

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

Tuesday, September 25, 2018

1

1 The meeting of the Technology Advisory Committee of the City of Onalaska was called to order
2 at 6:31 p.m. on Tuesday, September 25, 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: Ald. Diane Wulf, Rick Vogel, Tim
6 Bena, Scott Wied

7
8 Also Present: City Administrator Eric Rindfleisch, Human Resource Director Hope Burchell

9
10 Excused Absences: Pam Goldbeck, Joe Davis

11
12 **Item 2 – Approval of minutes from the previous meeting**

13
14 Motion by Rick, second by Scott, to approve the minutes from the previous meeting as printed
15 and on file in the City Clerk’s Office.

16
17 On voice vote, motion carried.

18
19 **Item 3 – Public Input (limited to 3 minutes/individual)**

20
21 Ald. Wulf called three times for anyone wishing to provide public input and closed that portion
22 of the meeting. Ald. Wulf then asked that Item 8 be discussed first as City Administrator
23 Rindfleisch must attend the Plan Commission meeting that begins at 7 p.m.

24
25 **Consideration and possible action on the following items:**

26
27 **Item 8 – Discussion and possible action on Social Media Policy**

28
29 City Administrator Rindfleisch noted a revised version of the Social Media Policy has been
30 included in committee members’ packets. City Administrator Rindfleisch said, “The primary
31 concern with the issue at hand is really, in my opinion and from my standpoint, is beginning on
32 Page 5 [“Content of Posts and Comments”]. ... As a policy, it was written for employees
33 utilizing other social media. Where we’re filling in the hole here is regarding the social media
34 within the City of Onalaska and outside of people utilizing that.” City Administrator Rindfleisch
35 noted the newly added content to the “Content of Posts and Comments” section of the Social
36 Media Policy begins at the bottom of Page 5 and covers the majority of Page 6. City
37 Administrator Rindfleisch said this section states any comments made on the city’s social media
38 pages are public record, and the city reserves the right to hide, delete, or not allow comments that
39 contain:

- 40
41
 - Vulgar or abusive language

Reviewed 9/27/18 by Hope Burchell

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- 42 • Personal or obscene attacks of any kind
- 43 • Offensive terms targeting individuals or groups
- 44 • Threats or defamatory statements
- 45 • Links to any site
- 46 • Suggestions or encouragement of illegal activity
- 47 • Multiple successive off-topic posts by a single user or repetitive posts copied and pasted
- 48 by multiple users, or spam
- 49 • Unsolicited proposals or other business ideas or inquiries
- 50 • Promotion or endorsement of commercial services, products, or entities
- 51 • Personally identifiable information that has been inappropriately posted

52

53 City Administrator Rindfleisch told committee members that currently not having a policy in
54 place means the city cannot restrict any comments that exist on its social media.

55

56 Hope said a majority of the other changes to the policy involve updating the language and
57 terminology contained within.

58

59 For clarification, Rick asked if the current Social Media Policy is being updated.

60

61 Hope said yes, adding she believes the last updates to the policy occurred in 2010.

62

63 Motion by Scott, second by Rick, to approve changes to the Social Media Policy.

64

65 On voice vote, motion carried.

66

67 **Item 4 – Brief introduction of members and staff**

68

69 Rick noted he has been a City of Onalaska resident since 2002 and said he is employed by Trane
70 Company as a software engineer. Rick said he also served as a construction project manager for
71 five years at Gundersen Health System.

72

73 Tim noted he has been a City of Onalaska resident since 2003 and said he has been a circuit
74 board designer since 1983.

75

76 Scott noted he has been a City of Onalaska resident since 2000 and said he serves as a Manager
77 of Network Services at Gundersen Health System, where he has been employed since 1997.

78

79 Ald. Wulf said the committee will next address Item 6.

80

81 **Item 6 – Discussion and possible action on agenda and minutes software**

82

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83 City Administrator Rindfleisch said Ald. Wulf has discussed the possibility of the City of
84 Onalaska moving to a paperless system, adding that another alderperson also has asked that this
85 possibility be reviewed. City Administrator Rindfleisch said the paperless system currently is in
86 the conceptual phase, and he asked if any committee members have experience with the process
87 of going paperless. City Administrator Rindfleisch noted he has some past experience with
88 agenda and minutes software, and he said he believes the city may proceed with reviewing such
89 software if there is interest in doing so. City Administrator Rindfleisch next addressed Item 7
90 and noted the budget currently does not include tablets, which would serve as tools in assisting
91 the city's move toward going paperless. City Administrator Rindfleisch said there is agenda
92 software that makes agendas easily accessible and easier to navigate without having to turn
93 pages. However, City Administrator Rindfleisch also noted it is not always easy to prepare a
94 paperless agenda. City Administrator Rindfleisch next addressed the minutes software, telling
95 committee members that in his experience with minutes software tied to agenda software, either
96 department heads or staff assigned to a committee typically are responsible for doing the
97 minutes. The City of Onalaska currently contracts out the transcription of meeting minutes to an
98 outside vendor, and City Administrator Rindfleisch said the meeting minutes supplied to the city
99 are "very detailed."

100

101 Ald. Wulf noted that several years ago she had contacted a former committee member who also
102 was the Onalaska School District's IT Director, and she said this individual told her the school
103 district had gone paperless in 2006. Ald. Wulf said she wants to "make a push" for the City of
104 Onalaska to go paperless in the next year, and she told committee members she is seeking a
105 recommendation to proceed with asking city staff and administration to start looking at some
106 type of agenda/minutes software.

107

108 City Administrator Rindfleisch told committee members the current system for the minutes "is
109 pretty much already a paperless system."

110

111 Scott said he would support pursuing agenda software, telling committee members a majority of
112 meeting agendas at Gundersen are contained in emails or meeting invitations.

113

114 Tim asked if each member of the Technology Committee would receive a tablet.

115

116 Ald. Wulf said each of the Common Council members would receive a tablet.

117

118 Tim asked if there would be training involved, noting that perhaps some of the alderpersons
119 would have to be trained on how to utilize a tablet. Tim also inquired about maintenance of the
120 tablets.

121

122 Rick suggested looking at options and then reviewing each of them.

123

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124 Ald. Wulf noted Mayor Joe Chilsen had appointed her the liaison to the Onalaska School District
125 and said she would ask Superintendent Fran Finco about how well the district's paperless system
126 has functioned.

127

128 Tim asked if the alderpersons would be allowed to utilize tablets for their own personal use,
129 including personal email accounts, and said it would be necessary to develop a policy that
130 addresses this.

131

132 Ald. Wulf said City Clerk Cari Burmaster has been able to contact city clerks in similar-sized
133 municipalities in the state via email when she has had questions regarding, for example,
134 comparing salaries. Ald. Wulf said that perhaps the city could do the same thing and ask other
135 municipalities what they utilize for agenda software. Ald. Wulf also expressed hope that
136 something could be prepared for the 2020 budget, and she asked City Administrator Rindfleisch
137 if he was aiming for the 2019 budget.

138

139 City Administrator Rindfleisch told Ald. Wulf he did not have a particular date in mind and said
140 2020 is the earliest any action would be taken.

141

142 Rick said he likes the idea of reaching out to other municipalities.

143

144 Motion by Ald. Wulf, second by Rick, to give City of Onalaska administration direction to
145 further pursue agenda and minutes software.

146

147 On voice vote, motion carried.

148

149 **Item 7 – Discussion and possible action on tablets for Common Council/equipment**
150 **replacement item**

151

152 City Administrator Rindfleisch said Item 7 was placed on this evening's agenda because of Item
153 6. City Administrator Rindfleisch noted some of the alderpersons have expressed frustration
154 regarding email access and said that perhaps tablets could provide a solution beyond looking at
155 meeting agendas. City Administrator Rindfleisch asked if it would be prudent to look into
156 purchasing tablets for the six alderpersons and the Mayor, also noting that there could be three
157 new alderpersons elected each year and asking how frequently the city would purchase tablets.

158

159 Ald. Wulf admitted she is the alderperson who brings the most paper to meetings and said she
160 would like to be able to access information on a tablet. Ald. Wulf said she believes in utilizing
161 technology to its full extent so that she can accomplish several tasks, and she stated, "I think it
162 would help people. I do believe there is a learning curve, and I think that learning curve would
163 be longer for some. But like any job, I think that would be part of the job." Ald. Wulf also noted
164 that just as with the agenda and minutes software, the goal would be to include tablets in the

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165 2020 budget.

166

167 Scott asked if tablets would be assigned so that new ones would not need to be purchased when
168 there is turnover on the Common Council.

169

170 Ald. Wulf suggested researching the policies that other municipalities have.

171

172 City Administrator Rindfleisch told committee members that based on his experience in another
173 community, the average lifespan of a tablet is two years, “and depreciate that over two years as
174 well.” City Administrator Rindfleisch said an individual receives a tablet when he/she is sworn
175 in, there is a depreciated value after two years, he/she can purchase the tablet for, as an example,
176 \$100, and they may keep the tablet after three years.

177

178 Rick said he likes the idea of researching what other municipalities do.

179

180 Motion by Rick, second by Tim, to give City of Onalaska administration direction to further
181 pursue the use of tablets or an alternate technology for the Common Council, based on
182 information gathered from other communities.

183

184 Scott asked Ald. Wulf if she has City of Onalaska email access on her personal device.

185

186 Ald. Wulf said yes.

187

188 Scott asked Ald. Wulf if there are any legal concerns involved with possibly having sensitive
189 information on her personal device.

190

191 Ald. Wulf said if she sends an email from her personal account to, for example, City
192 Administrator Rindfleisch, she also sends a copy to her City of Onalaska email account so there
193 always is a paper trail. Ald. Wulf said it is possible her personal computer could be seized if
194 someone files an open records request and she does not have a good history of copying emails.

195

196 City Administrator Rindfleisch said, “The way the records regulations are, the keeper of the
197 record is responsible for sending it out. If you are sending an email, for example, from your
198 device, whereas the original record being held or a copy of the original record, could be sent out
199 that way.” City Administrator Rindfleisch further explained that all emails may be accessed
200 through the servers at City Hall. Therefore, it is not necessary to access someone’s personal
201 device if there is an open records request. City Administrator Rindfleisch said challenges arise if
202 someone sends out a record on a personal device and he/she utilizes his/her personal email
203 address to send that record to his/her business. In that instance, City Administrator Rindfleisch
204 said he would approach that individual and tell him/her that he/she needs to provide that record if
205 there is an open records request.

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206
207 Hope noted the city has a mobile phone policy that states someone should have a password to
208 access his/her email if he/she has it on his/her personal phone. Hope also said alderpersons are
209 told at their orientation that any records they receive are to be kept confidential.

210
211 Scott said the tablets would be city-owned devices.

212
213 Hope said the city's stance on the mobile devices it issues is they are the city's property.
214 Anyone who puts personal items on a device must surrender it if he/she is no longer associated
215 with the city and the device will be wiped clean.

216
217 On voice vote, motion carried.

218
219 **Item 5 – Report on Status of 2018 IT Projects**

220
221 Hope said there were several projects the city attempted to complete before former IT Support
222 Specialist Mike DeLine left in May, including email migration. Hope said the Wi-Fi expansion
223 project at the Omni Center is one Chris Babcock, the city's new IT Systems Administrator as of
224 September 24, may work together with Adoni Networks on completing part of it.

225
226 Tim said he believes there was a security item – specifically, access to all the entrances – for
227 which the committee was going to request additional funding for 2019.

228
229 Ald. Wulf said it is her understanding the rear door to the Police Department was completed.

230
231 Hope said a fob was installed on the door to the Finance Clerk's Suite. Fobs also were installed
232 on the door to the rear hallway leading to the mailboxes, and the access point between the Police
233 Department and Fire Department bays and into the city building. Hope said it is her assumption
234 that funds that were included for security items in the budget for 2018 will remain for 2019.

235
236 Tim told Hope funds from the slush fund had been utilized for security measures.

237
238 Rick referred to the attached 2019 budget and noted \$7,500 has been budgeted for access control.

239
240 Hope said she believes either one or two doors at the Omni Center are fobbed. Hope said the
241 Public Works Facility has added several fobs, and she noted Public Works is an Enterprise Fund
242 and utilizes a different budget. Hope said there have been attempts to complete 2018 projects,
243 and she told committee members Mike had ordered computers before he ended his employment
244 with the city. Hope also said Amy Hewitt and Mike Pruse, the city's IT intern, "have worked
245 diligently" on preparing the computers. Hope said the employees who "urgently needed" new
246 computers have received them, "and now the ones that we're replacing at this point in time are

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247 on the list to get replaced. They're going to be rolled out as we get time. Some of them are not
248 used very often, so we took older computers that are newer than the ones that they have for those
249 people to be able to utilize."

250

251 Ald. Wulf asked Hope how many computers were ordered.

252

253 Hope said she believes 20 were ordered and told committee members the GIS Analyst and Public
254 Works Technology Coordinator received new computers. Hope said, "The ones we really
255 needed to get updated or their computers were ready to crash, those have been updated."

256

257 Ald. Wulf asked if there still are about 15 computers that need to be rolled out.

258

259 Hope said there likely are 10 and told committee members Mike Pruse had assisted in compiling
260 an inventory for all of the city's systems (computers, telephones). Hope also told committee
261 members that by revamping the job description for the IT Systems Administrator position, the
262 goal was to take away some of the help desk responsibilities and allow Chris to focus on more
263 project-related tasks.

264

265 Tim said another project that had been discussed is installing cameras at all the entrances.

266

267 Hope told Tim either four or five cameras have been installed this past spring at City Hall.

268

269 Hope told committee members Adoni Networks has installed the new server. However,
270 installation of the backup server has not yet been completed.

271

272 Rick asked if the idea behind utilizing Adoni Networks was to bridge the gap between Mike's
273 departure and Chris' arrival.

274

275 Hope said she believes the idea was to always have additional IT support so that Adoni Networks
276 could serve as a resource. However, Hope said she does not believe this was happening and told
277 Rick that Adoni Networks has been providing help desk support. Hope said city employees had
278 become accustomed to Mike addressing technical difficulties, and she told committee members
279 that while the help desk aspect is not being taken away, Adoni Networks will be assisting Chris
280 with larger projects. Hope said the goal is to eventually create a department head who will
281 supervise a few IT employees, with a help desk employee being on staff.

282

283 Hope addressed the \$20,000 budgeted for Windows 10 and told committee members that amount
284 will not be sufficient. Therefore, it will be a capital improvement for 2019. Hope said other
285 projects that need to be completed are environmental monitoring and replacing the cabinet in the
286 Police Department, adding she is optimistic they can be completed before the end of the year.

287

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288 Rick said he is happy to learn that the city did not experience a tremendous hardship following
289 Mike's departure.

290
291 Hope said that while the city has faced challenges, "I think that's expected." Hope told
292 committee members Adoni Networks utilizes a third party for its calls that fall outside normal
293 hours, and she admitted "they can be somewhat difficult to get through sometimes." However,
294 Hope also said she believes Adoni Networks had done well in helping the city through the
295 transition between Mike's departure and Chris' arrival. Hope told committee members several
296 Adoni Networks employees had met with Chris earlier Tuesday and discussed projects with him.

297
298 Ald. Wulf asked Hope to provide a status regarding Wi-Fi at the Great River Landing.

299
300 Hope said she is unsure if that item was included in this year's budget.

301
302 Scott and Rick both said they believe that item had been determined to be the lowest priority.

303
304 Hope said there is a desire to prioritize the Wi-Fi expansion project at the Omni Center.

305
306 Ald. Wulf inquired about a Wi-Fi outage at the Omni Center the previous weekend and said it is
307 her understanding Charter Communications told staff no one would be available to address the
308 outage until Monday.

309
310 Hope told Ald. Wulf the modem malfunctioned and said staff asked Charter Communications if
311 it had a modem in-house and expressed a willingness to pick it up.

312
313 Ald. Wulf told Hope that Parks and Recreation Director Dan Wick told her Charter
314 Communications staff could not attempt to repair the malfunction because it is a commercial
315 account. Ald. Wulf noted the malfunction either had occurred September 20 or 21, and Omni
316 Center staff had had to wait until Monday for the service call.

317
318 Hope said Adoni Networks had performed a repair to a telephone system in the Fire Department
319 last weekend. Hope asked committee members if they are aware of any other projects that need
320 to be completed by the end of the year.

321
322 Rick said the big project he remembers is the wireless project at the Omni Center.

323
324 Hope told Rick that project is on the "to-do list" for 2018 and said she believes the city has the
325 entire product and just needs to install it.

326
327 Tim suggested that perhaps Ald. Wulf could examine the minutes from past Technology
328 Committee meetings and see if there are any other projects that need to be addressed.

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329

330 Hope said she believes Wi-Fi will be installed in Arena 1 this year at the Omni Center.

331

332 **Item 9 – Discussion and possible action on 2019 proposed IT budget**

333

334 Hope began the budget presentation with the IT Line Item Description & Justification document,
335 which contains the following items:

336

- 337 • \$1,540 for phone/internet/cable
- 338 • \$23,911 for software maintenance contractual
- 339 • \$2,500 for equipment maintenance contractual
- 340 • \$1,250 for website
- 341 • \$15,624 for other contractual services
- 342 • \$1,000 for subscriptions and dues
- 343 • \$1,000 for seminars, conferences and travel
- 344 • \$2,660 for operating supplies
- 345 • \$49,485 total

346

347 Hope said she believes the largest increase occurred under software maintenance control, noting
348 \$16,609 had been budgeted for five Tyler Technologies modules. Hope also said the telephone
349 system has been included in the 2019 Capital Improvements Budget, telling committee members
350 the city's telephone system was installed either in 2008 or 2009. Hope said staff is beginning to
351 see failures in some of the telephones and told committee members the telephones cannot be
352 replaced as they no longer are manufactured. Hope told committee members, "We don't have a
353 lot of extra phones where we can switch things out. The problem is, especially in our dispatch
354 for [the] Fire [Department], if they're taking phone calls, sometimes the calls aren't coming
355 through or the lines are failing." Hope reiterated the phones are a 2019 Capital Improvements
356 Budget item, noting the cost of the phone system for the entire city had been more than \$100,000
357 in either 2008 or 2009. Hope said the Emergency Operations Center is in need of technology in
358 the event a disaster occurs in the city. This item has been included in the 2019 Capital
359 Improvements Budget.

360

361 Ald. Wulf noted there currently is approximately \$13 million in the 2019 CIB and said that
362 amount will need to be reduced to around \$3 million.

363

364 Hope said an upgrade for Windows 10 also has been included in the 2019 CIB and noted Adoni
365 Networks had submitted a quote for approximately \$60,000 to upgrade all the city's computers.
366 Hope also said she believes there are some computer programs that might not be compatible with
367 Windows 10.

368

369 Scott asked if the amount budgeted for support from Adoni Networks (\$5,904 of the \$14,400

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370 budgeted for support coming from the IT budget, and \$9,720 of the \$21,600 budgeted for help
371 desk support coming from the IT budget) possibly could either be reevaluated or changed once
372 Chris has established himself.

373

374 Hope told Scott she had increased the help desk piece and said she is anticipating hopefully not
375 needing as much of the support. However, Hope also said this will depend on the number of
376 significant projects Adoni Networks will be working on as well as Chris' level of expertise.

377

378 Rick said he believes it would be prudent to ask Adoni Networks to submit a report detailing the
379 number of incoming calls.

380

381 Ald. Wulf asked if the city has an end date for its contract with Adoni Networks, or if the
382 contract is month-to-month.

383

384 Hope said she believes the duration of the contract typically is one year and told Ald. Wulf she
385 cannot remember when the contract was renewed.

386

387 Scott said he had questioned some of the after-hours activities regarding the help desk, and also
388 that Mike had given him the impression he was having to perform after-hours duties.

389

390 Rick said he simply wants to ensure that Adoni Networks is performing the duties spelled out in
391 its contract with the city.

392

393 Ald. Wulf asked if the city is locked into its contract with Adoni Networks for one more year.

394

395 Hope said he is not certain there is a true end date to the contract, telling committee members she
396 believes some of language in the contract had been edited and the rates were updated. Hope
397 said, "I would guess 12 months, but I don't know off the top of my head." Hope promised to
398 find out the details of the contract.

399

400 Ald. Wulf said it has been her experience that funds for attending seminars typically is the first
401 item removed from a budget, adding she would not like to see these funds reduced when perhaps
402 Chris could benefit from attending a seminar, training, or a conference.

403

404 Hope told Ald. Wulf she had asked Mike to include funding for seminars and said she always
405 wants to leave funding for training in the budget.

406

407 Scott suggested perhaps renaming the line item "Training," also suggesting that perhaps the other
408 alderpersons might be more willing to leave the item in the budget.

409

410 Hope next addressed the annual maintenance fees, telling committee members she believes the

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411 split occurred between Water, Sewer, and the General Fund in the 2018 budget. Hope noted the
412 Omni Center, Joint Municipal Court, and Storm Water all were benefiting, and she said she
413 asked why they were not being split out. The General Fund covers 41 percent of the annual
414 maintenance fees, followed by Water (20 percent), Sewer (20 percent), Storm Water (10
415 percent), the Omni Center (5 percent), and Joint Municipal Court (4 percent). Hope noted
416 Zendesk Support had expired this past spring.

417
418 Scott asked Hope how she had determined the percentages for the annual maintenance fees.

419
420 Hope said Water and Sewer have been split up 20 percent based on calculations Financial
421 Services Director/Treasurer Fred Buehler had. Hope said the percentages determined for the
422 Omni Center and the Joint Municipal Court are partially based on the amount of time Mike had
423 spent with those areas, and also the amount of resources going to each.

424
425 Hope next addressed IT's new/replacement document, noting she had left most of the
426 information from the 2018 budget in the 2019 budget. Hope said, "[It is] with the understanding
427 that, as we explain it to you and to our Council that not having an IT person and not being able to
428 really work with the department heads on projects to be able to get some of the stuff done, and
429 then seeing where we are at the end of the year with what has been completed, and then what are
430 we looking at completing next year."

431
432 The items included as new or replacement equipment in the 2019 budget are as follows:

- 433
434
- 435 • \$12,000 for Gigabit L3 switches (IT's share is \$6,665)
 - 436 • \$16,000 for backup server (IT's share is \$6,560)
 - 437 • \$8,000 for backup software (IT's share is \$3,280)
 - 438 • \$3,000 for environmental monitoring (IT's share is \$1,763)
 - 439 • \$3,000 for cabinet replacement (IT's share is \$2,880)
 - 440 • \$1,750 for patch cables & transceivers (IT's share is \$1,160)
 - 441 • \$6,000 for Aquatic Center fiber (IT's share is \$6,000)
 - 442 • \$20,000 for workstation replacement (IT's share is \$20,000)
 - 443 • \$7,500 for access control (IT's share is \$6,320)
 - 444 • \$12,000 for 10G aggregation switch (IT's share is \$4,920)
 - 445 • \$20,000 for Wi-Fi expansion project (IT's share is \$0)
 - 446 • \$12,000 for Windows 10 update (IT's share is \$4,100)
 - 447 • \$3,000 for replacement phones (IT's share is \$2,000)
 - 448 • \$2,000 for IT workbench updates (IT's share is \$820)

449 In addition, \$13,000 is in the Disaster Recovery Fund, and \$51,500 is in the Sinking Fund.

450

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451 Hope said that in time Chris might want to target certain items and will estimate the cost of doing
452 so. Hope said that perhaps adjustments may be made before the budget is finalized.

453
454 Ald. Wulf noted there once again is a mandatory zero-percent budget increase and asked Hope if
455 IT had lost any funding.

456
457 Hope said she will push to keep the same dollar amount in as much as she possibly can, with the
458 understanding that some of the items might have been completed in 2018. Hope promised to
459 update the list as soon as possible.

460
461 Ald. Wulf said, "My position is going to be that in light of the fact that we've had turnover and a
462 new person coming on board that we've been operating with the same budget. We've needed
463 these dollars all these years, and we'll continue to. I don't see us ever having to need fewer
464 dollars. I am hopeful that the rest of the Council will be supportive of the fact that we need these
465 dollars. This may not be exactly what will be going forward for 2019, but that we, in good faith
466 and conscience, need to keep at that same budget. ... I think [the Council] will understand and
467 they will keep it at the same [amount]."

468
469 Hope invited committee members to contact her if they believe there are items that require
470 further examination.

471
472 Motion by Ald. Wulf, second by Rick, to approve and move forward the 2019 proposed IT
473 budget, with the understanding that going forward there might be changes due to the changeover
474 in staff, but the Technology Committee is requesting that the budget be funded fully.

475
476 Hope referred to the final page of the 2019 budget, which shows the annual maintenance
477 allocations for Tyler Technologies software systems, and noted it is broken down by modules, as
478 well as which funds are paying for those modules. Hope said she had adjusted those costs by 5
479 percent.

480
481 On voice vote, motion carried.

482
483 **Adjournment**

484
485 Motion by Rick, second by Scott, to adjourn at 7:42 p.m.

486
487 On voice vote, motion carried.

488
489
490 Recorded by:

491
492 Kirk Bey

Reviewed 9/27/18 by Hope Burchell