



COMMUNICATION TECHNOLOGY COMMITTEE MEETING AGENDA

Tuesday June 23, 2015 at 2:00 pm.

Administration Building,
2383 Maple 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. Discussion on Village Website.
2. Discussion on Village wide WIFI.
3. Update regarding County’s proposal for IT services.
4. Discussion regarding the future technology needs of the Village.
5. 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. weekdays).

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	

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

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

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

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

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

17
18 **Comments, correspondence and concerns from the public:**

19 Lienau asked if anyone wished to comment regarding a non-agenda item. No one
20 responded.

21
22 **Approval of Agenda:**

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

26
27 **Business Items:**

28 **Item No. 1. Update regarding the County's activities on IT services:**

29 **Item No. 7. Discussion regarding the future technology needs of the Village:**

30 Tim Ullman, Jason Rouer and Anne Harrington of the Door County IT Department
31 indicated that they recently did a walk-through of all the Village's buildings and examined
32 all the computer equipment, and at that time determined that the back-ups were not
33 running properly. That problem has been rectified. All the Marina's computer equipment is
34 also up and running and is now hooked up to the wireless system, and Suppanz' and
35 Wendy Tatzel's new laptops have been set up and are now operational. An e-mail
36 recovery was done as the result of a public records request, and the NAS is operational but
37 can't be used for back-ups at this time. Other options for off-site back-up are being
38 investigated. Additional wireless connectivity is also being investigated. The question arose
39 as to whether it would be possible to connect the computer equipment at the
40 Administration Building to the County's equipment at the Fire Station, and Ullman
41 responded that it might be an option, but would be quite costly. Another more reasonable
42 option would be utilization of an Nsight fiber drop, but the Village would have to get to
43 that drop. Ullman suggested that the Village's servers be moved to the County's IT
44 Department or the Fire Station, or that *Microsoft Cloud* be utilized. It is Rouer and
45 Harrington's opinion that the Village's server is running very slowly, and they would like to
46 come up sometime soon and work on it during a relatively quiet time of the day. For now
47 the goal is to get the Village's equipment on Back-Up Exec so that NAS does work. They
48 would also like to install anti-virus programs on Suppanz and Tatzel's laptops and be able

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

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

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

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

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

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

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

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

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

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

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

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

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

1 believe it would draw people to the Village.
2

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

5 *Bell pointed out that since he is a Plan Commission member he would like to be assigned a*
6 *Village e-mail address. He also indicated that at some point he would like to see a*
7 *presentation made by an individual(s) who is/are familiar with the Open Records Law.*
8

9 *The next meeting of the Communication/Technology Committee has been scheduled for*
10 *Wednesday, August 13, 2014 at 2:15 P.M. Prior to that meeting:*
11

- 12 • *Jackson will follow up with Ullman, Rouer and Harrington on the previously*
13 *mentioned issues;*
- 14 • *Lienau will do some checking as to the status of NSight fiber optic installation in the*
15 *Village;*
- 16 • *Bell will meet with Ullman to discuss the possibility of connecting all the Village's*
17 *computer equipment via Point To Point Radio Connection.*
18

19 **Adjournment:**

20 *A motion was made by Scattergood, seconded by Clove to adjourn the meeting of the*
21 *Communication/Technology Committee at 3:40 P.M. Motion carried – All ayes.*
22

23 Respectfully submitted,

24 

25 Janal Suppanz,
26 Administrative Assistant