

**CITY OF MENASHA  
IT STEERING COMMITTEE  
Gegan Room, Menasha Public Library  
140 Main Street, Menasha**

**Wednesday October 15, 2008**

**8:15 AM**

**MINUTES**

**A. CALL TO ORDER**

Meeting called to order at 8:25 AM by CHAIRMAN Wisneski.

**B. ROLL CALL/EXCUSED ABSENCES**

Present: CHAIRMAN Wisneski, AP Beckendorf, HR Specialist Taubel, ITMgr Lacey and PC Stanke

Excused: COMP Stoffel and PWS Jacobson

Also Present: ITSupv James

**C. MINUTES TO APPROVE**

1. [September 17, 2008](#)

Motion by AP Beckendorf, seconded by PC Stanke to approve the minutes of the September 17, 2008 IT Steering Committee meeting. 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 informed the Committee that the fuel/fleet software will cost \$31,000 which is not yet reflected in the September budget numbers. There will also be some cost for temporary staff to transfer data to the new software.

The IT department is now looking into the possibility of cross training with Menasha Utilities staff to provide future vacation relief and also to be ready in case of a pandemic flu outbreak.

ITSupv James reported that the MAC process is moving forward; many minutes and packets have already been uploaded to the new system through the joint efforts of Peggy De Leeuw and Sue Wisneski. An instruction booklet has been created and passed out to all first line users and ADOBE ACROBAT 9 installed on all computers that need it to make MAC use easier.

## F. ACTION ITEMS

1. Committee discussion and recommendation on entering into an agreement with Common Sense Solutions LLC for consulting services for 2008
  - a. [Certificate of Insurance](#)
  - b. [Agreement](#)

ITMgr Lacey explained that Schenck Technology no longer offers the type of service the City has received in the past. Mr. Schmitz has submitted an engagement letter to provide continuing service for the balance of 2008. Motion by PC Stanke, seconded by ITMgr Lacey to recommend retaining the services of Common Sense Solutions LLC for the remainder of 2008 to the Menasha Common Council. Motion carried.

2. Committee discussion on developing a New Resident Information packet

CHAIRMAN Wisneski noted that the party requesting that this item be placed on the IT Steering Committee agenda was absent for the second consecutive meeting. The Committee feels it is the responsibility of the party making this request to develop the idea and only to approach the Information Technology Steering Committee if coordination or implementation requires work to be done on the City's web site. It is not the responsibility of the IT Department to become the project leader and take the idea from development to final implementation. CHAIRMAN Wisneski will also send an email to the party that had originally requested this item be placed on the IT Steering Committee agenda informing them of the Committee's position.

3. Committee discussion on next IT Steering Committee Meeting date – November 19<sup>th</sup>, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, November 19<sup>th</sup>, at 8:15 AM in the Gegan Room of the Menasha Public Library.

## G. ADJOURNMENT

Motion by PC Stanke, seconded by AP Beckendorf to adjourn. Motion carried. Meeting adjourned at 9:15 AM.

Respectfully submitted,

Sue Wisneski  
Committee Secretary