

**PROCEEDINGS CITY OF NEW BERLIN
COMMUNICATIONS COMMITTEE**

**Wednesday, March 18, 2009
5:00 PM**

**NEW BERLIN CITY HALL
3805 S. Casper Drive
Common Council Chambers**

Please note: Minutes are unofficial until approved by the Communications Committee at the next regularly scheduled meeting.

Call Meeting to Order

Alderman Hopkins called the meeting to order at 5:01 PM.

Roll Call; Declaration of Quorum and Public Notice

Members present: Alderman Hopkins, Alderman Seidl and Bruce Peterka. Excused: Alderman Poshepny and Kris Scalzo. Also present: Information Technology Director Nick Roethel and City Clerk Marilyn Gauger.

This meeting was noticed on Friday, March 6, 2009 in accordance with the Open Meeting Law.

Minutes

Motion by Alderman Seidl to approve the January 21, 2009 minutes as printed. Seconded by Bruce Peterka and carried unanimously.

New Business:

Extension and funding of Xorbix Web site development contract to include Intranet development

IT Director Roethel asked to extend Xorbix's contract to include upgrade of the City's Intranet. The "Intranet" is a part of the website and should be included; the contract per Xorbix did not specifically include the Intranet. IT Department recommends doing this. Director Roethel explained to committee members what the intranet consists of.

Motion by Alderman Seidl to recommend to Common Council contracting with Xorbix for the Intranet development at a cost of \$3,000. This project will be funded from the Cable TV Franchise Revenue Account. Seconded by Bruce Peterka and carried unanimously.

Old Business:

Review status of City website development and performance of Xorbix Corporation in providing those services

IT Director Roethel indicated the new website is live as of today. They had some challenges; everything is functional; some items we want to clean up – therefore asking for feedback. We need to hear from those at the front side, as we are in the backside. The project is on budget except for those additional funds needed for the Intranet.

This Project could not have happened without staff assisting IT, those persons are:

- ✓ Sherri Schulpius from the Clerk's office
- ✓ Melody Styba from the Mayor's office
- ✓ Catey Barnish from Community Development
- ✓ Karin Ambrosch from the Finance Department
- ✓ Sue Lukas, Mark Timmers and Jeff Cupps from IT Department

They worked on the site, not only during the scope of their workday but outside their workday.

Alderman Hopkins indicated some persons have already been on website and are pleased with it. He asked IT Director Roethel to send an email tomorrow to Council members indicating the site is now live.

Alderman Seidl thanked IT Director Roethel for the work he put in and the handling of the issues so professionally.

Web streaming and video on demand for City meetings

No action taken.

Responsibilities of the Communications Committee/Structure/By-Laws.

No action taken.

Adjourn

Motion by Alderman Bruce Peterka to adjourn at 5:10 PM. Seconded by Alderman Seidl and carried unanimously.

Respectfully submitted:

Marilyn Gauger, MMC
City Clerk