

1                   **COMMUNICATION/TECHNOLOGY COMMITTEE MEETING MINUTES**  
2                                   **WEDNESDAY, JUNE 11, 2014**  
3                                   **SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**

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5     *The June 11, 2014 meeting of the Communication/Technology Committee was called to*  
6     *order by Chairperson Dave Lienau at 2:13 P.M.*

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8     **Present:** Committee Chair Dave Lienau and members John Clove, Nate Bell and Donna  
9     Scattergood.

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11    **Staff Members:** Zeke Jackson, Village Administrator and Janal Suppanz, Administrative  
12    Assistant.

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14    **Others:** Tim Ullman, Jason Rouer and Anne Harrington of Door County's I.T. Department  
15    appeared by phone.

16  
17    **Comments, correspondence and concerns from the public:**  
18    Lienau asked if anyone wished to comment regarding a non-agenda item. No one  
19    responded.

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21    **Approval of Agenda:**  
22    *A motion was made by Clove, seconded by Scattergood that the Agenda for the June 11,*  
23    *2014 meeting of the Communication/Technology Committee be approved as presented.*  
24    *Motion carried – All ayes.*

25  
26    **Business Items:**  
27    **Item No. 1. Update regarding the County's activities on IT services:**  
28    **Item No. 7. Discussion regarding the future technology needs of the Village:**  
29    Tim Ullman, Jason Rouer and Anne Harrington of the Door County IT Department  
30    indicated that they recently did a walk-through of all the Village's buildings and examined  
31    all the computer equipment, and at that time determined that the back-ups were not  
32    running properly. That problem has been rectified. All the Marina's computer equipment is  
33    also up and running and is now hooked up to the wireless system, and Suppanz' and  
34    Wendy Tatzel's new laptops have been set up and are now operational. An e-mail  
35    recovery was done as the result of a public records request, and the NAS is operational but  
36    can't be used for back-ups at this time. Other options for off-site back-up are being  
37    investigated. Additional wireless connectivity is also being investigated. The question arose  
38    as to whether it would be possible to connect the computer equipment at the  
39    Administration Building to the County's equipment at the Fire Station, and Ullman  
40    responded that it might be an option, but would be quite costly. Another more reasonable  
41    option would be utilization of an Nsight fiber drop, but the Village would have to get to  
42    that drop. Ullman suggested that the Village's servers be moved to the County's IT  
43    Department or the Fire Station, or that *Microsoft Cloud* be utilized. It is Rouer and  
44    Harrington's opinion that the Village's server is running very slowly, and they would like to  
45    come up sometime soon and work on it during a relatively quiet time of the day. For now  
46    the goal is to get the Village's equipment on Back-Up Exec so that NAS does work. They  
47    would also like to install anti-virus programs on Suppanz and Tatzel's laptops and be able  
48    to publish information to Weather Underground. The Committee members pointed out that

1 the electrical and telephone lines will be buried in the downtown area sometime next year,  
2 and Ullman strongly suggested that underground conduit be installed and all the municipal  
3 buildings connected ASAP. He also suggested that an e-mail archive engine be utilized,  
4 and that the Village's e-mail accounts be migrated to the County's mail server ASAP.  
5 Jackson will discuss all the previously mentioned issues with Ullman ASAP and provide an  
6 update on the status of them at the next Committee meeting.

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8 *At 2:45 P.M. a brief recess was taken and the Committee reconvened at 2:47 P.M.*

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10 **Item No. 2. Update on the purchase of new lap tops:**

11 Three new laptops were purchased for use by Wendy Tatzel, Suppanz and Jackson. The  
12 allocation from the IT CIP for laptops of \$1,500 was exceeded by \$400. Jackson will see  
13 that budgetary constraints are adhered to in the future.

14  
15 **Item No. 3. Discussion regarding Xoom rollout:**

16 All the Xooms which were purchased have been distributed to the Board and Plan  
17 Commission members. There was an issue with updates which totally disabled a few of the  
18 Xooms, but they have all been repaired. From now on all the Board and Plan Commission  
19 members will ignore any and all update messages.

20  
21 *In the past, if amendments were made to digital meeting packets after they were distributed*  
22 *Suppanz would reformat all the information and distribute the packets again. It was the*  
23 *consensus that this will not be necessary. Instead, she can simply e-mail a revised agenda*  
24 *and/or the pages which were added to the affected Board and Committee/Commission*  
25 *members.*

26  
27 **Item No. 4. Consider a motion to discuss network planning and take action if necessary:**

28 Bell indicated that he has been thinking about the concept of connecting all the Village's  
29 computer equipment via Point To Point Radio Connection, and believes that might be a  
30 workable solution to the connection problems which currently exist. He will discuss this  
31 issue with Ullman and report his findings at a future Committee meeting.

32  
33 **Item No. 5. Update on Marina telecommunications service; WIFI:**

34 Charter Communications has now converted to digital television service, and, therefore, it  
35 will be very costly for the Village to provide television service at all the slips in the Marina.  
36 The Marina Committee has decided that Charter television service should be disconnected,  
37 and, instead, a high speed password protected WIFI system will be installed. When this  
38 occurs HuLu or NetFlix could be utilized by boaters who wish to watch television, or  
39 arrangements could be made for boaters to rent DVD's from a local business. Bell  
40 cautioned that if high speed WIFI is going to be utilized more access points will have to be  
41 created at the Marina.

42  
43 **Item No. 6. Discussion regarding installation of Village-wide WIFI:**

44 Jackson and Bell have been discussing the possibility of installing Village-wide WIFI, and  
45 asked if the other Committee members believe this is something which should be looked  
46 into. The question arose as to why the Village would want to pay for this type of service  
47 when several businesses already supply it, and Lienau, Scattergood and Clove all  
48 responded that they do not believe such an appurtenance is critical. They also do not  
49 believe it would draw people to the Village.

1 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred to a**  
2 **committee, official or employee:**

3 *Bell pointed out that since he is a Plan Commission member he would like to be assigned a*  
4 *Village e-mail address. He also indicated that at some point he would like to see a*  
5 *presentation made by an individual(s) who is/are familiar with the Open Records Law.*

6  
7 *The next meeting of the Communication/Technology Committee has been scheduled for*  
8 *Wednesday, August 13, 2014 at 2:15 P.M. Prior to that meeting:*

- 9  
10 • *Jackson will follow up with Ullman, Rouer and Harrington on the previously*  
11 *mentioned issues;*  
12 • *Lienau will do some checking as to the status of NSight fiber optic installation in the*  
13 *Village;*  
14 • *Bell will meet with Ullman to discuss the possibility of connecting all the Village's*  
15 *computer equipment via Point To Point Radio Connection.*

16  
17 **Adjournment:**

18 *A motion was made by Scattergood, seconded by Clove to adjourn the meeting of the*  
19 *Communication/Technology Committee at 3:40 P.M. Motion carried – All ayes.*

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21 Respectfully submitted,

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23 Janal Suppanz,  
24 Administrative Assistant