

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  
140 Main Street, Menasha**

**Wednesday October 15, 2008**

**8:15 AM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. September 17, 2008
- D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA.  
(five (5) minute time limit for each person)
- E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
  - 1. Committee monthly update on status of projects/operations/costs
- 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
  - 2. Committee discussion on developing a New Resident Information packet
  - 3. Committee discussion on next IT Steering Committee Meeting date – November 19<sup>th</sup>, third Wednesday
- G. ADJOURNMENT

"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."

**City of Menasha  
Information Technology Steering Committee  
Gegan Room  
Menasha Public Library  
Wednesday September 17, 2008  
8:15 A.M.  
Minutes**

**I. Call to Order**

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf, CC Galeazzi (alternate for HR Specialist Taubel), COMP Stoffel, ITMgr Lacey and PC Stanke

Excused: HR Specialist Taubel and PWS Jacobson

Also Present: ITSupv James, PL Brunn and Mr. Larry Schmitz of Common Sense Solutions LLC.

**II. Minutes to Approve – Minutes and Communications to Receive – Approval of Minutes of August 20, 2008 IT Steering Committee meeting.**

Motion by PC Stanke, seconded by AP Beckendorf to approve the minutes of the August 20, 2008 IT Steering Committee meeting. Following discussion, the motion to accept the minutes was amended to reflect changes requested by Mr. Schmitz concerning his employer and comments attributed to him at the August 20<sup>th</sup> IT Steering committee meeting. Motion carried.

**III. Public Comments on any matter of concern to the City – Five (5) minute time limit for each person – Public Comments on matters of concern to the IT Steering Committee**

No one appeared at the meeting.

**IV. Report of Department Heads/Staff/Consultants – Committee monthly update on status of projects/operations/costs**

ITMgr Lacey distributed the monthly IT Department report. The report is in a different format from previous reports to give a better understanding of what was accomplished for the City departments during the previous month. Committee member's comments on the new format were very complementary and this new format will be used in future reports. ITMgr Lacey answered questions on items included in the report and on the budgetary balance of the IT Department.

**V. ACTION ITEMS** – Committee discussion on status of replacement for NOVUS AGENDA and transfer of NOVUS AGENDA records to new agenda/minutes replacement program

ITSupv James showed the Committee members how the new process will work. The new procedure for recording minutes and agendas has been labeled M.A.C., **Meeting Agenda Coordinator**. The process was developed using a focus group of staff that use the process the most. : ITSupv James believes the public will find this program much easier to use than the previous software. If the Committee approves of this change, training on the new program will begin shortly and departments will start to prepare minutes and agendas with the new program. Motion by AP Beckendorf, seconded by CC Galeazzi, to approve the M.A.C process and begin the transfer of packets and minutes off of the NOVUS AGENDA system. Motion carried.

**ACTION ITEMS** – Committee discussion and recommendation on 2009 IT Department Budget Request

After a brief explanation of the items requested in the 2009 IT Department budget and a request to expand on the narrative portion of the budget request, motion by PC Stanke, seconded by AP Beckendorf to recommend the proposed IT Department budget as presented. Motion carried.

**ACTION ITEMS** – Committee discussion on developing a New Resident Information packet

No Committee member present had sufficient information on this agenda item to explain it, so the item will again appear on the October IT Steering Committee agenda.

**ACTION ITEMS** – Committee discussion on next IT Steering Committee meeting date – October 15<sup>th</sup>, third Wednesday

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

**VI. ADJOURNMENT**

Motion by PC Stanke, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 9:44 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary

DRAFT

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE 10/6/2008
<b>PRODUCER</b> TECHINSURANCE 1301 Central Expy South, Suite 115 Allen, TX, 75013 (800) 668-7020	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> Common Sense Solutions LLC PO Box 311 Menasha, WI 54952	<b>INSURERS AFFORDING COVERAGE</b>	
	INSURER A: Philadelphia Indemnity Ins. Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>OTHER PROFESSIONAL LIABILITY (Errors &amp; Omissions)</b> <b>FIDELITY BOND (Third Party Employee Dishonesty)</b> <b>EMPLOYMENT PRACTICES LIABILITY</b>	TBA 84 CRL 1793	10/6/2008	10/6/2009	CLAIMS-MADE OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000  EACH OCCURRENCE  EACH OCCURRENCE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b>	ADDITIONAL INSURED; INSURER LETTER: _____	<b>CANCELLATION</b>
		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

**Common Sense Solutions LLC  
P.O. Box 311  
Menasha, WI 54952-0311**

September 17, 2008

Mr. Tom Stoffel  
Controller  
City of Menasha  
140 Main Street  
Menasha WI 54952-3190

Subject: Proposal to Provide Information Technology Consulting Services for 2008

Dear Mr. Stoffel:

It is our understanding that the City of Menasha (hereinafter referred to as the "City") would like to continue to utilize the services of Mr. Larry Schmitz, CCP, CMC, of Common Sense Solutions LLC (hereinafter referred to as "Common Sense Solutions"), to provide information technology consulting services to the City for the year 2008.

These services would be provided to the City by Common Sense Solutions on an "as needed" basis under your direction and subject to your approval. These services would be billed to the City on a monthly basis. Charges for these services will be billed at \$200.00 per hour plus out-of-pocket expenses.

Invoices for Common Sense Solutions services will be submitted on a monthly basis and are subject to a 1% per month service fee if not paid by the 25th of the following month.

Other terms of this engagement would be as outlined below.

Confidentiality

In the course of performing the services outlined above, under the City's direction, we may be exposed to, or have access to, materials or information the City considers confidential. Accordingly, we would be pleased to sign a confidentiality agreement drafted by the City.

Ownership of system & materials: The City of Menasha has exclusive rights of ownership of any resulting system or products, and is responsible for disclosure of information to any other interested parties.

System suitability/Final Decisions: The City of Menasha is responsible for the final selection and functionality of any hardware or software selected by the City based on recommendations provided by us. We cannot guarantee the suitability of any systems as they relate to the City's requirements. Common Sense Solutions will use its experience and best efforts to provide the City with recommendations and advice. However, the final decision, and the impact of such decision, to act on those recommendations will rest solely with the City.

Termination of services: Either party may terminate this agreement at any time by delivering written notice to the other party's business address. If the City terminates this agreement, they agree to pay for all services performed up to the time Common Sense Solutions receives written notice of the termination.

Disputes

Any controversy or claim arising out of or relating to this contract, or breach thereof, shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgement on the award rendered by the arbitrator may be entered in any court with jurisdiction.

This proposal represents the entire agreement between Common Sense Solutions LLC and the City of Menasha. No other agreement, whether written or verbal, is considered binding upon either party.

Summary

In summary, we are pleased about the prospect of being able to continue to provide these consulting services to the City of Menasha. If you have any questions, please call Larry Schmitz at 731-9058.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Schmitz", enclosed in a rectangular box.

Larry Schmitz  
Common Sense Solutions LLC

ENGAGEMENT ACCEPTED BY CITY OF MENASHA:

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Signature and Title/date