

## HOW TO USE COMMITTEE/COMMISSION MINUTES ARCHIVE

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CITY OF KENOSHA – TECHNOLOGY COMMITTEE  
Meeting Minutes – January 14, 2009

A meeting of the Technology Committee was held on Wednesday, January 14, 2009 in Room 301 of the Kenosha Municipal Building. The meeting was called to order at 6:00 PM by Acting Chairman Donald Holland. The following members were present: Aldermen David Bogdala, G. John Ruffolo, Michael Orth and Ray Misner. Also in attendance was City Administrator Frank Pacetti.

*1. Election of Chairman*

It was moved by Alderman Ruffolo, seconded by Alderman Bogdala, to nominate Alderman Ray Misner as Committee Chairman. There were no further nominations. It was then moved by Alderman Ruffolo, seconded by Alderman Orth, to approve the nomination. Motion carried unanimously.

*2. Election of Vice Chairman*

It was moved by Alderman Ruffolo, seconded by Alderman Holland, to nominate Alderman Michael Orth. There were no further nominations. It was then moved by Alderman Ruffolo, seconded by Alderman Holland, to approve the nomination. Motion carried unanimously.

*3. General Discussion of Goals and Adoption of a Mission Statement*

It was decided that the chairman and vice chairman will develop a mission statement and email the draft to the other committee members and the City Administrator. All parties will review and provide feedback. Alderman Misner urged members to let him know of any ideas and suggestions they would like considered for development of the mission statement.

*4. Discussion of Field Trip to Inspect City Technology Infrastructure and Uses*

The committee would like to take a look at the use of technology throughout the City by the various City departments. Mr. Pacetti will get information from the departments and put together a report listing specific types of technology currently being used in various departments, changes we are already working on, and what technology works/doesn't work and why. It was agreed that the primary goals should embrace improving efficiency and communication through technology without losing sight of the fact that personal communication and contact is still imperative.

After receiving the report from Mr. Pacetti, the Committee will create a list of things they want to accomplish within the next three years and set priorities based on that list. Anyone with items for upcoming agendas and/or items for the list of priorities should send them to Alderman Misner.

*5. Date of Next Meeting*

The next meeting will be held on Wednesday, January 28, 2009 at 6:00 PM in Room 202 of the Municipal Building.

*There being no further business to come before the Technology Committee, it was moved, seconded and unanimously carried to adjourn at 7:15 PM.*

CITY OF KENOSHA – TECHNOLOGY COMMITTEE  
Meeting Minutes – January 28, 2009

A meeting of the Technology Committee was held on Wednesday, January 28, 2009 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 6:04 PM by Chairman Ray Misner. The following members were present: Aldermen David Bogdala, Michael Orth and Don Holland. Alderman Anthony Nudo was present as representative of the Public Works Committee. City Administrator Frank Pacetti was present.

It was moved, seconded and unanimously carried to approve the minutes of the meeting of January 14, 2009

**1. Adoption of Technology Committee Mission Statement**

Alderman Holland suggested that the committee could adopt a mission statement at this time but change if the need arises in the future. Mr. Pacetti offered some suggested changes which were discussed. Alderman Orth noted that the resolution creating the committee was passed for the Technology Committee rather than the Information Technology Committee and the link to the agenda and minutes on the City's website should be changed accordingly. The Mission Statement and Statement of Goals were amended to read as follows:

*Mission Statement: The Technology Committee is committed to meeting the technological needs of the City of Kenosha by exploring, deliberating and making recommendations to the Common Council and Administration on technology applications and the establishment of policies regarding its use.*

*Statement of Goals: It is the goal of the Technology Committee, guided by its mission statement, to use technology as a means to:*

- \* *Improve Efficiency of City Government*
- \* *Improve Customer Service*
- \* *Improve Communications*
- \* *Reduce Operating Costs*

***It was moved by Alderman Orth, seconded by Alderman Nudo, to approve the Mission Statement as amended. Motion carried unanimously.***

**2. Discussion of Field Trip to Inspect City Technology Infrastructure and Uses**

Alderman Orth would like the report outlining department technology prior to a tour. Mr. Pacetti said the report should be available by the meeting of February 25<sup>th</sup>. The Committee will visit the Museum, Fire Department, Police Department, Municipal Building and the Library Administration Offices on March 4, 2009 at 2:45 PM. Mr. Pacetti will have appropriate staff available at each site to answer questions. Alderman Misner would like an agenda for the tour and the name of the liaison at each location.

***It was moved by Alderman Bogdala, seconded by Alderman Nudo, to take Item #4 out of order. Motion carried unanimously. (See item for action taken.)***

***It was moved by Alderman Nudo, seconded by Alderman Holland, to adjourn the meeting to Room 301 for item #3. Motion carried unanimously.***

***The meeting reconvened in Room 301 at 6:40 PM.***

**3. Zimbra Presentation**

A presentation of the product *Zimbra*, a messaging and collaboration application, was given to the Committee. Mr. Pacetti answered questions as to the research that had been done before selecting Zimbra and the cost savings as compared to other similar products. Mr. Pacetti also informed the Committee that the City plans on implementation of Zimbra during the first quarter of 2009.

CITY OF KENOSHA – TECHNOLOGY COMMITTEE  
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***Citizens Comments: Dane Hoffman, 3538-14<sup>th</sup> Avenue, and Theodore Krueger, 7315-33<sup>rd</sup> Avenue, spoke.***

***4. Date of Next Meeting***

The committee will hold its next regular meeting at 6:00 PM on Wednesday, February 11, 2009 in Room 202 of the Municipal Building.

***There being no further business to come before the Technology Committee, it was moved, seconded and unanimously carried to adjourn at 7:41 PM.***

CITY OF KENOSHA – TECHNOLOGY COMMITTEE  
Meeting Minutes – February 18, 2009

A meeting of the Technology Committee was held on Wednesday, February 18, 2009 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 6:00 PM by Chairman Ray Misner. The following members were present: Vice Chairman Michael Orth, Alderman David Bogdala and Alderman Don Holland. Alderman Anthony Nudo was present as representative of the Public Works Committee. Alderman Don Moldenhauer and City Administrator Frank Pacetti were also present.

Alderman Holland announced that he has appointed Alderman Moldenhauer as his representative for the Technology Committee, to be effective after the meeting tonight.

***It was moved, seconded, and unanimously carried to approve the minutes of the meeting of January 28, 2009.***

***1. Redevelopment of the City of Kenosha website***

The committee asked questions about the development, maintenance, and costs of the current City website. At the next regular meeting the group will review the current website and begin to draft a citizen survey. First step will be to identify customers and the second step to find out what those customers would like to see in a website. Alderman Moldenhauer said he will have a list of municipal websites he has been looking at which he will email to the committee members so they can determine what they would like to see in Kenosha's website.

***2. The posting of minutes, agendas and Alderman back-up paperwork.***

Alderman Orth is glad to see that the process is moving forward and would like to see all committees and commissions included; if there is back-up for these meetings it should be included as well. Mr. Pacetti said Common Council and standing committees will be primary with other committees and commissions to eventually follow. Currently the agendas and minutes accessed on the City website are in pdf format. Other options will be considered as the redevelopment of the website begins.

***3. Discussion on process for purchasing of technology equipment and services and RFP Guidelines.***

Purchases in excess of \$500 go to City Administration for approval. Anything of significant cost is vetted out through an RFP process. Items of significant cost would have to first have been approved through the budget process. In the cases of Library, Museum and Water their boards have the final decision in the matters of expenditures in accordance with state statute. Alderman Bogdala asked to receive information on how much money we have as a City from an IT standpoint.

***4. Discussion and possible action on a directive to establish a "Technology Liaison" for each City Department.***

Alderman Misner said he would like to establish a contact from each department or division who is knowledgeable in IT; if a committee member has questions or concerns he will know which individual to go to or whose presence to request at a committee meeting. Mr. Pacetti said any questions should be asked of him, the Mayor, or the department heads. Department heads can determine whether to attend a meeting or may send a designee.

***5. Status report on Inventory Report requested by the Committee.***

The inventory report requested by the committee will be in the member's boxes on February 25<sup>th</sup> to allow time for review prior to the tour. The tour will take place on Wednesday, March 4<sup>th</sup> at 2:45 PM. This will be noticed as a meeting of the Technology Committee.

***There being no further business to come before the Technology Committee, it was moved, seconded and unanimously carried to adjourn at 7:10 PM.***

CITY OF KENOSHA – TECHNOLOGY COMMITTEE  
Meeting Minutes – March 11, 2009

A meeting of the Technology Committee was held on Wednesday, March 11, 2009 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 6:15 PM by Chairman Ray Misner. The following members were present: Vice Chairman Michael Orth, Alderman Don Moldenhauer and Alderman G. John Ruffolo. Alderman David Bogdala was excused. City Administrator Frank Pacetti was present.

***It was moved by Alderman Ruffolo, seconded by Alderman Moldenhauer, to approve the minutes of the meeting of February 18, 2009. Motion carried unanimously.***

***1. Redevelopment of the City of Kenosha website***

The committee reviewed other municipal websites and discussed features that they liked or disliked. Eventually would like each alderman to have their own website supported by the City with a link to that site on the City of Kenosha site. For now would like their photos, district map, and contact information posted. Also agreed that parameters should be established as to what goes on Kenosha's home page under *Current News*. Frank will check into registration for .gov domain. There should be links from the City's site to the Health Department. Police and Fire Department websites should have links back to the City's site. The Committee would like to see presentations from companies offering expertise in web applications for municipal websites. Frank has been contacted by several of these companies and will find out if they are available for presentations on a Wednesday evening. RFQ's will be requested for redevelopment of the site once the committee has heard presentations and determined exactly what features they are looking for. Any comments or suggestions for website revisions should be emailed to the group by March 18<sup>th</sup>.

***2. Reschedule Field Trip to Inspect City Technology Infrastructure and Uses***

The tour was rescheduled to Monday, March 23, 2009 at 2:45 PM. The group will visit IT, Police Department, Public Works Engineering and review Fire Department software for the med units.

***3. Discussion on Inventory Report***

Mr. Pacetti recently provided a report to Committee members listing types of technology being used in various departments. The members found this information helpful but asked that they receive a physical inventory of these items as well. Mr. Pacetti will have that available by the end of the week.

***There being no further business to come before the Technology Committee, it was moved, seconded and unanimously carried to adjourn at 7:58 PM.***

CITY OF KENOSHA – TECHNOLOGY COMMITTEE  
Meeting Minutes – March 25, 2009

A meeting of the Technology Committee was held on Wednesday, March 25, 2009 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 6:00 PM by Chairman Ray Misner. The following members were present: Vice Chairman Michael Orth, Alderman David Bogdala, Alderman Don Moldenhauer and Alderman G. John Ruffolo. City Administrator Frank Pacetti was present.

***It was moved by Alderman Ruffolo, seconded by Alderman Bogdala, to approve the minutes of the meeting of March 11, 2009. Motion carried unanimously.***

***1. Redevelopment of the City of Kenosha website***

Work is being done on the Council test site. Mr. Pacetti will send a message to all aldermen indicating that they should review their individual pages and make sure all information is correct. Details on this page include photo, address, phone number, district map, email address and list of committees and commissions. A link to individual websites can also be included; however the link can not be to a campaign website. Mr. Pacetti will also ask Comsys about reducing the amount of blank space above the *Welcome Kenosha* on the home page and inquire as to why some of the agendas and minutes on the City website are not searchable. He is looking into giving citizens the ability to request text messages or emails for any City notifications such as snow emergencies.

***2. Discussion on 2009 Adopted Budget and CIP (2009-2013).***

Alderman Misner asked about John Bloner's reclassification to *Technology & Media Specialist* and reassignment to Division of IT. Mr. Pacetti confirmed that this was a lateral move and there was no change in salary or benefits. Alderman Bogdala questioned money remaining from 2008 that can be used for technology expenses and Mr. Pacetti said there is approximately \$62,000 in the 2008 IT capital outlay account that was not spent. The Committee requested that staff develop a maintenance or replacement schedule for technology items. Regarding unscheduled expenditures, items in excess of \$500 are reviewed by the City Administrator.

***3. Discussion on City overview, Funding and Acceptable Standards for Community Access Television (Time Warner Channel 14).***

John Bloner, Earlene Frederick and Carole Moresi were present. John explained the history and the nature of the relationship between the City and Kenosha Community Media. Alderman Misner said the committee would like to be able to make recommendations to KCM and suggested a policy be established to mandate that producers document expenditures for money received through any program fund raising efforts. John said producers who receive money fill out a simple reporting form but the form could easily be changed to require more detail.

***Other Business:*** A brief presentation of the new hardware and software for the med units was given by Fire Dept. staff. Jim Poltrock, Norm Hoening and Chief Thomsen answered questions. Five tablet PC's were purchased for use by paramedics and EMT's and staff has have been training for eight weeks now. Image Trend, the software company providing the programming, will allow the EMS service to become paperless and provide additional information to improve services in the long run. They are scheduled to go live on May 1<sup>st</sup>.

***There being no further business to come before the Technology Committee, it was moved, seconded and unanimously carried to adjourn at 7:35 PM.***

CITY OF KENOSHA – TECHNOLOGY COMMITTEE  
Meeting Minutes – June 10, 2009

A meeting of the Technology Committee was held on Wednesday, June 10, 2009 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 6:01 PM by Chairman Ray Misner. The following members were present: Vice Chairman Michael Orth, Alderman David Bogdala, And Alderman G. John Ruffolo. Alderman Don Moldenhauer was previously excused. City Administrator Frank Pacetti was present.

***It was moved by Alderman Bogdala, seconded by Alderman Ruffolo, to approve the minutes of the meeting of March 25, 2009. Motion carried unanimously.***

***1. City of Kenosha Website Update***

Alderman Orth would like to see email form on the individual aldermen's pages of the website; also the actual email addresses should be displayed. Mr. Pacetti stated staff would make these adjustments and notice all the aldermen to review the changes prior to making it public. Alderman Misner spoke on the RFP, which Frank said should be ready for distribution next month.

***2. Webcasting of Council Meetings***

Mr. Pacetti spoke briefly about the Stevens Point website. They video record all committee meetings, not just council meetings. All services are outsourced at a cost of approximately \$300,000. In order to webcast Kenosha Council meetings only, an initial investment of approximately \$20,000 would be required along with a monthly fee of \$1,400. Alderman Misner suggested looking into [www.12milesout.com](http://www.12milesout.com). Alderman Orth said we should be able to use local avenues to accomplish this. Mr. Pacetti will get figures together by September.

***3. Discussion on ComSys and Future IT Department***

Alderman Misner would like to see the City create their own IT department. He suggested that if we bring ComSys into the City it would save money. Alderman Bogdala wants to make certain they have figures from all contracts that ComSys has with us so they can make appropriate decisions at budget time. Ruth Schall spoke and explained that they originally became an outsourced company to save the City money and they have always had the City's best interests in mind. Ed St. Peter spoke in favor of ComSys and said he does not believe it would be economical to make ComSys a City department. Mr. Pacetti will prepare a complete analysis as requested by September.

***4. Technology Committee Intern Program***

Alderman Misner would like to get interns for the IT Department specifically for program design. The students would get credit for it plus have on-the-job experience. There may be a federal grant for this. Alderman Misner will collect additional information and forward it to Administration.

***Other Business:*** Alderman Orth asked about the Zimbra implementation status. He also requested that a computer station be made available for easy access by all aldermen.

***There being no further business to come before the Technology Committee, it was moved, seconded and unanimously carried to adjourn at 7:21 PM.***