



MARINETTE CITY GOVERNMENT'S 126<sup>TH</sup> YEAR

**RESCHEDULED CITY OF MARINETTE INFORMATION TECHNOLOGY TASK GROUP  
MEETING AGENDA FOR **Wednesday, Nov. 07, 2018 @ 2:30 PM**  
IN THE MAYOR'S OFFICE, MARINETTE CITY HALL, 2<sup>ND</sup> FLOOR**

Appointed City of Marinette Information Task Force Group appointees include: Mayor Genisot, Alderperson Dorothy Kowalski, Kevin Solway, Marinette County representative, Recreation Department Director Kostelecky, Finance Director/City Treasurer Miller and City Clerk Bero.

**2:30 PM - Information Technology Task Group Agenda items**

1. Call meeting to order.
2. Consideration of IT Ad-hoc Committee meeting minutes from Sept. 18, 2018.
3. Discussion and update on Email archive program and equipment.
4. Discussion on Network redesign status.
5. Discussion on possible NMU internet connectivity.
6. Discussion on VoIP.
7. Future IT related items for next scheduled meeting.
8. Adjournment

**City of Marinette Information Technology Ad-Hoc Committee members convened at 3:00 PM within the Mayor's Office at Marinette City Hall, 1905 Hall Ave, Marinette Wis.**

**Current IT Ad-Hoc Committee members present included:** Mayor Genisot, Finance Director/City Treasurer Miller, Alderperson Kowalski, and City Clerk Bero.

**Members absent: Recreation Department Director Kostelecky**

**Others present:** Kevin Solway and Jennifer Fifarek, Marinette County representative and Executive Recreation Director Scray

- I. **Call meeting to order** –City Clerk Bero, who volunteered to serve as IT Ad-Hoc Committee Meeting Chairperson, called the meeting to order and proceeded to facilitate discussion of the following IT Ad-Hoc meeting standing agenda items:
- II. **Prior meeting minutes** – Alderperson Kowalski moved/ Finance Director/City Treasurer Miller seconded and **all concurred to approve, as presented,** the City of Marinette Information Technology Ad-Hoc Committee minutes from 7/24/18.
- III. **Discussion and possible action on Email archive program and equipment.**  
Kevin Solway, IT /Director for Marinette County, informed the committee that the City's email are not being archived and should look at a system to start archiving all emails. He will get a price for the system and cost of maintenance.
- IV. **Discussion on Network redesign status update.**  
All Equipment has been ordered some has been delivered the rest will be delivered between 10/22-10/26, a project manager has been assigned and Jennifer has been working on collecting data.
- V. **Discussion on cellphone and equipment accessories policy.**  
Finance Director Miler wanted input from the committee as what is allowed as needed accessories for City Employee's phones.
- VI. **Discussion and possible action Capital outlay requests for 2019 projects.**  
The committee discussed the possible need for Computers, windows updates and a new phone system as Capital outlay requests for 2019.
- VII. **Future IT related discussion items for next agenda** –
  - Email Archive System Update
  - Phone System Design
  - Scanning Demo
- VIII. **Adjournment** – Finance Director/City Treasurer Miller moved/ Alderperson Kowalski seconded and **all concurred** to adjourn at **3:51 PM**.

Meeting Minutes recorded by Lana Bero, City of Marinette Clerk

(The next regular City of Marinette Information Technology Ad-Hoc Committee meeting is 10/16/18 @ 03:00 PM).