

**Technology Advisory Committee  
of the City of Onalaska**

Thursday, January 24, 2019

1

1 The meeting of the Technology Advisory Committee of the City of Onalaska was called to order  
2 at 6:32 p.m. on Thursday, January 24, 2019. It was noted that the meeting had been announced  
3 and a notice posted at City Hall.

4

5 Roll call was taken with the following members present: Ald. Diane Wulf, Pam Goldbeck, Scott  
6 Wied, Joe Davis, Rick Vogel

7

8 Also Present: City Administrator Eric Rindfleisch, City Engineer Jarrod Holter, IT Systems  
9 Administrator Chris Babcock

10

11 Excused Absence: Tim Bena

12

13 **Item 2 – Approval of minutes from the previous meeting**

14

15 Motion by Rick, second by Scott, to approve the minutes from the previous meeting as printed  
16 and on file in the City Clerk’s Office.

17

18 On voice vote, motion carried.

19

20 **Item 3 – Public Input (limited to 3 minutes/individual)**

21

22 Ald. Wulf called three times for anyone wishing to provide public input and closed that portion  
23 of the meeting.

24

25 **Consideration and possible action on the following items:**

26

27 **Item 4 – Update on Capital Improvements Projects 2019 related to IT**

28

29 Jarrod told committee members he puts together the city’s Capital Improvements Budget on a  
30 yearly basis after receiving submittals from each city department. The process for creating the  
31 Capital Improvements Budget begins in May with Jarrod sending out a memo asking department  
32 heads to submit projects to him by July. The budget is then carried forward with what is  
33 submitted for recommendations, and the Board of Public Works reviews the projects in  
34 September, October, and November. The Board of Public Works arrives at a financial figure for  
35 the Capital Improvements Budget at its November meeting, and it typically holds a public  
36 hearing on the proposed budget at its December meeting. Jarrod said due to the turnover in the  
37 city’s IT staff over the last year, “we didn’t work the best we could with what we were given for  
38 the budget so that we do have some IT items in there. But I think in future years, hopefully with  
39 Chris’ assistance, we’ll get a plan that outlines a five-year plan for what we want to see in the  
40 Capital Improvements Budget as far as IT needs.”

41

**Technology Advisory Committee  
of the City of Onalaska**

Thursday, January 24, 2019

2

42 Jarrod noted the following IT-related projects were included in the 2019 Capital Improvements  
43 Budget:

44

- 45 • The city has budgeted funds and is seeking to partner with the Onalaska School District  
46 on a fiber-optic cable connection between City Hall and the Public Works Facility, the  
47 library, and the Omni Center/Aquatic Center area.
- 48 • A Microsoft Office upgrade for all computers (\$48,000 was budgeted).
- 49 • Update the technology in that Emergency Operations Center (\$40,000 was budgeted).

50

51 An update to the city's telephone system (\$175,000) and a transfer of new hire information from  
52 NeoGov to Tyler Technologies (\$40,000) were removed from the 2019 Capital Improvements  
53 Budget.

54

55 Jarrod predicted there will be more IT items included in the Capital Improvements Budget when  
56 he starts working with Chris.

57

58 City Administrator Rindfleisch addressed the update to the city's telephone system, telling  
59 committee members the \$175,000 that was budgeted was based on past experience in other  
60 communities in which he has been located. City Administrator Rindfleisch also noted the city's  
61 current telephone system was installed in 2000.

62

63 Jarrod noted the city's current telephone system cost approximately \$80,000 when it was  
64 purchased in 2000.

65

66 Chris noted the last update installed on the hardware occurred in 2008.

67

68 City Administrator Rindfleisch said Chris has been tasked with examining options for the  
69 telephone system and submitting a financial figure. City Administrator Rindfleisch also said the  
70 city's decision of which system to purchase would be impacted by a potential partnership with  
71 the Onalaska School District installing fiber-optic cable between the city's buildings. City  
72 Administrator Rindfleisch admitted the telephone system has reached the end of its lifespan and  
73 said he expects to see an update to it come forward again in the 2020 Capital Improvements  
74 Budget with accurate cost estimates.

75

76 Ald. Wulf noted she had expressed concern about the telephone system and said she had been  
77 assured it would be required in 2019 if it malfunctions as there are funds available in the Sinking  
78 Fund. Ald. Wulf asked Chris if he still plans to have quotes in hand for a new telephone system  
79 by mid-June.

80

81 Chris told Ald. Wulf yes and said he had reached out to Charter Spectrum, which offers a hosted  
82 telephone solution for which the city would not have to purchase hardware and have it on site.

**Technology Advisory Committee  
of the City of Onalaska**

Thursday, January 24, 2019

3

83 Chris said Enterprise Systems Group, the group the city had worked with in the past, was  
84 purchased by Marco, a consulting organization, and that he needs to find out if Marco can  
85 upgrade the current system or if the city will need to replace it with a new system, perhaps Cisco  
86 or new Mitel hardware based on what already is in place.

87

88 Scott asked Chris if he has spoken with Marco representatives.

89

90 Chris said yes, telling Scott he has worked with Marco in the past. Chris also said that while he  
91 has not been impressed with Marco, his options are limited regarding a Mitel system. Chris  
92 noted that Five Star Telecom is a local company that offers several telephone solutions, and he  
93 said he can speak with its representatives.

94

95 Joe said Five Star Telecom is the software company his employer utilizes, and he noted a  
96 partnership with Nextiva is in place.

97

98 Chris addressed the cost, telling committee members the benefit would be it would include the  
99 monthly telephone service. Chris said the hardware currently is on site and the city must pay for  
100 the monthly service.

101

102 Scott asked what challenges the city could face if there is a change from a Capital expense once a  
103 recurring operational expense is in place.

104

105 City Administrator Rindfleisch said funds may be borrowed from the Capital program if the city  
106 purchases hardware up front. City Administrator Rindfleisch said it then becomes an annual  
107 General Fund expense, “and our limitations as a budget is based on any net-new construction and  
108 growing our levy and our expenses. ... The challenge is taking things off that could be Capital  
109 and putting them in the General Fund. It usually means we’re cutting something else.”

110

111 Rick asked if there is an analysis the city could utilize once quotes are obtained for the hardware.

112

113 City Administrator Rindfleisch said the city would determine the amount of the principal and  
114 interest payments for purchasing the hardware. City Administrator Rindfleisch noted there is a  
115 cost to the city’s expense that way versus the annual expense.

116

117 Chris addressed the city’s cell phones and the ability to archive text messages, telling committee  
118 members he believes the city is only able to go back one week with its Verizon account for any  
119 text messages sent on the city’s account. Chris said Smarsh would allow the city to archive the  
120 city’s text messages, as well as anything on its various social media accounts, and retain them for  
121 an arbitrarily established time period.

122

123 Ald. Wulf inquired about the time period necessary to keep such messages due to open records

**Technology Advisory Committee  
of the City of Onalaska**

Thursday, January 24, 2019

4

124 laws.

125

126 City Administrator Rindfleisch said they now must be kept more than seven years due to new  
127 State of Wisconsin guidelines regarding record retention. City Administrator Rindfleisch said  
128 any employee correspondence must be retained as long as that individual is employed by the  
129 city, plus one year after he/she terminates his/her employment.

130

131 Ald. Wulf referred to a 2018 Common Council meeting at which a motion was made to install  
132 cameras at the Great River Landing while the sculpture was being installed, and she said it is her  
133 understanding the Room Tax Commission will pay for these cameras. Ald. Wulf also said she  
134 had spoken with Parks and Recreation Director Dan Wick about the cameras' compatibility and  
135 their ability to function in the same system.

136

137 City Administrator Rindfleisch said the policy to install cameras at the Great River Landing has  
138 been established, but the funding has not.

139

140 Ald. Wulf said Police Chief Troy Miller told her he wanted to speak to the committee about  
141 installing cameras at the west-facing door.

142

143 Chris asked Jarrod if the city would own the fiber-optic cable and not have to lease it from an  
144 internet service provider.

145

146 Jarrod said that is yet to be determined, noting he had met with Onalaska School District officials  
147 in late 2018 and telling Chris they were unsure at that time if the city would lease part of the  
148 cable from the school district after it was installed, or if the school district would install an extra  
149 conduit and the city then would run in its own fiber. Jarrod said the city would have to extend it  
150 beyond what the school district had as cable would run from Irving Pertzsch Elementary School  
151 to Onalaska Middle School and Northern Hills Elementary School. Jarrod said it would be  
152 necessary to run cable up East Avenue so it could reach both the Omni Center and the Public  
153 Works Facility. Jarrod said, "We're going to end up with at least part of it either owned by the  
154 city or part of some group. There are some questions, so that's the reason that project hasn't  
155 moved forward. We haven't started any design. We're still waiting for what the school district  
156 is going to do and how they're going to attack it."

157

158 City Administrator Rindfleisch said the link would be through Wisnet, which is utilized by  
159 government entities, and he told committee members ownership either be governmental –  
160 through the school district or the city – or part of a group that includes Altra Federal Credit  
161 Union, which would have cable extended to its facilities in the Village of Holmen.

162

163 Ald. Wulf asked Jarrod who his contact is at the Onalaska School District.

164

**Technology Advisory Committee  
of the City of Onalaska**

Thursday, January 24, 2019

5

165 Jarrod told Ald. Wulf he had been working with Superintendent Fran Finco and Director of  
166 Instructional Services Roger Fruit. However, Jarrod noted both men are leaving the school  
167 district, and he said he had been in contact a couple of times over the last two years with the  
168 consultant who has worked with the school district. Jarrod said the city could utilize the school  
169 district's consultant who is designing its system. Jarrod noted the school district had established  
170 a goal of having partial runs installed by June 1, 2019; however, he also said he has not learned  
171 any new information over the last three months.

172

173 Rick asked if the school district has placed any conduit in the ground.

174

175 Jarrod said no and told Rick the school district has a detailed engineered plan that describes  
176 where the conduit is to be placed. Jarrod also said the consultant has field-located all the  
177 obstructions, adding he is unaware of any contracts the school district has awarded.

178

179 Scott asked if the school district is working on its own or with WECAN.

180

181 City Administrator Rindfleisch told Scott both Altra Federal Credit Union and the Onalaska  
182 School District have particular needs, and he said the City of Onalaska has been invited to form a  
183 partnership that also might include the Village of Holmen.

184

185 **Adjournment**

186

187 Motion by Pam, second by Rick, to adjourn at 6:52 p.m.

188

189 On voice vote, motion carried.

190

191

192 Recorded by:

193

194 Kirk Bey