

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  
February 14, 2012  
3:30 PM  
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [January 10, 2012](#)

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 and discussion on loss of email service during week of January 30<sup>th</sup>, 2012
2. Committee discussion and action on using "Twitter" for expanding social media outreach into the community
3. Committee discussion and action on next IT Steering Committee Meeting Date – March 13<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  
Tuesday, January 10, 2012  
3:30 P.M.  
Minutes**

**A. Call to Order**

Meeting called to order at 3:40 PM by COMP Stoffel.

**B. Roll Call/Excused Absences**

Present: COMP Stoffel, DPW Radtke, ITSupv James, PHD Nett and PP Homan

Excused: VICE-CHAIRMAN Benner and PC Styka

Also Present: None

**C. Minutes to Approve** – Approval of Minutes of September 27, 2011 IT Steering Committee meeting.

Motion by PHD Nett, seconded by PP Homan to approve the minutes of the September 27, 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

ITSupv James reviewed with the Committee the status of projects undertaken by the IT Department in October, November and December. A copy of the status update is attached to these minutes.

**F. ACTION ITEMS – (1)** Committee discussion and action on reductions made to 2012 Information Technology Operations budget and how those reductions affect project implementation plans for 2012

ITSupv James reviewed with the Committee the original 2012 Information Technology Department budget submitted to the Mayor and Common Council for approval. The request was reduced by \$75,055, leaving a balance of \$430,374 for operations and capital for 2012.

ITSupv James touched on the reduction in the request for staffing increases, the elimination of funding for the in-house development of the software for a land records management system, reduction of the request for server replacement and the elimination of the request for a surveillance camera system at the Public Works Facility to add security and aid in prosecuting people that dump illegally at the facility. A copy of the report is attached to these minutes.

**ACTION ITEMS – (2)** Committee discussion and action on next IT Steering Committee meeting date – February 14<sup>th</sup>, second Tuesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Tuesday, February 14<sup>th</sup> at 3:30 PM in the Gegan Room of the Menasha Public Library.

**G. ADJOURNMENT**

Motion by PP Homan, seconded by DPW Radtke to adjourn. Motion carried. Meeting adjourned at 4:38 PM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary