

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
January 16, 2008

8:15 AM

AGENDA

 [← Back](#)  [Print](#)

1. CALL TO ORDER

A. -

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. Approval of minutes of December 19, 2007 IT Steering Committee meeting

[Attachments](#)

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. IT Steering Committee monthly update on status of projects/operations/costs

4. ACTION ITEMS

A. Committee update and discussion on content and design of City website

B. Committee update and discussion of NOVUS AGENDA software

C. Committee update and discussion on purchase and installation of video recording equipment

D. Committee discussion and recommendation on next IT Steering Committee meeting date - February 20th, third Wednesday

5. ADJOURNMENT

A. -

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made.

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday December 19, 2007
8:15 A.M.
Minutes**

I. Call to Order

Meeting called to order at 8:17 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf, CLERK Galeazzi, COMP Stoffel, ITMgr Lacey and PWD Radtke (9:00)

Excused: PC Stanke

Also Present: CA/PD Brandt, ITSupv James, LD Saecker and P&RD Tungate (8:25)

II. Minutes to Approve-Minutes and Communications to Receive - Approval of Minutes of November 28, 2007 IT Steering Committee meeting.

Motion by CLERK Galeazzi, seconded by ITMgr Lacey to approve the minutes of the November 28, 2007 IT Steering Committee meeting. Motion carried.

III. Report of Department Head/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey reviewed the monthly activity summary and bar graph and answered questions. ITMgr Lacey explained his purchase of training vouchers for 2008. He will be obtaining his certification in CISCO systems technology. ITSupv James may also need additional training depending on the direction the City takes with its website and NOVUS AGENDA software.

IV. Action Items – Committee discussion and recommendation of proposal to extend contract for Information Technology Services for 2008 with Mr. Larry Schmitz of Schenck Technology Solutions

ITMgr Lacey explained how he utilizes the services of Mr. Schmitz who is a great resource in both the technology and government fields. His role has been reduced since 2006; he now attends 4 meetings a year and is paid about \$2,000 annually. Motion by CHAIRMAN Wisneski, seconded by CLERK Galeazzi to recommend to the Common Council the proposal to extend the contract for

Information Technology Services for 2008 with Mr. Larry Schmitz of Schenck Technology Solutions be approved. Motion carried.

Action Items – Committee discussion on Common Council action to purchase video recording equipment

Alderman Merkes included \$15,000 in the 2008 Common Council budget for purchasing the equipment to video record meetings. The most recent quote which ITMgr Lacey had received put the cost for the equipment at \$16,345, with the optional items raising the cost to \$19,424. These costs were calculated based upon a 12/05/07 site visit. The Committee discussed what had been in the City of Neenah quote which was different from the City of Menasha quote. Because this installation of equipment will be a permanent fixture, the Committee also discussed where it could be located. Currently the monitoring equipment is rolled into the hall behind the Common Council chambers and then removed. The back hall is a poor choice because it would be accessible to anyone. The third floor conference room and the third floor waiting room were suggested also. This also triggered a discussion on eliminating the waiting room and making it into a larger copying area with the monitor equipment.

ITMgr Lacey was directed to obtain a second quote for the equipment and if it came in below the \$15,000 threshold, then it could be purchased. Then the City would still need to determine where the equipment would be located. It was also briefly discussed if this activity should fall under the direction of the IT Department or some other department. Motion by ITMgr Lacey, seconded by PWD Radtke, to recognize that the \$16,345 price is a realistic quote for our facility, the optional equipment will not be purchased at this time but may be in the future and that there is a need for additional funds to purchase this equipment. Motion carried.

Action Items – Committee discussion on content and design of City Website

The Committee viewed the City website which had been updated with pictures from this year's Holiday Hayride. There is also a location for current topics. ITSupv James requested that the Committee clarify his role as webmaster. ITMgr Lacey defined what the IT Community sees as a webmaster; someone who is responsible for making sure the webpage functions, and that links are current, but is not responsible for content. CA/PD Brandt stated that the Committee does not have the authority to change the front page, the Mayor does. And the Mayor has designated ITSupv James as the person to determine content. He will determine what is most relevant to the City at a point in time. ITMgr Lacey does not see where ITSupv James has the time to work on the website regularly. Both CHAIRMAN Wisneski and AP Beckendorf expressed a desire to help ITSupv James on this project. CA/PD Brandt further defined the

action the Mayor took to include being able to spend funds and make the decision on what should be on the front page.

P&RD Tungate stated that he had talked to the Mayor about contacting the High School and Fox Valley Technical College to get some volunteer help on keeping the Parks and Recreation page fresh. Any one that would do this work would be under the supervision of P&RD Tungate. The student would create a draft and if acceptable, P&RD Tungate would have the authority to make it live on the Parks and Recreation website. ITMgr Lacey spoke in favor of a full-time intern. ITSupv James felt that the work involved would be mundane for someone from UW-Fox Valley or Fox Valley Technical College, but could work well for a High School student. ITSupv James also stated that there would be additional software need to make the changes favored by the Common Council and Mayor. He will return to the Committee with an estimate of those costs.

Action Items – Committee discussion and recommendation on next IT Steering Committee meeting date – January 16th, third Wednesday

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, January 16, 2008 at 8:15 AM in the Gegan Room of the Menasha Public Library.

V. Adjournment

Motion by CLERK Galeazzi, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 10:10 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary