



COMMUNICATION TECHNOLOGY COMMITTEE MEETING AGENDA

Wednesday, June 11, 2014 at 2:00 pm.

Village Hall, Upper Floor,

10693 N Bay Shore Dr. Sister Bay, WI

For additional information check: <http://www.sisterbaywi.gov>

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

**Call Meeting to Order
Roll Call**

1	Chair – Dave Lienau	2	John Clove
3	Donna Scattergood	4	Nate Bell
	Administrator – Zeke Jackson		

**Approval of the Agenda
Comments and Correspondence**

Discussion Items:

1. Update regarding County’s activities on IT services.
2. Update on Purchase of new lap tops.
3. Consider a motion to discuss Xoom rollout, act if necessary.
4. Consider a motion to discuss Network Planning, act if necessary.
5. Update on Marina telecommunications service; WIFI.
6. Consider a motion to discuss Village wide WIFI, act if necessary.
7. Discussion regarding the future technology needs of the Village.
8. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator’s Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. week-days).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____/_____		
Name	Date	

IT account in ZIP

Report Criteria:

Account.Acct No = 40057995140077

Actual Amounts

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
INFORMATION/TECHNOLOGY UPGRADE			1/1/2014 (00/14) Balance	400-57995-14-0077			.00
1/2/2014	JE	2	Reverse pre-pd NetworkAreaStorage equip		1,021.42		
1/9/2014	AP	4	NATHAN BELL 12225 **Inv. No: 120 **Desc: Network Area Storage set-up **Inv. Date: 01/06/2014		450.00		
1/30/2014	AP	212	OFFICE DEPOT CREDIT P 61536 **Inv. No: 689172795 **Desc: Computer Supplies - Network Cable **Inv. Date: 01/01/2014		27.51		
2/6/2014	AP	307	CARDMEMBER SERVICE 14309 **Inv. No: 4067 **Desc: Laptop - Janal (w/software) **Inv. Date: 01/09/2014		449.98		
1/31/2014 (01/14) Period Totals and Balance					1,948.91 *	.00 *	1,948.91
3/6/2014	AP	215	TOWN OF SEVASTOPOL 72029 **Inv. No: 2014-13 **Desc: video recording - board meeting **Inv. Date: 02/17/2014		150.00		
3/20/2014	AP	285	TOWN OF SEVASTOPOL 72029 **Inv. No: 2014-06 **Desc: video recording - board meeting **Inv. Date: 02/11/2014		200.00		
2/28/2014 (02/14) Period Totals and Balance					350.00 *	.00 *	2,298.91
4/10/2014	AP	265	SISTER BAY/LIBERTY GR 71927 **Inv. No: 32414 **Desc: Projector project **Inv. Date: 03/24/2014		1,896.00		
4/17/2014	AP	314	TOWN OF SEVASTOPOL 72029 **Inv. No: 2014-25 **Desc: video recording - board meeting **Inv. Date: 03/19/2014		200.00		
4/24/2014	AP	325	PAUL NEUVILLE 51400 **Inv. No: 724268 **Desc: Projector project **Inv. Date: 03/28/2014		500.00		
4/24/2014	AP	326	SISTER BAY/LIBERTY GR 71927 **Inv. No: NBELL **Desc: Projector project **Inv. Date: 03/31/2014		408.16		
3/31/2014 (03/14) Period Totals and Balance					3,004.16 *	.00 *	5,303.07
4/24/2014	AP	124	CARDMEMBER SERVICE 14309 **Inv. No: 0021 **Desc: Laptop - Jackson **Inv. Date: 04/08/2014		699.00		
4/24/2014	AP	125	CARDMEMBER SERVICE 14309 **Inv. No: 78863 **Desc: Software - Jackson **Inv. Date: 04/07/2014		219.99		
4/24/2014	AP	126	CARDMEMBER SERVICE 14309 **Inv. No: 7891 **Desc: Mouse - Jackson **Inv. Date: 04/07/2014		19.98		
4/24/2014	AP	137	TOWN OF SEVASTOPOL 72029 **Inv. No: 2014-48 **Desc: video recording - board meeting **Inv. Date: 04/15/2014		250.00		
5/8/2014	AP	196	ACTION ELECTRIC INC 10005 **Inv. No: 28081 **Desc: projector - fire station **Inv. Date: 04/11/2014		348.38		
4/30/2014 (04/14) Period Totals and Balance					1,537.35 *	.00 *	6,840.42
5/22/2014	AP	152	TOWN OF SEVASTOPOL 72029 **Inv. No: 2014-54 **Desc: video recording - board meeting **Inv. Date: 05/15/2014		200.00		
6/5/2014	AP	189	CARDMEMBER SERVICE 14309 **Inv. No: 2445 **Desc: Credit for returned merchandise **Inv. Date: 05/09/2014				

~~4270-~~

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance	
6/5/2014	AP	191	CARDMEMBER SERVICE 14309 **Inv. No: 8925 **Desc: Router **Inv. Date: 05/08/2014		42.70			
5/31/2014 (05/14) Period Totals and Balance					242.70 *	42.70 - *	7,040.42	
YTD Encumbrances		.00	YTD Actual	7,040.42 Total	7,040.42	YTD Budget	30,000.00 Unexpended	22,959.58

(400) CAPITAL PROJECTS FUND Totals:

No. of Transactions: 18 No. of Accounts: 1 Totals: 7,083.12 42.70 - 7,040.42

Grand Totals:

No. of Transactions: 18 No. of Accounts: 1 Totals: 7,083.12 42.70 - 7,040.42

Report Criteria:

Account.Acct No = 40057995140077

Actual Amounts

Report Criteria:

Account.Acct No = 20155405000000

Actual Amounts

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance			
			COMPUTER HARDWARE/SOFTWARE				.00			
			1/1/2014 (00/14) Balance	201-55405-00-0000						
1/30/2014	AP	192	CARDMEMBER SERVICE 14309 **Inv. No: 4817 **Desc: Norton Internet Security **Inv. Date: 01/09/2014		21.10					
2/6/2014	AP	308	CARDMEMBER SERVICE 14309 **Inv. No: 4109 **Desc: Laptop - Wendy **Inv. Date: 01/09/2014		449.98					
2/27/2014	AP	361	OFFICE DEPOT CREDIT P 61536 **Inv. No: 691300185 **Desc: Toner - Marina **Inv. Date: 01/17/2014		3.87					
3/13/2014	AP	423	CARDMEMBER SERVICE 14309 **Inv. No: 3802-6648 **Desc: IT network allocation **Inv. Date: 01/29/2014		12.60					
			1/31/2014 (01/14) Period Totals and Balance		487.55 *	.00 *	487.55			
5/8/2014	AP	205	CARDMEMBER SERVICE 14309 **Inv. No: 4923 **Desc: Laptop - Wendy **Inv. Date: 04/10/2014		87.99					
			4/30/2014 (04/14) Period Totals and Balance		87.99 *	.00 *	575.54			
6/5/2014	AP	195	CARDMEMBER SERVICE 14309 **Inv. No: 8032 **Desc: Router - marina **Inv. Date: 05/13/2014		63.27					
			5/31/2014 (05/14) Period Totals and Balance		63.27 *	.00 *	638.81			
YTD Encumbrances		.00	YTD Actual	638.81	Total	638.81	YTD Budget	350.00	Unexpended (288.81)

*software
(Windows 8)*

7

(201) MARINA FUND

OTHER FINANCING SOURCES Totals:

No. of Transactions: 6 No. of Accounts: 1 Totals: 638.81 .00 638.81

Grand Totals:

No. of Transactions: 6 No. of Accounts: 1 Totals: 638.81 .00 638.81

Admin.

MOVED
TO IT GIP

Report Criteria:

Account.Acct No = 10052405000000
Actual Amounts

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
COMPUTER HARDWARE/SOFTWARE			1/1/2014 (00/14) Balance	100-52405-00-0000			.00
1/9/2014	AP	10	J MAUEL & ASSOC 41313 **Inv. No: DOG14 **Desc: Dog Licensing Program **Inv. Date: 01/02/2014		200.00		
1/30/2014	AP	190	CARDMEMBER SERVICE 14309 **Inv. No: 4617 **Desc: Norton Internet Security **Inv. Date: 01/09/2014		39.56		
2/27/2014	AP	360	OFFICE DEPOT CREDIT P 61536 **Inv. No: 691300185 **Desc: Toner - Village **Inv. Date: 01/17/2014		58.00		
3/13/2014	AP	421	CARDMEMBER SERVICE 14309 **Inv. No: 3802-6648 **Desc: IT network allocation **Inv. Date: 01/29/2014		36.24		
1/31/2014 (01/14) Period Totals and Balance					333.80 *	.00 *	333.80
2/27/2014	AP	133	OFFICE DEPOT CREDIT P 61536 **Inv. No: 699691040 **Desc: Flash Drive **Inv. Date: 02/10/2014		35.99		
2/28/2014 (02/14) Period Totals and Balance					35.99 *	.00 *	369.79
5/1/2014	AP	335	OFFICE DEPOT CREDIT P 61536 **Inv. No: 701955035001 **Desc: External Hard Drive **Inv. Date: 03/18/2014		89.99		
3/31/2014 (03/14) Period Totals and Balance					89.99 *	.00 *	459.78
5/8/2014	AP	204	CARDMEMBER SERVICE 14309 **Inv. No: 4923 **Desc: Laptop - Janal **Inv. Date: 04/10/2014		87.99		
5/22/2014 (05/14) Period Totals and Balance					87.99 *	.00 *	547.77
5/22/2014	AP	330	PAPER WORKS PLUS LLC 61601 **Inv. No: 714 **Desc: Recovery Discs **Inv. Date: 04/21/2014		11.22		
6/5/2014	AP	347	CARDMEMBER SERVICE 14309 **Inv. No: 7891A **Desc: Zip Drive **Inv. Date: 04/22/2014		29.95		
4/30/2014 (04/14) Period Totals and Balance					129.16 *	.00 *	588.94
6/5/2014	AP	192	CARDMEMBER SERVICE 14309 **Inv. No: 7031 **Desc: Domain name renewal 5 yrs **Inv. Date: 05/07/2014		160.78		
5/31/2014 (05/14) Period Totals and Balance					160.78 *	.00 *	749.72
YTD Encumbrances		.00	YTD Actual 749.72	Total 749.72	YTD Budget 2,000.00	Unexpended	1,250.28

Windows 8.1

(100) GENERAL FUND

DUE TO STATE Totals:

No. of Transactions: 10 No. of Accounts: 1

Totals: 749.72 .00 749.72

Grand Totals:

No. of Transactions: 10 No. of Accounts: 1

Totals: 749.72 .00 749.72



DOOR COUNTY

**** INVOICE ****
**Door County Government Center
Information Systems**
**421 Nebraska St.
Sturgeon Bay WI 54235
Phone (920) 746-2498
FAX (920) 746-2390**

Village of Sister Bay
PO Box 769
Sister Bay WI 54234

Invoice #: 40009674
Invoice Date: 6/03/14
Due Date . : 7/03/14
Customer #: 1147

Tech Support V.Sister Bay

Invoice Total: \$2,084.65
Prepayment . : \$.00
Total Due . : \$2,084.65

Description	Unit of Measure	Quantity	Amount Per Unit	Total
Administrative Fee IS April 24-May 31,2104	Each	2,004.47	.0400	80.18
Tech Support V.Sister Bay April 24- May 31, 2014 Tim U.	Each	.75	66.4700	49.85
Tech Support V.Sister Bay April 24- May 31, 2104 Duane K	Each	1.75	40.6400	71.12
Tech Support V.Sister Bay April 24 - May 31, 2104 Jason R	Each	24.75	44.0500	1,090.24
Tech Support V.Sister Bay April 24- May 31,2014 Anne H	Each	28.25	28.0800	793.26

Village of Sister Bay

Customer #: 1147

Invoice #: 40009674

Invoice Date: 6/03/14

Invoice Total: \$2,084.65

Due Date: 7/03/14



DOOR COUNTY

Information Systems

Make Check Payable & Mail to:
**Door County Treasurer
421 Nebraska St.
Sturgeon Bay, WI 54235**

400-57995-14-0077

attach paystub, attached

INTERGOVERNMENTAL AGREEMENT
[Section 66.0301, Wisconsin Statutes]

This agreement is made this 26th day of February, 2014 by and between the County of Door ("County") and the Village of Sister Bay ("Village"), each a body corporate of the State of Wisconsin.

Whereas, the Village desires to interconnect the Village's network system to the County's Network system, and County is amenable to the Village doing so; and

Whereas, the Village desires to pay for technical support services from County to support their network infrastructure, PC hardware, PC software and phone system, and County is amenable to the Village doing so; and

Whereas, this agreement is deemed to be of mutual benefit to the parties.

It is therefore agreed as follows:

1. This agreement shall become effective on 1st day of March, 2014 and shall be effective [unless this agreement is otherwise terminated] for a period of three years. (36 Months) Either party may terminate this agreement, for any or no reason, upon sixty (60) days prior written notice to the other. Termination shall not relieve a party of any obligation incurred prior to the effective date of termination.
2. County agrees to allow the Village to interconnect to County's network system.
3. County agrees to support the proper operation of the following defined as ***infrastructure*** throughout the rest of this document:
 - 3.1. **Network:** Defined as the copper and fiber optic wiring that connect the County and Village buildings, the "in building" copper or fiber optic wiring, the Ethernet switches (electronics), wireless access points or Ethernet network interface cards that connect PC's, printers or phones to the network.
 - 3.2. **PC Hardware:** Defined as desktops, laptops, notebook PCs, monitors, keyboards, mice, printers and other peripheral devices used to conduct Village business.
 - 3.3. **PC Software:** Defined as PC operating system software and software applications used to conduct Village business. Some examples include word processing, spreadsheet, email, public safety and financial applications.
4. The Village agrees to pay:
 - 4.1. On a time and materials basis for all services provided.
 - 4.2. Time will be billed in 15 minute increments. The rate of pay will be determined by the applicable wage of the County's Information System individual providing the service plus a 4% administrative fee. (See Attachment #1 for current 2014 rates)
 - 4.3. Hourly rates for individual support staff are subject to increases or decreases.
 - 4.4. Any materials needed in support of this support contract will be itemized and charged directly to the Village.
5. All charges, costs and fees associated with this agreement will be billed to the Village. The County will generate a bill monthly, which identifies and describes all charges, costs and fees. Payment is due County within forty-five (45) business days of Village's receipt of the bill.
6. Under the terms of this agreement, the County may direct the Village to purchase equipment and materials directly rather than routing the materials through the County.
7. The fee's charged will be used by the County to offset increased annual labor costs related to support of this agreement.
8. The fee's collected will not be used to offset the purchase of any equipment, materials or licensing to support the Village infrastructure. The Village will be required to budget separately for the purchase of equipment, materials or licensing to support the Village infrastructure. (Also see #10 - #14)

9. Technical support for the infrastructure will be provided 24 X 7 X 365 via the Information Systems (IS) Help desk. There is no guarantee of timely response.
10. In an effort to maintain consistency and standards across the Village infrastructure, the County asks that routine maintenance and/or upgrades of the Village infrastructure be done by the County or its designee. Village shall reimburse County for the actual cost of equipment, materials and licensing of any such maintenance, and/or upgrade.
11. In an effort to maintain consistency and standards across the Village infrastructure, the County asks that break/fix work related to the Village infrastructure be performed by the County or its designee. Village shall reimburse County for the actual cost of equipment, materials and licensing of any such break/fix work.
12. In an effort to maintain consistency and standards across the Village infrastructure, the County asks that **m**oves, additions and changes to individual components of the Village infrastructure be accomplished by the County or its designee. The Village will need to contact the Information Systems Help Desk to request these modifications.
13. For any routine maintenance and/or upgrades that are required to support **both the County and the Village**, the Village shall reimburse County a pro rata share of the actual cost for equipment, materials and licensing of any such maintenance and/or upgrade. There is an assumption that the pro rata share will be based on the number of devices the Village has hooked up to the network in relation to the County and any other supported agency.
14. When practicable and asked for by the Village, the County will provide Village a prior estimate of the costs of maintenance, repair, and/or upgrade of the Village infrastructure.
15. When practicable, and asked for by the Village, the County will advise Village on infrastructure enhancements for Village's annual budget process. As much lead time as possible is needed for medium to large projects in order to plan and schedule them into a fiscal year with other projects.
16. When practicable, County will advise Village on technical infrastructure sharing were economy or functionality is of value to both parties. Some examples include public safety applications, file and print serving applications, off site backup and restore functionality, email applications, Internet applications and parcel based applications. If the County and Village agree to share applications, each will pay their pro rata share for the needed infrastructure.
17. When practicable, County will advise Village on annual maintenance contracts for components of the Village's infrastructure. The Village will be at liberty to choose the type of coverage they desire. The Village will need to pay these fees separately. These choices may or may not have implications with this agreement.
 - 17.1 If a component of the Village's infrastructure fails, and the component is under a maintenance agreement with a vendor, the County will contact the vendor and direct them to repair the component per the terms of the agreement.
 - 17.2 If a component of the Village's infrastructure fails, and the component is NOT under a maintenance agreement with a vendor, the County will advise the Village on their options.
18. The Village accepts County's network system "as is". County makes no warranty or guarantee, express or implied, as to the network system's condition.
19. The Village accepts County's technical support capabilities "as is". County makes no warranty or guarantee, express or implied, as to the ability to support the Village's infrastructure.
20. The Village agrees to defend, indemnify and hold the County completely harmless from and against any and all claims arising by or resulting from the Village's interconnection to or use of County's network system. This section shall survive expiration of this agreement.
21. Either party may terminate this agreement for cause, if the other fails to perform or abide by any covenant or obligation set forth in this agreement and: a. Provides written notice of such breach; and b. Affords a reasonable opportunity to cure such breach; and c. There is an ongoing material breach.
22. Upon termination of this agreement: a. Village shall cease use of the County's network system; and b. County may disconnect Village from County's network system.
23. The waiver by a party of any breach or failure of the other party to perform any covenant or obligation contained in this agreement shall not constitute a waiver of any subsequent breach.

- 24. If a dispute between County and Village arises out of or relating to this agreement, and cannot be settled through direct discussions, County and Village agree to first endeavor to settle the dispute by alternative dispute resolution before recourse to a court.
- 25. If any covenant, condition, provision, or term of this agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining covenants, conditions, provision, or terms of this agreement shall not be affected thereby, but each covenant, condition, provision, or term of this agreement shall be valid and in force to the fullest extent permitted by law.
- 26. All notices, demands or other writings shall be considered made when deposited in the U.S. Mail (registered mail with postage pre-paid) and addressed to: Attn: County Administrator, Door County Government Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin 54235 or Village Administrator, P.O. Box 769, 421 Maple Drive, Sister Bay, Wisconsin 54234.
- 27. Parties irrevocably submit themselves to the original jurisdiction of the Circuit Court, County of Door, State of Wisconsin, with regard to any controversy arising out of, relating to, or in any way concerning this agreement.
- 28. This agreement shall be subject and subordinate to applicable federal or state, laws, codes, regulations, ordinances, rules and orders.
- 29. This agreement constitutes the entire agreement between the parties with respect to the subject matter of this agreement. Any amendments, changes or modification of this agreement shall be effective only when made in writing and executed by the parties.

Accepted and agreed this 25 day of ~~February~~ February 2014.

Accepted and agreed this 28th day of February 2014.

Name: [Signature]

Name: [Signature]

Title: ADMINISTRATOR

Title: Pres

Village of Sister Bay

Village of Sister Bay

Sworn and subscribed to before me this 25th day of February, 2014

Sworn and subscribed to before me this 28th day of February, 2014

[Signature]
Notary Public, Door County, WI
My commission expires 5-4-2014

[Signature]
Notary Public, Door County, WI
My commission expires 5-4-2014

Accepted and agreed this 18 day of March, 2014.

[Signature]
Maureen Murphy
County Administrator
County of Door

Sworn and subscribed to before me this 18th day of March, 2014

[Signature]
Notary Public, Door County, WI
My commission expires November 20, 2015