

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

Thursday, March 22, 2018

1

1 The meeting of the Technology Advisory Committee of the City of Onalaska was called to order
2 at 6:33 p.m. on Thursday, March 22, 2018. 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: Pam Goldbeck, Scott Wied, Tim Bena,
6 Rick Vogel, Diane Oldani Wulf, Ald. Jerry Every

7
8 Also Present: IT Support Specialist Mike DeLine

9
10 **Item 2 – Approval of minutes from the previous meeting**

11
12 Diane referred to the February 22 Technology Advisory Committee meeting, at which there was
13 no quorum, and noted the following correction needs to be made:

14
15 Unexcused Absences: Pam Goldbeck, Tim Bena, Rick Vogel, Ald. Jerry Every

16
17 Motion by Diane, second by Pam, to approve the amended minutes from the previous meeting as
18 printed and on file in the City Clerk’s Office.

19
20 On voice vote, motion carried.

21
22 **Item 3 – Public Input (limited to 3 minutes/individual)**

23
24 Diane called three times for anyone wishing to provide public input and closed that portion of the
25 meeting.

26
27 **Consideration and possible action on the following items:**

28
29 **Item 4 – Parking/Municipal Court/Finance System Upgrade Project**

30
31 Mike said a module is being added to the Municipal Court software and noted it is the same
32 package utilized for Municipal Court, Finance, and much of the rest of City Hall. Mike said
33 Municipal Court staff is seeking a module that will perform document management that will
34 allow staff to obtain copies of citations from the Police Department, store digital copies within
35 the system, and have the files be tied to the records of the individuals with the court cases in the
36 system. Mike said he had obtained information about the system last autumn; however, he had
37 not been given any system requirements at the time. Mike said he had discovered during a
38 system audit in January that “we were woefully short with meeting the minimum requirements
39 for this new module.” It requires SQL Server 2016, and currently SQL Server 2008 is being
40 utilized for the system. It will be necessary to obtain upgraded SQL Server licensing. Mike said
41 it had been discussed during the budget meeting; however, there was no way to know at the time

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42 that it would be needed.

43

44 Mike said, "This is something that we don't have budgeted, and I do not know exactly how these
45 costs are going to be allocated. But I believe a large part of it is going to be paid for by the Joint
46 Municipal Court Enterprise Fund. Essentially, between the increased system requirements for
47 this, in addition to needing SQL Server, it needed a lot more system resources. We need to have
48 at least six cores assigned to the application server for this new module. This kind of combined
49 with issues we've been having since doing the Spectre/Meltdown updates which reduced
50 processor power by approximately 30 %. Since we applied those updates we've been having a
51 lot of server performance issues. We had a few servers that must have been just above the
52 threshold performance-wise beforehand. Now that we've had processor performance hits,
53 they're no longer really operating very well."

54

55 Mike said he had examined what the city has for its VM hosts and decided adding the new
56 system will stretch resources and saturate the available processor resources. Therefore, Mike
57 said he is examining purchasing a third VM host. There will be three application servers, a SQL
58 Server, and a web server all supporting the Tyler applications. Mike said they all will take up a
59 majority of one of the VM servers, adding he also is purchasing additional Windows licensing.
60 Mike noted the 2018 budget included updating the backup servers and said, "We've amplified
61 the amount of storage projections for those backup servers and increased that as well. It looks
62 like it's going to be about a \$30,000 cost for all of these infrastructure upgrades. I don't have
63 information on what the Tyler software module cost itself is. I believe this is all going to be
64 going to the Finance and Personnel Committee [on April 4] and the Common Council [on April
65 10]. I think they're going to be finding money for it somewhere." Mike said he does not believe
66 the committee needs to make a motion on this item at this point as the Joint Municipal Court
67 Committee already has decided this needs to be done. Mike said, "Hopefully with doing these
68 upgrades we're going to be fixing some of the problems we've been having over the last few
69 months with server performance, and also making sure that we retain a little bit of a buffer so
70 that as we look at potential new applications over the coming months and years that we're going
71 to have room to spin up new servers, as needed."

72

73 Ald. Every asked Mike if he believes it is necessary.

74

75 Mike said yes and stated, "I think it makes a lot of sense. I know there have been a lot of issues
76 with how things have been getting processed in there, and I think being able to streamline these
77 processes and have more of the information being stored in the computer, in my mind, is always
78 better. It's a lot easier to lose paper files than it is to lose the computer files. It's still possible,
79 but we have a lot more backups with the computer files and a lot more safety measures we can
80 build in with that data."

81

82 Diane asked Mike if any piece of this project is related to what was decided in the last several

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83 months regarding oversight of the Municipal Court.

84

85 Mike said he believes it is somewhat related to it, but added he is unsure if it is exactly a part of
86 it. Mike said, "I do know this is something they've been discussing at least a part of this since
87 September. I do believe there was one other question having a method to automatically track
88 and notify people of ticket statuses, so like as it's been 30 days without payment and those kinds
89 of things instead of relying on people to either be remembering or have a process in place to be
90 able to identify them manually that this system would allow those records to be automatically
91 identified."

92

93 Scott asked Mike if there are storage concerns.

94

95 Mike told Scott there also were processor and storage concerns with the upgrade and said that as
96 a third VMware server is being purchased "we're basically matching the two we already have,
97 but we're bumping up the storage on the third one a little bit, and we're bumping up the
98 processor quality. We're getting the same number of cores, but we're getting higher speeds for
99 the processors just to try to mitigate some of the loss from those security patches."

100

101 Tim inquired about past issues regarding excessive heat.

102

103 Mike said, "We're in pretty good shape now," adding that the only two rooms where he is aware
104 of occasional heat issues are an upstairs network room and the A/V room for the Common
105 Council Chambers. Mike noted there are no servers present.

106

107 Ald. Every said he believes it might be important for the Technology Advisory Committee to
108 give its approval to this item.

109

110 Mike said he agrees with Ald. Every, but added he currently does not have any concrete financial
111 figures regarding the cost. Mike suggested that perhaps committee members "could maybe
112 weigh in on what you think of qualitatively of the need for these upgrades. But I do not have all
113 the exact costs with me today."

114

115 Motion by Scott, second by Rick, for the Technology Advisory Committee to endorse the
116 Parking/Municipal Court/Finance System Upgrade Project and forward it to the Finance and
117 Personnel Committee.

118

119 Mike said he is looking at matching the previous physical server "pretty similarly" apart from
120 upgrading the processor and adding more storage. Mike said the rest involves obtaining the
121 proper Microsoft licensing and noted the funding is not coming from Technology.

122

123 On voice vote, motion carried.

124

125 **Item 5 – Email Server Project Update**

126

127 Mike said he has mostly migrated everyone onto the new email server and noted that currently
128 “everything is flowing both to the old and the new email addresses.” Mike said he still has the
129 old email server online because all the city’s network scanners are sending through that server, as
130 well as the city’s HVAC system, which utilizes the old email server to send alerts. Mike said it
131 will be a process to transfer them to the new system. Mike said he believes an intern will begin
132 working the week of March 25-31 and expressed hope that the intern can assist him with the
133 process. Mike said he will disconnect the old email server once everything has been moved over
134 and then update the DNS records for the old domain to point to the new server. Mike said he had
135 been able to update city employees’ email boxes with few interruptions, noting that no emails or
136 profile information had been lost.

137

138 Diane inquired about the origin of the intern.

139

140 Mike said funds have been allocated in the budget yearly for an intern and told Diane this is
141 something he has attempted to maintain. Mike said that while the city may utilize unpaid interns,
142 the city no longer may utilize stipends and must pay an intern at least minimum wage. Mike told
143 Diane the intern has significant experience in years past and is looking to bolster his resume with
144 something more current.

145

146 Diane inquired about the number of hours the intern may work.

147

148 Mike said he believes a jobs agency will pay the intern’s salary for 90 days and the city will
149 utilize the intern’s services 20 to 25 hours for 90 days. Mike added, “Beyond that, it will be
150 dipping into our budget. I don’t know how much we’ll be getting beyond that.”

151

152 **Item 6 – Public Works Camera Project**

153

154 Mike said funds are being budgeted to add cameras and access control to another door. Mike
155 told committee members the new Lead Mechanic keeps personal tools valued at \$40,000 at the
156 Public Works Facility and said the city has the responsibility of ensuring the tools are adequately
157 protected. Mike said there also is “millions of dollars’ worth” of equipment in cold storage
158 where the plow trucks are located, and he told committee members concerns have been raised
159 about some of the outdoor storage areas because the gate to that property is open the entire day.
160 Mike said the goal is to install cameras near this equipment and protect the city from loss and
161 damage. Mike said camera placement will be examined in the coming weeks and noted
162 approximately \$20,000 is budgeted for this project. Mike said they all are network cameras and
163 noted there is an NVR (Network Video Recorder) in every building each time cameras are
164 installed. Mike also noted storage is added when cameras are added.

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165
166 Mike said staff also is looking into how to deal with open records requests and told committee
167 members, “We’re going to try to model that after the way we’re currently handling police cars.
168 Each of the police cars has an NVR on the car. They are technically constantly recording 24/7 as
169 long as the system is turned on. We only save the recordings if they’ve been triggered either
170 manually by the officer or automatically by something such as exceeding a certain speed or
171 turning on the lights. If someone were to request footage from the squad camera, unless it had
172 been previously saved as an event it’s not on our permanent storage system. It’s only on a
173 temporary storage device, and that is not a permanent record and it’s not subject at all to an open
174 records request. We’re going to have to do the same thing with all these cameras, particularly
175 with the ones we’re doing here at City Hall. One of the things I’ve been trying to make clear to
176 everybody as we do this is we’re putting the cameras in, particularly in the money-counting
177 areas, to watch people counting checks and counting money. These cameras will very likely be
178 able to read all the check numbers off all the checks. Anytime somebody puts in an open request
179 for this, it’s going to be a lot of staff hours going through and redacting all those check numbers
180 from the video, with still being able to provide a reasonable response for those open records
181 requests. All of the video footage – and this is something that is yet to be set in stone as a policy
182 – but this is what we’re looking at putting in. Basically anything that is on an NVR that is
183 getting overwritten automatically is not a permanent record until somebody makes a request for
184 that video. Then we will store it on a place on our permanent server for a certain period of time
185 until that expires.”

186
187 Diane asked, “How long do you save something now?”

188
189 Mike said it depends on the system and told Diane, “They overwrite as they fill up. Our general
190 rule of thumb has been two weeks because we want to make sure that ... I believe we have 10
191 days to fulfill an open records request. If somebody puts in an open records request we want to
192 make sure that during that whole period that we have to do it, if I don’t get that information until
193 four or five days into the request that we’re still going to have all that footage there.” Mike
194 added there have been instances where footage has been lost.

195
196 Ald. Every inquired about court requests.

197
198 Mike said, “That’s basically the other avenue. The police can go anywhere. If something
199 happens at Kwik Trip, they go there and request the video from Kwik Trip. I think that’s
200 peoples’ other legal recourse if it’s not already saved as a record for open records. There still are
201 ways to go after that video if something happened that they can go through the Police
202 Department to get it. But that would have to be some sort of criminal event for them to
203 investigate it and to pull that footage.”

204
205 Ald. Every asked if the police record of an incident would be saved.

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206
207 Mike asked Ald. Every to clarify his question.

208
209 Ald. Every said, "If they needed that for evidence."

210
211 Mike said, "I'm not sure how that would work. If the Police Department requests it, I believe
212 they would save it as part of their stuff and then would release those records according to their
213 policy how they handle it with open cases. We would only save it on our system if for some
214 reason it was requested internally."

215
216 Ald. Every asked Mike to look into what he had asked and noted footage is gone once it is
217 overwritten on the system.

218
219 Mike promised to look into Ald. Every's question and said, "If something were to happen we
220 would have a period of probably two to three weeks for us to identify if something had happened
221 and to pull and save that footage before it gets overwritten. We don't have any security people
222 on staff. There is nobody who is going to be monitoring these and watching these. It's purely
223 going to be recorded and saved, and if there are concerns it will be retrieved."

224
225 **Item 7 – Update on Other IT Projects**

226
227 Mike said part of Item 4 is looking at increasing the requirements for the city's backup servers,
228 telling committee members, "We had already slated to replace those. I'm going to be trying to
229 do those sooner rather than later – hopefully in the next month or two getting new hardware and
230 getting everything switched over to that." Mike said the backup servers currently have
231 approximately 18 terabytes of space, "and we're running right up to the edge of that and using all
232 of it." Mike said he has received a quote for 40 terabytes expandable to 64 terabytes, and also a
233 quote for 56 terabytes expandable to 106 terabytes. Mike said he is looking at installing 8
234 terabyte drives and told committee members it is possible to go up to 12 terabytes. Mike said,
235 "The lower estimate would be doubling our storage initially, and with expansion room within the
236 chassis after tripling the storage. These are Synology boxes we're looking at, and they do
237 support expansion chassis as well, so we can expand beyond what we're getting. It's only about
238 a \$500 upgrade to go to the unit with more bays in it, which I think would be wise." Mike asked
239 committee members if they believe two to three times the current storage would be sufficient.

240
241 Rick asked when the last upgrade occurred.

242
243 Mike said he believes the current one is approximately four to five years old. Mike also said the
244 plan with the old backups is to utilize them as scratch space.

245
246 Scott recommended choosing the larger unit, depending on the price of the two options.

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247
248 Mike said the only video that would be stored on the primary system would be items identified
249 as incidents and saved specially. Mike noted approximately \$16,000 for hardware was budgeted
250 for this item, and he said the initial quotes he has received have been closer to \$10,000. Mike
251 told committee members he would prefer to have more space on his backup servers than he
252 needs.

253
254 Rick told Mike to make sure the chassis supports upgrading it.

255
256 Mike said that with the initial quote he believes six of the 12 bays within the chassis, and there
257 also are expansion chassis for them. Mike said he believes the other one goes from 12 bays to 24
258 bays. This would double expansion space.

259
260 Mike told committee members all the wiring has been run for the City Hall cameras, and also
261 that the final camera placement and mounting will occur on March 28. It will have its own
262 dedicated storage. Mike said work is still being done on implementing the Data Retention
263 Policies.

264
265 Tim asked, "Nobody views those videos without an incident?"

266
267 Mike told Tim he is the only individual who will have access to the videos, adding, "If they need
268 something, they'll have to go through me to get it."

269
270 Mike said Wi-Fi updates for all the city buildings is a Capital Improvements Project, noting the
271 current access points are located at City Hall, the Public Works Facility, and the Omni Center.
272 Mike described the coverage in all three buildings as being "pretty spotty," noting he initially
273 had not installed a lot of Wi-Fi as it was more for convenience. Mike said the city has reached
274 the point where tablets and smartphones are being utilized for everyday business. Mike noted
275 there are issues related to cell phone coverage, especially in City Hall due to the presence of
276 concrete. Mike said he plans to fill in a lot of the "dead areas," and he plans to install high-
277 capacity access points in Arena No. 1, Arena No. 2, and the conference rooms at the Omni
278 Center. Mike noted there have been trade shows in the Omni Center arenas at which vendors
279 have had difficulties obtaining service while utilizing credit-card processors on their tablets.

280
281 Mike said, "The ultimate plan with this, particularly at the Omni Center, is to be able to offer
282 both a basic free Wi-Fi and also a premium-tiered access that they could pay for if they want to
283 live-stream their kid's hockey game, or if they're a vendor at a trade show and they want to make
284 sure they have a higher bandwidth for their credit card processing or showing videos at their
285 booth. [We want to ensure] that we can, number one, we can accommodate those and number,
286 not have it be a burden upon our own IT staff, which is very limited. In order to set up
287 something like that and be charging people for it, it's going to have to be rock-solid. But I

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288 believe between some of our fiber updates between the buildings and some of the internet
289 upgrades we did over there and with getting in these more robust access points, that's going to
290 work very well over there.”

291
292 Mike said he is looking to upgrade several network switches and told committee members the
293 last of the 10/100 switches will be removed both at City Hall and the Public Works Facility.
294 However, the 10/100 switches still will be utilized for at least the security cameras at the Omni
295 Center. Mike said he will be obtaining a 10-gigabit Layer 3 switch for City Hall and told
296 committee members all the routing within each building occurs with the firewall for that
297 particular building. Mike explained there is a lot of throughput going through the firewalls and
298 traffic is going between VLANs, and he said, “I think getting some of that off there, especially in
299 [City Hall], is going to streamline things a lot for us.”

300
301 Diane inquired about the current status for Wi-Fi for The Great River Landing.

302
303 Mike said the Wi-Fi project includes five outdoor access points to be mounted at The Great
304 River Landing. Mike told Diane he does not have labor included as part of the project and said
305 he hopes to receive assistance mounting the access points either from the Buildings Department
306 or the Street Department.

307
308 Diane inquired about the proposed timeline to mount the access points at The Great River
309 Landing.

310
311 Mike said he expects to order the equipment either in April or May, and he told Diane he is
312 ordering all the network equipment together because all of it is coming from Cisco Meraki,
313 which will give the city a discount based on quantity. Mike said the Wi-Fi likely will be
314 installed last and estimated this will occur early this summer.

315
316 Ald. Every inquired about Wi-Fi installation at the Omni Center.

317
318 Mike said the Wi-Fi installation at the Omni Center also should be completed around the same
319 time.

320
321 Scott asked if there is a separate internet connection for The Great River Landing.

322
323 Mike said yes and told Scott it is not a very high-speed connection. Mike said it is public Wi-Fi,
324 with remote access for the city to check HVAC status.

325
326 Scott asked Mike if he using a tool for doing the high-density user placement of the access points
327 at the Omni Center.

328

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329 Mike said he believes the Cloud-based controller handles all the handoffs and load balancing
330 between the access points.

331

332 Scott said it is typical to need to have more access points available.

333

334 Mike offered to send Scott a copy of his diagram for access point placement at the Omni Center.
335 Mike said he had planned on three access points per arena, plus other ones scattered throughout
336 the building.

337

338 Diane told Mike meetings that are streamed live from the Common Council Chambers still
339 occasionally cut out and asked about the status of this issue.

340

341 Mike said he still is waiting for authorization either to expend funds to contract someone on a
342 time and materials basis and repair the issue or to obtain a maintenance plan for it. Mike said,
343 “As soon as somebody authorizes those funds we can do that. We’re able to pull video from our
344 video recorder and upload it to YouTube the next day. We have yet to actually lose anything
345 apart from microphone issues.”

346

347 Diane said she had been hopeful that the city would have been able to do a rollout to the public
348 in 2017. Diane noted there have been instances when a meeting has stopped streaming after 20
349 minutes and said the individuals in the Common Council Chambers are not aware when this
350 happens.

351

352 Mike said one of the disadvantages of the system is it is an automatic control system, meaning
353 there is a central controller that controls all the A/V devices. Mike said it does not appear to be
354 polling accurately to tell when there are issues with the devices. Mike said, “We should be able
355 to be getting some kind of feedback on the touchscreen so that at least the staff member there
356 knows there’s some issue. Whether that’s important enough to stop the meeting and restart it, I
357 don’t know. But at the very least we should be able to see when there’s a problem, and currently
358 we cannot.”

359

360 Diane said she has been contacted by citizens both when she is at home and when she is
361 attending meetings informing her a meeting has stopped streaming.

362

363 Mike said there is some flickering on the monitors when there is a technical issue. However,
364 Mike added he is not certain it is related to the broadcast issues and said, “The original device
365 they had spec’d for that, they were unable to fully control and get it to automatically start
366 streaming the broadcast. They had to put a different device in. The device they replaced it with
367 was about half the cost of the original device they had spec’d in there. There were some
368 concerns at the time it was less robust than the rest of the equipment in that rack. But we weren’t
369 really able to identify any other better options apart from something that was vastly more

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370 expensive.”

371

372 Ald. Every asked Mike who he had asked about the funding for addressing the issues in the
373 Common Council Chambers.

374

375 Mike said he believes the issue was discussed at a department heads meeting and told Ald. Every
376 he does not know where else it has been addressed.

377

378 Ald. Every inquired about the estimated amount of funding.

379

380 Mike said he does not remember, but he estimated a minimum of \$5,000 would be needed to
381 bring in a contractor. Mike said some system reprogramming will be necessary, and he told Ald.
382 Every he has not attempted to obtain quotes because no one has given him any indication he will
383 receive funding.

384

385 Diane said it was her understanding approximately \$10,000 would be required.

386

387 Mike said he believes the annual service contract was \$10,000 and stated, “This would be
388 assuming that we don’t need to buy a part that’s significantly more expensive. It may be that we
389 could get by if there was a way we could ... It would be one thing if the stream went down for a
390 couple minutes and the system was able to automatically recover and restart that stream
391 potentially with the same equipment. That would be programming time, but it would not be
392 extra hardware. If that were to work, that probably would be sufficient. Then if we could upload
393 the full video the next day, that combination should work.” Mike said he has been told by
394 several individuals the idea is a good one, “but nobody who is going to commit to me and say,
395 ‘We’re going to take the money from here to do it.’ ”

396

397 Scott asked if the equipment was part of the new A/V system installed in 2017.

398

399 Mike said yes.

400

401 Scott asked if the technical difficulties have been present since installation.

402

403 Mike told Scott they were not identified until approximately six months after the project was
404 completed, and he said the system had not been tested very well by the individuals utilizing it
405 after it was installed. Mike said, “They weren’t really fully exploring and making sure they were
406 testing everything they were going to be using. It was only months later that some of these
407 issues were ever brought to my attention.”

408

409 Scott inquired about the warranty.

410

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411 Mike said he believes it was a 90-day warranty and told Scott the vendor had offered a support
412 contract. However, Mike also said the city initially did not have sufficient funding to cover the
413 cost of the project plus the support contract, and he noted the Technology Committee had at the
414 time recommended that funds be secured to purchase the support contract. Mike said, "There
415 really wasn't any opposition to it, but it just didn't go anywhere."

416
417 Scott inquired about the cost of a one-year support contract.

418
419 Mike said he believes the cost of such a contract is at least \$10,000 and stated, "That's part of the
420 reason I'm concerned that it's going to be a significant amount even if we just need
421 programming time because it's going to be an old project. I'm not sure how many changes are
422 going to need to get made."

423
424 Pam said she is certain the vendor will want to recommend an upgrade if the original specs were
425 for more robust hardware.

426
427 Mike said one company was paid to write the original specs, "and I attempted to go through it
428 and make it more vendor-neutral while maintaining some of the same hardware specifications. I
429 think that was something I should not have attempted to do on my own since I'm not an A/V
430 expert. Looking back at some of those quotes, I think the one that we got from the original
431 company that did the specs would have satisfactorily handled this part. But again, we didn't
432 know, but once the company came in we found out the part that they had spec'd for it, they had
433 never actually used before. They had submitted a bid for equipment they assumed would do what
434 we needed it to do. ... I looked back at the original bid we got. The problem is, the component
435 that was originally spec'd was doing the YouTube streaming and several other things that they
436 had split out into different components. Basically, they were looking at going from something
437 that they had spec'd as a \$6,000 component to something the other component company had
438 spec'd as a \$20,000 component that was doing a bunch of other things that they were handling
439 with other equipment. It was hard for me to press them to go out and eat that \$20,000 cost,
440 especially once they were able to come up with another solution."

441
442 Ald. Every asked, "So we're talking \$20,000 now to ...?"

443
444 Mike responded, "Not necessarily. Again, the other issue with this is when we talked to them at
445 the beginning, they wanted the support contract to start when they did the install. It's been over
446 a year since they did that, so I don't know how it works. We haven't approached them yet, but
447 they may request, if we're going to get the support, that we activate it as of the project
448 completion date and back pay all that."

449
450 Scott said, "You could look at the support contract now and the price might be a lot higher than it
451 was originally. But they can't make you go back retro to when it was completed."

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452
453 Mike said, “The support contract is going to be fairly expensive and we don’t have money
454 allocated for that. And I don’t know that that other \$20,000 hardware piece would be the magic
455 bullet for this. My instinct is it looks like a much more robust device that is going to be much
456 less likely to be falling short on its claims on its spec sheet than a cheaper device. Again, we
457 may be able to find a cheaper solution. But until we commit to at least looking at it and spending
458 some amount of money, even just getting it in and getting it diagnosed is going to be more
459 money.”

460
461 Tim said it is “ridiculous” to install a system and not have it function properly.

462
463 Mike said he agrees and told Tim he has not pushed harder to address this issue because the
464 backups have been working. Mike said videos have been uploaded to YouTube, the audio
465 minutes have been accessible, “and it doesn’t take any of my time. It’s not the best situation, and
466 it definitely really should be addressed.”

467
468 Tim asked if perhaps the sinking fund could be utilized to address the issue.

469
470 Mike said, “I think it could, if we think this is important enough that we want to dig into that.”

471
472 Diane said the main reason she initially remained a member of the Technology Committee since
473 its inception in 2003 was because she was a proponent of keeping the city’s website up to date.
474 Diane said she then turned her focus to updating the city’s A/V system, which has been done,
475 and now her focus is ensuring that the city become paperless. Diane noted that in the past the
476 city government channel was only accessible for Charter Communications subscribers and said
477 she would record meetings if she had a scheduling conflict and could not attend. Diane said she
478 remained a member of the committee after her second term on Common Council ended in 2014
479 because she wanted the city to have the ability to stream its meetings and provide transparency to
480 the public. Diane noted the city had spent \$100,000 on its A/V system and said, “I think it needs
481 to be correct. And when it’s corrected I think we need to do a full rollout and let people know,
482 and our numbers will increase. People need to know, and I think the more we can get people
483 involved in city government, the better.”

484
485 Mike said he believes there currently is approximately \$50,000 in the sinking fund.

486
487 Motion by Tim, second by Ald. Every, to direct the Finance and Personnel Committee to
488 withdraw funds from the Sinking Fund for an initial consultation regarding issues related to the
489 city’s A/V System.

490
491 Tim said he would like to cap the amount at \$5,000.

492

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13

493 Mike said he finds that to be a reasonable amount.

494

495 Scott suggested that the city not utilize the vendor that installed the system and told Mike, "If
496 you're fairly certain it's the piece of equipment that's the issue, go out and research who else
497 supports that because this is the first time they installed it. What do we expect to get when they
498 come back?"

499

500 Mike said one of his concerns is he believes some of the audio programming that was done "was
501 not very robust. It's very basic and simplistic. The hardware that we have in there can do a lot
502 of things, but there are a lot of things that could be done to make some of the feedback that we
503 potentially have with the Council Chambers a lot better than it is. We don't usually have the
504 issue, but it's mostly because the front speakers are turned way down." Mike cited the example
505 of an individual with a laptop attempting to show a video presentation, telling committee
506 members the individual may plug in the video to the television screens, but if he/she plugs in the
507 audio from the laptop, the sound is balanced for audio reinforcement from the microphones. As
508 a result, the individuals sitting the back of the Council Chambers are able to hear the
509 presentation, but those sitting in front are not. Mike said, "It would be a fairly simple matter in
510 this programming to go in and separate the input from the laptop from the input in the
511 microphones and have the laptop input be louder at the front of the room because you don't have
512 to worry about it looping and picking it back up. It was just not done that way."

513

514 Diane asked Tim and Ald. Every if they are agreeable to Scott's suggestion that the city not
515 utilize the original vendor and that it be part of the motion on the floor.

516

517 Diane was told yes.

518

519 Ald. Every asked Mike, "Will you have it ready for the [April 10] Council agenda?"

520

521 Mike told Ald. Every he doubts he will be able to identify companies and get representatives to
522 submit proposals by then, and he said, "I think what we do is I'll get the information I can and
523 I'll bring it back to the next Technology meeting [on April 26]."

524

525 Diane reminded Mike he has two weeks until the April 4 Finance and Personnel Committee
526 meeting to obtain information.

527

528 Mike said he will have the information prepared by then if he is able, and he will have it ready
529 for the April 26 Technology Committee meeting if he is unable to do so.

530

531 Tim asked Mike to document all the technical difficulties he has encountered.

532

533 Diane asked Mike when the final installation of the system had occurred.

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534
535 Mike said it was finished nearly two years ago.

536
537 Motion restated:

538
539 To direct the Finance and Personnel Committee to utilize up to \$5,000 from the Sinking Fund for
540 an initial consultation to diagnose the technical difficulties related to the city's A/V System, and
541 also not to utilize the original vendor.

542
543 On voice vote, motion carried.

544
545 Mike said he is looking into purchasing microphone bases for the Council Chambers, noting that
546 currently the microphones fit into a rubber gland through the table and telling committee
547 members the mute button on the microphone is activated when it presses the gland if the
548 microphone slides down far enough. Mike said the bases cost approximately \$50 each.

549
550 **Adjournment**

551
552 Motion by Ald. Every, second by Pam, to adjourn at 7:25 p.m.

553
554 On voice vote, motion carried.

555
556
557 Recorded by:

558
559 Kirk Bey