

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**

**November 18, 2009**

**8:15 AM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [September 16, 2009](#)
- 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 on having Utility using same email system as City
  - 2. Committee discussion on pros and cons of making the IT Department an Internal Service Fund for accounting purposes
  - 3. Committee discussion on the needs and wants of departments for HR data on the INTRANET.
  - 4. Committee discussion on next IT Steering Committee Meeting Date – December 16<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 16, 2009  
8:15 A.M.  
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 and PL Brunn

Excused: PC Stanke and PWS Jacobson

Also Present: ITSupv James, Admin Asst. Dworshok and Mr. Larry Schmitz of Common Sense Solutions LLC.

**C. Minutes to Approve** – Approval of Minutes of July 29, 2009 IT Steering Committee meeting.

Motion by HR Specialist Taubel, seconded by ITMgr Lacey to approve the minutes of the July 29, 2009 IT Steering Committee meeting as submitted. 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** – Committee monthly update on status of projects/operations/costs

ITMgr Lacey updated the Committee on work performed in the previous month: HTE Budget software and printing issues were resolved, all IT equipment installed at the swimming pool has been removed and a season-ending wrap-up meeting was held. ITSupv James is working on the charting software for the health Department to track students and home visits and is being assisted by

Peggy De Leeuw of the Finance Department. This software, once developed, has the potential to be sold to other Health Departments looking for the same information base and could be adapted to be used in the City to track complaints.

**F. ACTION ITEMS – (1)** Committee discussion and recommendation of 2010 IT Department Budget Request

ITMgr Lacey distributed and explained his budget request for 2010 to the committee. One of the major items will be converting to Microsoft 2007. Motion by ITMgr Lacey, seconded by HR Specialist Taubel to recommend for approval the 2010 IT Department request to the Mayor and Common Council. Motion carried.

**ACTION ITEMS – (2)** Committee discussion on pros and cons of upgrading to Microsoft 2007

This will be City-wide and will require Departments to plan for training for their staffs when they are least busy during the year and then implementation following training. This will be scheduled over several months so everyone has as long a training and initial use period as needed. The City waited this long to make sure that all the problems were resolved before it was deployed to City staff.

**ACTION ITEMS – (3)** Committee discussion on consolidation of information on the property tax roll as it relates to delivery of recycling carts

Admin Asst. Dworshok open the discussion by stating that the recycling carts will be distributed by the vendor in December of this year. She keeps information currently on where refuse carts are deployed and many times the number of carts located at an address does not match up with the zoning of the property. One family that are two families, and two families that are only one. AP Kester thought it was very important for Community Development to be made aware of these irregularities so they could be addressed in the future. Zoning classifications are set up by the Community Development Department and so if a property is being used for a different purpose than currently zoned, it must be addressed.

The Committee then went on to discuss the need for all City information on a parcel of property to be in one data base. This would include building information and complaints in Community Development, calls for service by the Police Department, Utility billing information, calls for service by the Health Department and property description, valuation and property taxes from the Assessor and

Finance Departments. While a worthy goal, this would be a long term project for the IT Department to work on. For now the goal will be to share information between departments better than in the past so the correct services or necessary intervention can be accomplished. This topic will be reviewed again in six months.

**ACTION ITEMS – (3)** Committee discussion on next IT Steering Committee meeting date – October 21<sup>st</sup>, 2009 - third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, October 21<sup>st</sup>, at 8:15 AM in the Gegan Room of the Menasha Public Library.

**G. ADJOURNMENT**

Motion by ITMgr Lacey, seconded by PL Brunn to adjourn. Motion carried. Meeting adjourned at 9:22 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary