

**CITY OF MENASHA  
IT STEERING COMMITTEE  
August 20, 2013  
MINUTES**

**A. CALL TO ORDER**

Styka called the meeting to order.

**B. ROLL CALL/EXCUSED ABSENCES**

Committee members Ald. Nichols, CA/HR Director Captain, IT Manager Lacey, Director Nett, Interim Comptroller/Treasurer Sassman and Chief Styka were present. Also present was IT Supervisor Patrick James. Director Keil was absent.

**C. MINUTES TO APPROVE**

Motion to approve the July 9, 2013 minutes was made and seconded by Lacey and Nichols, respectively. There was no discussion. Motion carried.

**D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA**

None

**E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

1. **Staff update on status of projects/operations/costs.** Lacey discussed anticipated 4<sup>th</sup> quarter projects including wireless access points for city hall, health and police departments and possibly public works facility.
2. **Survey results.** The committee members reviewed and discussed the survey results.

**F. ACTION ITEMS**

1. **Review of voicemail upgrade proposal.** There are monies in the 2013 budget for voicemail upgrade. IT Manager Lacey explained and recommended the proposal from Toshiba IP Application Server which costs substantially less than replacing the phone system and will solve the voicemail problems. Motion by Nichols and seconded by Captain to approve the voicemail upgrade proposal from Toshiba IP Application Server. Motion carried.
2. **Review of 2014 preliminary budget.** Discussion ensued on the preliminary 2014 budget that Styka handed out and IT staff presented. The Committee identified priorities based on Ald. Nichols, Mayor and IT staff recommendations, Springsted study and survey results to include in the 2014 budget: WEB site development; staffing; credit card processing for customers; security audit. Further information is needed to determine necessity, costs and expenses of options such as if some work should be done through a consultant, additional staff either temporary or permanent, etc.
3. **IT Steering Committee meeting notices and minutes being posted.** IT staff noted that minutes are posted. Ald. Nichols requested prompt posting of minutes after meetings.
4. **Committee discussion and action on next IT Steering Committee Meeting date**  
September 17, 2013 at 8:15 a.m.

**G. ADJOURNMENT**

Meeting adjourned by motion made and seconded by Nichols and Captain, respectively. Motion carried.