Sean Braziel

Staff Present: Stephanie Miller, Andrew Day

2. PUBLIC APPEARANCES.

No public appearances.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the September 24, 2019 meeting

Village Trustee Eric Kryzenske to provide various edits to be made in the September 24, 2019 minutes.

Motion by Village Trustee Stephanie Brassington, second by Cole Younger, to approve the minutes of the September 24, 2019 meeting. Motion carries 6 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and recommendation to Village Board for a written Polco policy.

Stephanie Miller discusses reason to implement a written Village policy for Polco usage.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Eric Kryzenske, to recommend approval to Village Board for a written Polco policy. Motion carries 6 - 0 - 0 by acclamation.

b. Discussion and possible approval of Chapter 5 in Village Technology Plan.

Andrew Day gives overview on Chapter 5 of the Village Technology Plan.

Suggested edits from committee members to be made.

c. Discussion of latest Polco results. Creation and possible action to post new question(s) on Polco.

Stephanie Miller discusses answers from latest Polco question. The question focused on community feedback on The Lookout.

No creation of new Polco question was made.

5. STAFF REPORTS.

a. Technical Specialist updates.

Andrew Day provided updates on the following:

- Office 365 licensing and domain "clean up."
- New *Companion* software for sports broadcasts.
- Security camera server updates and new policy on future recordings.

b. Director updates.

Stephanie Miller provided updates on the following:

- Departure of Comm & Tech staff member, Lillie, who is taking a full-time job in Iowa.
- Potential thoughts of changing the department structure of staffing in the future.
- Finishing up of fall sports broadcasts and the upcoming winter sports broadcasts for boys and girls basketball. Looking for potential announcers to do hockey games.

6. SCHEDULE NEXT MEETING DATE.

a. Due to November and December holidays, recommendation to schedule next Communications and Technology meeting for Tuesday, January 28, 2020, at 6pm in Conference Room A of the Municipal Center.

Committee discussed and agreed that the next meeting will happen in January unless needed to meet beforehand.

7. ADJOURNMENT.

Motion by Eric Kindschi, second by Village Trustee Stephanie Brassington, to adjourn at 7:32 P.M.

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

