

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  
June 14, 2011  
3:30 PM  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [April 13<sup>th</sup>, 2011](#)
- 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 status of items approved in 2011 IT Department Budget – Intern position, software development
  - 2. Committee discussion on designing a formal process for adding and deleting staff to City computer network
  - 3. Committee discussion and action on next IT Steering Committee Meeting Date – July 12<sup>th</sup>, second Tuesday
- 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 April 13, 2011  
8:15 A.M.  
Minutes**

**A. Call to Order**

Meeting called to order at 8:16 AM by CHAIRMAN Wisneski.

**B. Roll Call/Excused Absences**

Present: CHAIRMAN Wisneski, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey and PC Stanke

Excused: PHA Fritz and PP Kester

Also Present: ITSupv James

**C. Minutes to Approve** – Approval of Minutes of January 19, 2011 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by HR Specialist Taubel, to approve the minutes of the January 19, 2011 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 reviewed with the Committee a number of topics of concern and accomplishment:

- The comparison of budgeted to actual expenditures year to date, 22.22% used through March.

- The need for more resources which are now hindering progress of projects included in 2011 budget, specifically the creation of a city-wide database.
- Relayed the ability to manage the network remotely using smart phones while on vacation.
- Related the loss of computer equipment in the Police and Health areas due to the storm of 4/10/2011.
- Relayed the problems caused by the Utility making a changeover of equipment and not notifying the City's IT Department in advance, resulting in loss of communications with "diggers hotline", placing the City in a liability situation following the 4/10/2011 storm.
- Reviewed the installation of a PC enclosure at the City Garage, providing computer access for vehicle maintenance personnel.
- Noted the growing use of the City INTRANET.
- Waiting for Engineering to appoint an administrator for the new "Cartegraph" software so it can be deployed.

PC Stanke stated that the "Smart Board" in the EOC did not function when the Station was relying on emergency power during this weekend's storm, rendering it useless. IT staff will work with the Building Superintendent to determine the cause of the problem.

**F. ACTION ITEMS – (1)** Committee discussion and action on next IT Steering Committee meeting date – May 16<sup>th</sup>, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, May 16<sup>th</sup> at 8:15 AM in the Gegan Room of the Menasha Public Library.

**G. ADJOURNMENT**

Motion by PC Stanke, seconded by HR Specialist Taubel to adjourn. Motion carried. Meeting adjourned at 9:01 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary