

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
440 First Street, Menasha**

May 20, 2009

8:15 AM

MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

Present: CHAIRMAN Wisneski, AP Kester, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey, PC Stanke and PWS Jacobson

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

C. MINUTES TO APPROVE

1. Approval of Minutes of April 15, 2009 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by PC Stanke to approve the minutes of the April 15, 2009 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 updated the Committee on the transition of the City web page from the host to the City website. He and ITSupv James also explained what work must be done when the City changes to the new MarketDrive 2009 update. Because there are many changes in how information is entered and cataloged, there will be extensive work on updating all the other programs which use the data from MarketDrive. ITMgr Lacey also has been working with Neenah-Menasha Fire Rescue on making sure the Emergency Operations Center is ready in case of an emergency. ITMgr Lacey also informed the Committee that new PCs have been

"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."

installed on third floor and at the Health Department and Senior Center. Next will be installation of new PCs on second floor and at the Public Works Facility.

F. ACTION ITEMS

1. <http://www.your-communities.com> Feedback [e-mail from Website to Mayor](#).

After a brief discussion it was recommended that this item be referred to Community Development for their opinion on whether it would be an effective marking tool for that department to use.

2. Verizon Cell Phone Bid Request
 - a. Push to talk feature (Parks/PWF)

ITSupv James opened the discussion, explaining that he had met with a Verizon representative to discuss what their cell phone service could provide. It was his understanding that there no longer was a consortium of users, but in fact each user group had an individual contract. PC Stanke corrected ITSupv James on that point; that there still is a consortium of users in operation. The next contract comes due in March, 2010 and the consortium will send out an RFP for services and Verizon will be asked to submit a bid at that time. The push to talk feature is not currently offered by US Cellular and ITSupv James thought that it would be of benefit to the Public Works and Parks Departments. PWS Jacobson explained how he thought the push to talk feature could work in his department. PC Stanke countered that having those cell phones leave the group would result in some type of separation charge and diminish any benefits. CHAIRMAN Wisneski thought the consortium should be allowed to select the service levels and provider as they have done in the past.

3. Intranet

No update for this month. This item will appear on the agenda for the next meeting.

4. PrintCare- Print Management Services -Toner and Repair Services Package
 - a. Bids from:
 - I. [MBM](#)
 - II. [Accent Business Solutions](#)
 - III. [Ricoh](#)
 - IV.

No proposal was received from Ricoh. ITSupv James explained to the committee how this was a time-saving service for the IT Department. Mr. Schmitz and ITMgr Lacey both thought the proposal from Modern Business Machines (MBM) was the most complete and warranted further negotiation. It is Mr. Schmitz goal to have the City pay only for what it really uses, not to pay on a projected use by month. Motion by PC Stanke, seconded by ITMgr Lacey to continue negotiations with MBM until ITMgr Lacey and Mr. Schmitz are satisfied the contract provides the services the City expects, and then forward the agreement to legal counsel for review and finally to the Common Council for approval. The Committee does not need to review the final agreement. ITSupv James informed the Committee that the supply of toner is low so quick action on this agreement is needed. Motion carried.

5. "Patrol" login and Patrol officer Passwords

ITMgr Lacey explained to the Committee that currently all patrol officers use a generic password to access email. However, they do not receive notice when the password expires and consequently they could not access email for days until their password is reset. To avoid this happening in the future, the IT Department is proposing that each officer create a unique password for login purposes. This will result in additional licensing fees for the City and may take patrol officers a little longer to log in, but it will save time for the IT Department staff in not having to reset passwords that expire. Motion by ITMgr Lacey, seconded by CHAIRMAN Wisneski to authorize the IT Department to make the necessary changes, which will include a budgetary impact, to the mode in which patrol officers access the email system. Motion carried.

6. Committee discussion on next IT Steering Committee Meeting Date – June-17-09

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, June 17th, at 8:15 AM in the Gegan Room of the Menasha Public Library.

G. ADJOURNMENT

Motion by HR Specialist Taubel, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 9:07 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary