

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**

December 17, 2008

8:15 AM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [October 15, 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 2009](#)
 - 2. Committee discussion on developing an employee Intranet site on the webpage
 - 3. Committee discussion and recommendation on contracting to have City Website Management/Hosting moved inhouse
 - 4. Committee discussion on next IT Steering Committee Meeting Date – January 21st, 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
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 19th, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, November 19th, 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

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

December 5, 2008

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

AMENDMENT TO THE BELOW CONTRACT:

The contract below is hereby amended to include services provided by Common Sense Solutions under the same terms and conditions as outlined below for the period Jan. 1, 2009 through Dec.31, 2009. All other terms and conditions of the contract remain the same as outlined below.

Agreed to by the parties this ___ day of December, 2008.

For Common Sense Solutions LLC:

For the City of Menasha:



Larry Schmitz, President

Mr. Tom Stoffel, Controller

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

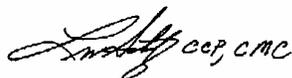
Any controversy or claim arising out of or relating to this contract, or breach thereof, shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgement on the award rendered by the arbitrator may be entered in any court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



Larry Schmitz

Mr. Tom Stoffel
City of Menasha

September 17, 2008
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Common Sense Solutions LLC

ENGAGEMENT ACCEPTED BY CITY OF MENASHA:

Signature and Title/date

Approved as to form

JSB 12-12-08
Jeffrey S. Brandt, City Attorney