

CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public Library
January 16, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order at 8:17 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf, CLERK Galeazzi, COMP Stoffel, ITMgr Lacey, PL Brunn and PWD Radtke

Also Present: CA/PD Brandt and ITSupv James

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Approval of minutes of December 19, 2007 IT Steering Committee meeting](#)

Moved by Clerk Galeazzi, seconded by ITMgr Lacey to approve the minutes of the December 19, 2007 IT Steering Committee meeting.

Motion Carried on voice vote
Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [IT Steering Committee monthly update on status of projects/operations/costs](#)

ITMgr Lacey handed out the monthly update and explained what projects were being worked on for the new year.

4. ACTION ITEMS

A. [Committee update and discussion on content and design of City website](#)

ITSupv James explained to the Committee changes he had made to the website, putting "Current topics or events" in a readily available format for easy access by website users. ITSupv James explained that he has not yet gone into changing the graphics on the website. He will be taking a course for the "Dreamweaver" software which will increase his ability to manage the website.

ITSupv James then informed the Committee that one of the "Current topics or events" had been the advertisement for the League of Women Voters of the upcoming Mayoral Debates. This had caused some concerns from a few people because the website had been set up to receive anonymous questions from the public, to be used in the upcoming

debate. After discussions with Mr. Noll from the League of Women Voters, it was decided to remove the link for submitting questions and the City also removed the advertisement of the forum. ITSupv James was concerned that the actions taken by him and the City Clerk to put this advertisement on the website had been seriously misinterpreted. The Committee members discussed their thoughts on whether or not the advertisement should have been removed.

Moved by ITMgr Lacey, seconded by DPW Radtke to recommend placement of the League of Women Voters advertisement of the upcoming mayoral debate back onto the City's website without the link for submission of questions.

Motion Carried on voice vote
Results:

B. Committee update and discussion of NOVUS AGENDA software

ITSupv James informed the Committee that there had been some changes made to the NOVUS AGENDA which will address some of the concerns from City staff. But Staff has not yet had enough time to work through those changes and so there was no report on how well those changes were working. ITSupv James will give an update on progress with NOVUS AGENDA next month. CA/PD Brandt inquired if the "search" feature was now functioning. ITSupv James responded that it was, but only on the agenda items, not on the text of the minutes. CA/PD Brandt spoke in favor of abandoning NOVUS AGENDA and returning to the way the City previously produced agendas and minutes.

C. Committee update and discussion on purchase and installation of video recording equipment

ITMgr Lacey distributed a second quote for the video recording equipment he had obtained from Sues Electronics for \$22,688.98. It was determined that this quote included optional equipment but their quote did not break down the cost of individual pieces. CHAIRMAN Wisneski was concerned that the City was not comparing the Sues quote to the previous quote on the same basis. She asked ITMgr Lacey to contact Sues Electronics and have their quote broken down between needed and optional equipment. She wanted that breakdown to be included in the Council packet for the Common Council meeting of 01/21/2008. The Committee took no action on this item.

D. Committee discussion and recommendation on next IT Steering Committee meeting date - February 20th, third Wednesday

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, February 20, 2008 at 8:15 AM in the Gegan Room of the Menasha Public Library.

5. ADJOURNMENT

A. -

Moved by Clerk Galeazzi, seconded by ITMgr Lacey to adjourn at 9:40 AM.

Motion Carried on voice vote
Results:

Respectfully submitted,

Thomas Stoffel
Committee Secretary