

Menasha aldermen occasionally attend meetings of this body. it is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting; (No official action of any of those bodies will be taken).

**CITY OF MENASHA
IT STEERING COMMITTEE
Gegan Room, Menasha Public Library
440 First Street, Menasha**

April 15, 2009

8:15 AM

MINUTES

A. CALL TO ORDER

The meeting was called to order at 8:32 AM by CHAIRMAN Wisneski.

B. ROLL CALL/EXCUSED ABSENCES

Present: CHAIRMAN Wisneski, ITMgr Lacey, PC Stanke and PWS Jacobson.

Excused: COMP Stoffel, HR Specialist Taubel

Also Present: IT Supv James, PL Brunn

C. MINUTES TO APPROVE

1. [March 18, 2009](#)

Motion made by ITMgr Lacey, seconded by PL Brunn, to approve the minutes of the March 18, 2009 IT Steering Committee meeting as submitted. Motion carried.

D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA.

(five (5) minute time limit for each person)

None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Committee monthly update on status of projects/operations/costs

ITMgr Lacey distributed and reviewed the IT Department report for the year to date through March 2009. 30% of budget expended also includes many purchases made already for the year.

ITMgr Lacey also mentioned that he is going to get a new web filter for the internet. The one we had was supposed to be big enough to handle the amount of traffic we have but it is not sufficient. He is dealing to get a full credit on a larger one as the one we bought was not sufficient as they alleged it would be.

New PC's are being installed for the Health Department. The schedule after that is that the third floor of City Hall will be next, then PWF, then second floor. The Senior Center will be done sometime in between. This process of putting the new PC's in should take until July to get all set up. There are 35 PC's total.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

In the Senior Center lab area, a terminal server service will be installed instead, which is similar to the old dumb terminals and one main server. This alleviates the possibility of viruses entering the city system.

Other updates: The City Sanitarian software for inspections is being adjusted to account for three (3) levels of restaurant inspections. The PWF excavation module is working well. It saves paperwork. PWS Jacobson said they will be looking for a notebook for him to enter his measurements on site instead of returning to the office, then it can be transmitted from the site to the Finance Department for immediate billing instead of having to be relayed through Dorothy at the office.

ITMgr Lacey mentioned that he hopes to install a city-wide wireless system in 2011 that would be of benefit to Police and DPW alike; he would have to expand the contract with the schools in order to install antennas on the roofs. He explained how he would set it up to lock out public access but enable it to work for specific computer addresses, still maintaining the security integrity needed.

There are some issues with the PD and the County Computer Aided Dispatch system (CAD). We must do our upgrades on the Advanced Window Workplaces & GPS (which the Shift Commander and the Clerk have) as they send them out, but the implementation of these upgrades hampers OUR City of Menasha system, unless we get full information about all the software. We're having little luck in getting the support of the County to clarify this situation. As an example, we have been without GPS since Tuesday or Wednesday last week because of this problem and the supervisor either doesn't return calls or cancels unexpectedly when a conference call is set up. Chief Stanke will try to resolve this with the Sheriff or will talk to Board Supervisor Griesbach for help with the IT support from the County.

F. ACTION ITEMS

1. Intranet

HR Specialist Taubel, ITMgr Lacey and ITSupv James attended a meeting and demo on Sharepoint, a free intranet information shareware which is an option for us. It was quite technical and had little demonstration of the application at work but we will get it and have HR work with it first. This project is a work in progress and the item should remain on the agendas for future meetings. Our first priority is to get the internet website services transferred onto our server then we can load this on.

2. Print Care / Print Management

We are getting quotes on this service and should have received them in time for the May committee meeting for review. It is anticipated that this will save money and will operate similar to the copy machine program of maintenance and repair. Having toner inventory control in the hands of only one person has resulted in a savings of about \$5,000 per year to the City; this expansion should have similar savings as we now have 2-3 major repair calls for printers a year which would be alleviated.

3. GovDeals / Surplus equipment

A salesperson stopped by with materials advertising this website which auctions surplus government items and is meant strictly for government agencies. There is no upfront charge for

posting on the website but they collect 7.5% on the final total purchase price as their fee. A signed contract is required to list on the site; before anything is done with them, our attorney would have to review the contract. It is mentioned merely as another informational option that exists for web sales of surplus property.

4. Committee discussion on next IT Steering Committee Meeting Date – May 20, 2009
All agreed to this date at 8:15 AM in the Gegan Room at the Menasha Public Library.

G. ADJOURNMENT

Motion by PC Stanke, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 9:16 AM.

Respectfully submitted,

Sue Wisneski
Acting Committee Secretary