

**City of Menasha  
Information Technology Steering Committee  
Gegan Room  
Menasha Public Library  
Tuesday, June 14, 2011  
3:30 P.M.  
Minutes**

**A. Call to Order**

Meeting called to order at 3:35 PM by CHAIRMAN Benner.

**B. Roll Call/Excused Absences**

Present: CHAIRMAN Benner, COMP Stoffel, ITMgr Lacey, PHD Nett and PP Kester

Excused: CEO Polzien and ES Montour

Also Present: MAYOR Merkes, ITSupv James, PO Zemlock and Mr. Larry Schmitz of Common Sense Solutions LLC.

**C. Minutes to Approve** – Approval of Minutes of April 13, 2011 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by COMP Stoffel to approve the minutes of the April 13, 2011 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** – Committee monthly update on status of projects/operations/costs

ITMgr Lacey reviewed with the Committee the monthly budget/status report: Budget is doing very well, a “tunnel” has been created through the City of Neenah network to give Build Supt Alix connectivity to the HVAC systems at fire station # 36, the swimming pool connection to the City’s computer network has been reactivated for the summer and the Cartegraph software is not yet being

utilized by Engineering staff. MAYOR Merkes offered to discuss that matter with DPW Radtke.

**F. ACTION ITEMS – (1)** Committee discussion on status of items approved in 2011 IT Department Budget – Intern position, software development

MAYOR Merkes opened the discussion by explaining the 2011 budget “hole” that needs to be addressed. He would like to apply half of the money budgeted for the IT intern against that deficit and then allow for the intern to be hired during the second half of the year. He also asked that the description of the position be updated by IT staff. ITMgr Lacey appreciated the Mayor allowing for the position to be filled during the second half of 2011, but stated that he really feels it necessary to budget for a full-time position in 2012.

The Committee also discussed the software development that is included in the 2011 budget and that the project could not be accomplished by year end. IT Staff will determine what can be accomplished yet this year.

**ACTION ITEMS – (2)** Committee discussion on designing a formal process for adding and deleting staff to City computer network

Mr. Schmitz addressed the Committee concerning this issue. Human Resources is the “gate keeper” on who is on or off of the City’s payroll. IT needs to be informed as to when an employee is being added or leaving so they can take the necessary actions with regards to the City’s computer network. Mr. Schmitz recalled this being an issue years ago and that a form had been created that could be distributed to all parties, Department Heads, IT Department, Human Resources that would give them the information they need about the subject employee. MAYOR Merkes will follow up with the Human Resources Department, to see if the old form is available, see if it needs to be updated and then get it into use.

**ACTION ITEMS – (3)** Committee discussion and action on next IT Steering Committee meeting date – July 12<sup>th</sup>, second Tuesday

Because the Council meeting set for July 4<sup>th</sup> will be moved to July 5<sup>th</sup>, because of the holiday, the Plan Commission will not meet until July 12<sup>th</sup>. This would normally be the date that the IT Steering Committee would meet. CHAIRMAN Benner requested that the IT Committee meeting be moved to a different date. Motion by ITMgr Lacey, seconded by PP Kester, that the next IT Steering Committee meeting be held on July 13<sup>th</sup>, 2011 at 3:30 PM in the Gegan Room of the Menasha Public Library. Motion carried. COMP Stoffel will make the necessary arrangements.

**G. ADJOURNMENT**

Motion by ITMgr Lacey, seconded by COMP Stoffel to adjourn. Motion carried.  
Meeting adjourned at 4:12 PM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary

DRAFT