

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**

April 15, 2009

8:15 AM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [March 18, 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. Intranet
 - 2. Print Care / Print Management
 - 3. GovDeals / Surplus equipment
 - 4. Committee discussion on next IT Steering Committee Meeting Date – May 20, 2009
- 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."

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**CITY OF MENASHA
IT STEERING COMMITTEE
Gegan Room, Menasha Public Library
440 First Street, Menasha**

March 18, 2009

8:15 AM

MINUTES

A. CALL TO ORDER

Meeting called to order at 8:21 AM by CHAIRMAN Wisneski.

B. ROLL CALL/EXCUSED ABSENCES

Present: CHAIRMAN Wisneski, HR Specialist Taubel, ITMgr Lacey, PL Brunn and PWS Jacobson

Excused: COMP Stoffel

Also Present: ITSupv James

C. MINUTES TO APPROVE

1. [January 28, 2009](#)

Motion by ITMgr Lacey, seconded PL Brunn by to approve the minutes of the January 28, 2009 IT Steering Committee meeting. (No meeting held in February, 2009) 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 distributed and reviewed the IT Department report for the year to date through February 2009. The financials to date are complete with all payroll and benefits factored in and, although it indicates 21% of the budget has been used, it must be remembered that a great deal of the purchasing for this department takes place right after the first of the year for immediate implementation.

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There were comments that no status ledgers for 2008 year end or any for 2009 have been received yet. It is believed the conversion or switchover to HTE is responsible for the delay as Finance struggles to reconcile the accounts. ITMgr Lacey said he received word from J. Sassman that all Department Heads and certain supervisory personnel will need access to the new HTE financials so they can monitor their budgets. He anticipated doing this in May but will do it sooner rather than later and that may help with the garage knowing their pricing charges for other departments.

Further update: The new 10MB internet pipe is up and revealed that the web filter we had was causing a bottleneck. Due to the amount of traffic going through the filter, everything was slowing down so IT took it offline and is seeking a more robust filter, and intends to get credit for this one in trade. There is no falloff of protection with this filter offline as the firewalls are still in place.

The SAN has been implemented at City hall, mirroring the one in place at the PD, so if there is any problem with one, the other is there for backup. The new PCs purchased for payroll are going in this week and the wide screens have been set up in Finance.

The transfer of material off the Heartland system is set for 4/14.

The Fuel/Fleet system at the city garage has been completed. Tim advised it is working great and everyone there likes it a lot. It makes fueling up easier and more accurate; reports are compiled quicker and it allows for better time and record management on fleet servicing. He further advised that the system has potential for more growth and usage.

Finally, Patrick and Jeff will be on vacation from 3/31 through 4/7/09. Greg Nickasch of GMN Consulting will be covering network assistance calls and Kristin Sewall will handle minutes/agenda entry help.

F. ACTION ITEMS

1. Committee discussion on developing an employee intranet site on the City's Network

There was considerable discussion about the potential for an employee intranet site on the City Network. Visits to Appleton and Neenah studying their sites revealed a lot of employee usage and possible adaptations we can consider in the future. Both entities suggested that we start small and build on it, not try to do it all at once. It is a "green" suggestion as it reduces the need for printing off paperwork that has to be updated (mileage reimbursements) and the employee can print off what is needed when it is needed.

ITMgr Lacey, HR Specialist Taubel, and ITSupv James will be going to a Microsoft Share Point presentation on Thursday, March 26. The software is free to the City of Menasha under state licensing. This item will continue on the agenda; they will have more information next month.

2. Committee discussion on entering into an agreement with Accent Business Solutions for printer management

ITSupv James reported that last year they had been looking at "Printcare" through MBM for toner and printer repair and maintenance, but there were contract limitations and difficulties that CA Brandt had pointed out, so it had not been implemented and the idea was dropped. He has been purchasing toner online from a supplier in California as it offered the best price he could get. This close scrutiny has resulted in a \$5000 a year savings but is time-consuming.

Now they have been approached by a company that last year did not offer a similar plan but have developed Print Services. Accent Business Solutions developed the plan for their Kyocera product line (which is the copy machine in use in most of the City departments now). It is more flexible, more thorough and less expensive than what was proposed by MBM.

He will work up a comparison of the proposals for the recommendation by this committee. He was also advised to have the CA check the contract for potential limitations or difficulties as the last proposal was.

3. Committee discussion on next IT Steering Committee Meeting Date – April 15, 2009

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

G. ADJOURNMENT

Motion by ITMgr Lacey, seconded by PWS Jacobson to adjourn. Motion carried. Meeting adjourned at 9:40 AM.

Respectfully submitted,

Susan Wisneski
Committee Secretary