

## 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.

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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.***

CITY OF KENOSHA – TECHNOLOGY COMMITTEE  
Meeting Minutes – October 29, 2009

A meeting of the Technology Committee was held on Thursday, October 29, 2009 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 6:33 PM by Chairman Ray Misner. The following members were present: Vice Chairman Michael Orth, Alderman David Bogdala, Alderman G. John Ruffolo, Alderman Don Moldenhauer. City Administrator Frank Pacetti was present.

Also present were Mayor Keith Bosman, Chief John Morrissey, Chief John Thomsen, Battalion Chief John Poltrock, Carol Stancato, John Bloner, Ed St. Peter, Ruth Schall, Alderman Anthony Nudo, Alderman Kathy Carpenter, Capt. Miskinis & Lt. Bartholomew.

***It was moved by Alderman Ruffolo, seconded by Alderman Moldenhauer, to approve the minutes of the meeting of June 10, 2009. Motion carried unanimously.***

***1. Website Update and Discussion***

Mr. Pacetti noted that regarding the City website, most of the things discussed up to this point have been done. Redesign of the site is next. An RFP should be ready to go out within a couple of weeks. On the home page of the website, Alderman Misner would like to add some pictures of areas of the City other than the downtown area. Mr. Pacetti told him the pictures can be changed at any time. Alderman Orth would like email addresses to be added to each of the alderman's pages in the spot where the address and phone number are listed. He would like the fill-in forms for emails to be directly on the page. Alderman Misner would like the aldermen to have the ability to post simple changes to their sites such as information on neighborhood meetings or events. Alderman Orth would like to see a sign-up implemented for alerts, such as snow emergency notices. He would also like those sign-ups to be tracked by district so the alderman of the district has the opportunity to respond to constituents.

***2. Update and Discussion on Webcasting of Council Meetings***

Mr. Pacetti said that there are at least two or three vendors who are interested in making presentations to the Committee. He can contact them and arrange for presentations at the Technology Committee meeting in November or December. RFP's can be sent to the companies who have been in contact with the City as well as any others the Committee members request. Before proceeding with an RFP, Alderman Bogdala would like to know what the associated costs would be. None of the projects being discussed were included in the proposed CIP. Mr. Pacetti said that none of these are suitable for the CIP; these types of issues are all operating costs. Also said that some of the companies contacting us are not into webcasting but rather have a focus on government websites and providing services to constituents through web requests.

***3. Status and Discussion on ComSys (Contractor) vs. Department of IT Creation***

Mr. Pacetti provided an analysis of the current structure and expenses of the City's Information Technology compared to anticipated expenses should the City create their own IT Department. Currently ComSys has 11.5 employees, and contracts with the City, Water Utility and Joint Services. The equivalent of five employees work exclusively for the City. There is one City employee who works within the ComSys Department; the others are ComSys employees. Alderman Misner appreciates the detail but would like to have an outside party do the analysis. He would also like to see the City with its own IT director.

Ruth Schall answered questions regarding overtime and costs. Alderman Misner asked that she provide a work log to detail the amount of overtime worked. Alderman Bogdala asked to review the current lease and current contract the City has with ComSys. Ruth indicated she

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could comply with these requests.

Ed St. Peter, General Manager of Water Utility, spoke regarding the relationship with ComSys, saying that it doesn't matter that they are not a City department. Due to the small staff he feels that he has even more comfort and control with IT issues with Ruth than he would have with a City employee.

Alderman Bogdala also stated that he would like to see the Committee having a part in negotiating this contract, and Mr. Pacetti told him they are welcome to make recommendations before the contract is renewed. Alderman Orth asked if there is any protection for the City in terms of severability and Mr. Pacetti told him there is a one year termination clause, with either party having the ability to terminate with one year notice. Mr. Pacetti will also look into finding an independent party who would do an analysis of independent contractor versus City department and find out what the costs would be.

*4. Discussion and Action on the Current and Future Use of Office Spaces Now Occupied by ComSys*

The square footage leased by ComSys has increased from 1,865 sq ft to 2,516 sq ft. The amount of rent paid per square foot has also increased. Rent paid in 2009 was approximately \$7,000 and will be approximately \$20,000 in 2010.

*5. Receive and File Report from City Administrator and Director of Finance on the City Administrator's Trip to Seattle and Discussion on Finance Department Record Keeping Practices*

Mr. Pacetti and Carol Stancato attended the GFOA (Government Finance Officers Association) conference in Seattle. They took the opportunity to attend floor exhibits and review ERP (Enterprise Resource Planning) systems and software. An ERP system would integrate the financial data from all City departments into a single system, making payment for any municipal billing much more efficient and accessible to the community. GFOA has staff available to come to Kenosha, assess the City's specific needs, and line up the RFP. They will be meeting with GFOA to discuss. The purchase, installation and implementation would begin in 2011 and be a 3 year project. Mr. Pacetti mentioned two products in particular that were interesting. One was a kiosk for all municipal payments; the kiosk has a scanner that can read an invoice of any kind and take all forms of payment, from debit and credit cards to checks, cash and money orders. This would be an excellent way to get payment services out to the community. The second product is a trash can that is actually a compactor used in high volume areas of parks. The device only accepts trash up to a certain size, collects and compacts garbage, and drastically reduces the number of times the City has to go out for collection.

*It was moved by Alderman Bogdala, seconded by Alderman Orth, to receive and file pending approval of the minutes. Motion carried unanimously.*

*6. Discussion and Possible Action on Finance Department Record Keeping*

Carol Stancato explained record keeping policies of the department, how long certain types of records are kept, which records are stored on microfiche and what is done electronically. General ledger and payroll records have been stored on microfiche since 1986, but many old records are not stored on site and have either been destroyed or are kept at off site storage in boxes. Many types of records are destroyed after ten years. It would be very costly, intense and time consuming labor to have all of these old records scanned and saved. Time cards are still done manually. Alderman Misner asked if much of this can be done electronically in the future. Mr. Pacetti said that implementation of an ERP system would result in more efficient maintenance of financial records and would result in staff reduction.

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Alderman Bogdala asked about problems that he is frequently hearing about purchase orders being delayed, resulting in delayed payments to contractors and the inability of departments to receive needed products. Mr. Pacetti and Ms. Stancato referred to the Purchaser position which has been vacant for two years now. Both feel that with purchasing duties being shared by several people who already have a full work load, filling this position would eliminate many of the problems currently being experienced with purchase order delays.

Alderman Bogdala questioned why it is necessary for all purchases to go through the approval process in the Finance Department before the purchase is made, as long as the department is staying within the budget. Mr. Pacetti said that anything under \$500 can be done with the department head approval. On amounts greater than that, there needs to be a second set of eyes reviewing, especially when it comes to contracted items.

*Alderman Moldenhauer was excused from the meeting during item #6.*

*It was moved, seconded, and unanimously carried to take a break at 8:10 PM.  
The meeting reconvened at 8:17 PM.*

*7. Chairman Update on the Technology Committee Intern Project*

Alderman Misner has been meeting with interns from UW-Parkside. They are doing the baseline work on developing policies and procedures for technology issues such as security level and procedures to be followed in the event of a catastrophic event. Under the direction of their professor, the students will create a virtual office where they can create documents, share their suggestions as related to technology, and the Technology Committee members and selected City staff will be able to review and share information.

*8. Zimbra Update*

Mr. Pacetti gave a brief demonstration. Each alderman now has their own mailbox. These should be available by Monday. All aldermen will be notified and encouraged to schedule training sessions with ComSys. At the next department head meeting, department heads will be asked to update their calendars and begin using Zimbra for scheduling of all internal appointments. Alderman Bogdala thanked Mr. Pacetti for the presentation and told him that he looks forward to using Zimbra and is pleased to see from the demonstration that this is exactly what he has been looking for. Costs include \$23,000 for a 3-year license and \$7,000 for maintenance. The set-up and training sessions will all be provided by ComSys at no additional cost.

*9. Council Chambers – Workstations for Aldermen*

Workstations have been provided at two locations, one at the Fire station by Alderman boxes that is accessible 24/7 and two in Clerk/Treasurer in the office to the right of the entrance. There is a printer at each location and access to both the internet and the intranet. Alderman Ruffolo said that there is sometimes a problem with the access door during the winter. He suggested that a flap be put over the combination lock so it doesn't ice up. Ed St. Peter said that if a workstation is needed on the west side of town, one could be set up at Water Utility. The Committee said it may be a good idea to look at putting terminals in Council chambers so the process could be paperless instead of having packets distributed. Those who opt to have paper packets could still do so.

*10. Discussion and Possible Action on the Technology Committee Assuming Authority Over Channel 25*

Alderman Misner thinks that Channel 25 is underutilized. The Committee has ideas on improving the channel. They would like to see neighborhood information, department

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information, event videos and more being televised. Mr. Pacetti said that there is no staff for Channel 25 and that is why Channel 14 was created. It may be a possibility for 25 to partner with 14. Departments could send information they would like to have posted on the channel. *It was moved by Alderman Orth, seconded by Alderman Bogdala, to direct the City Attorney's office to determine how to establish a policy or ordinance for the Technology Committee to have authority over Channel 25. Motion carried unanimously.*

*11. Discussion and Action on Implementing Aldermanic Access to Their Web Page to Make Changes and Additions as They Deem Necessary*

A pane will be left on the aldermen's front page for announcements. The email will continue to be linked out to another page to allow room for the announcement page or the appearance of the page will be too crowded. Ruth Schall will be content manager and will administer the passwords. Alderman Misner asked if they will be able to put surveys on their pages. Ruth said yes. There will be a packet of information on web pages provided that specifies what they can and cannot do on their webpages. Disputes will be directed back to the City Attorney's office. It was agreed that the City should have the right to immediately remove anything not in compliance.

*12. Selection of a Regularly Scheduled Day and Time for Technology Committee Meetings*

Meetings will take place on Wednesday at 6:00 PM the week prior to the first Council meeting of the month. Schedule or holiday conflicts will be rescheduled as needed.

**Other Business:** Ed St. Peter asked to be invited to future meetings of the Technology Committee. Chief Morrissey said that they have a production studio at the Safety Center and could do informational videos for the Council members for Channel 25.

***There being no further business to come before the Technology Committee, it was moved, seconded and unanimously carried to adjourn at 9:32 PM.***