

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 19, 2011
8:15 AM
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [September 15, 2010](#)
- 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 update on and demonstration of City of Menasha INTRANET and discussion on designating the INTRANET as the employee's home page
 - 2. Committee discussion and recommendation on entering into an agreement with Common Sense Solutions LLC for consulting services for 2011
 - 3. Committee discussion and action on next IT Steering Committee Meeting Date – February 16th , 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 15, 2010
8:15 A.M.
Minutes**

A. Call to Order

Meeting called to order at 8:18 AM by CHAIRMAN Wisneski.

B. Roll Call/Excused Absences

Present: CHAIRMAN Wisneski, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey, PC Stanke, PHA Fritz and PP Kester

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

C. Minutes to Approve – Approval of Minutes of July 21, 2010 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by PC Stanke to approve the minutes of the July 21, 2010 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 distributed the monthly report and updated the Committee on the status of projects: The 2010 Budget is on track, a video camera has been installed in Hart Park, work is completed on the 2011 Budget request including the allocation of IT expenditures to other departments, the study of combining the Utility and City IT departments is completed with no recommendation to change from what is currently in place. The duties currently performed by the Utility staff person for IT are minimal and would not result in a cost savings.

F. ACTION ITEMS – (1) Committee discussion and action on recommending 2011 Information technology Budget request to Mayor

ITMgr Lacey presented the 2011 IT Operations and Capital budget to the Committee. He then reviewed all the items listed explaining them for all Committee members present. CEO Polzien, DCD Keil and PP Kester all spoke in favor of purchasing the Land Records Management software and how it would be a cost effective tool and reduce work load on staff. There was discussion on the intern position being requested by the IT Department and the need for additional staff was explained by ITMgr Lacey. PC Stanke commented that he thought additional staff was needed but that decision must be made by the Mayor and Council. ITMgr Lacey informed the Committee of a change in the budget due to new information being received and asked that his budget request amount be amended by that change. Motion by ITMgr Lacey, seconded by PP Kester to recommend to the Mayor for approval, the amended 2011 IT Department Budget request. Motion carried.

ACTION ITEMS – (2) Committee update on status of City of Menasha Intranet

HR Specialist Taubel updated the Committee on what is happening with the Intranet. Forms are available on the site along with links to benefit providers. ITSupv James asked the Committee if the Intranet site should be the first website to come up on employees computers so if information is to be disbursed, that would be the first thing an employee would see. The Committee did not take an official stance on this question. Roll out of the Intranet will be slow as the IT Department wants to meet with users to explain what the site can be used for and how users can input information.

ACTION ITEMS – (3) Committee discussion and action on next IT Steering Committee meeting date – October 20th, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, October 20th at 8:15 AM in the Gegan Room of the Menasha Public Library

G. ADJOURNMENT

Motion by PC Stanke, seconded by PHA Fritz to adjourn. Motion carried. Meeting adjourned at 10:15 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary