

PROCEEDINGS OF THE CITY OF NEW BERLIN
COMMUNICATIONS COMMITTEE
Wednesday March 15 5:00 PM
Common Council Chambers

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

Call Meeting to Order

Chairman Ken Harenda called the meeting to order at 5:00 PM.

Roll Call; Declaration of Quorum and Public Notice

Members Present: Aldermen Paul Gallagher and John Hopkins. Quorum was met with 3 of the 5 members present. *Committee currently does not have a 5th member.*

Member Excused: David Boker.

Others present: City Attorney Mark Blum, IT Administrator Sue Mourey, Director of Building Maintenance Bob Schulpius and City Clerk Marilyn Gauger.

Minutes

Motion by John Hopkins to approve the January 18, 2006 minutes as printed. Seconded by Paul Gallagher and carried unanimously.

At this time Chairman Harenda deviated from the agenda to receive information on the Use of City Hall and Use of Government Access Channel policies.

Review City of New Berlin policies for allowing public usage of Council Chambers for meetings, this includes use of AV equipment and broadcasting capability and Resolution No. 96-26A, Resolution Declaring Official Rules For Use of City Hall by New Berlin Organizations

Director of Building Maintenance Bob Schulpius indicated an average cost for his staff and the Clerk's staff to work after hours to assist with the use of city hall is approximately \$35 per hour. Bob indicated his computer system allows him to lock and unlock City Hall at specific times. There was discussion that this would not happen very often whereby a staff member would be needed to be available at City Hall. The Committee members consensus was that the policy allows for a fee to be charged, if needed, and it could be determined at that time.

City Clerk Marilyn Gauger requested that the appeal process for both policies be consistent therefore the verbiage included within the Government Access Channel Policy will be included in the Use of City Hall Facilities, specifically that

an applicant can appeal the City Clerk's decision to the Mayor with ultimate review by Council.

Motion by Paul Gallagher to approve the Government Access Cable Channel and Use of City Hall Facilities Policies and authorize the City Attorney to generate the resolution to bring forth to Council. Seconded by John Hopkins and carried unanimously.

At this time Chairman Harenda deviated from the agenda to hear information on the WiFi issue.

Discussion on Wireless Communications – WiFi Issue

County Supervisor Tom Bullermann was present to provide information to the Committee on what the County is currently doing regarding WiFi wireless communications. He provided the following to those present: an article from the Journal Sentinel on March 14; a press release from County Executive Dan Vrakas; Glossary of wireless terminology; Capital budget projections for County-wide wireless, revenue and expense spreadsheet and a contact person at the County, Mike Biagioli at 262-548-7610.

He indicated the County's initiative is to meet and work with the municipalities for a cooperative effort.

Alderman Gallagher indicated the City should not subsidize any dollars for this; private companies should put this in. Alderman Hopkins indicated his agreement with no dollars from the City but felt any issues, including security, health; etc should not preclude the City from looking into this. IT Administrator Mourey offered her assistance, if needed. Chairman Harenda will contact Mike Biagioli at the County to meet with staff from IT and the Communications Committee members.

At this time Chairman Harenda deviated from the agenda to discuss Franchise Agreements.

Discussion on Franchise Agreements – Federal Level (FCC)

Chairman Harenda indicated the Mayor sent letters to our legislators regarding the proposed amendment to FCC. He indicated the City's Time Warner contract expires April 2007.

At this time Chairman Harenda deviated from the agenda to discuss By-laws.

Responsibilities of the Communications Committee/Structure/By-Laws

Chairman Harenda will generate by-laws etc for this Committee. He indicated the City Clerk is now a non-voting member of the Committee and also the Secretary.

Motion by Chairman Harenda to drop the following item from the agenda: *Discussion of review/requirement of a City Public Access Channel.* Seconded by John Hopkins and carried unanimously.

Discussion on the renewal of the Time Warner Cable Contract – Expires 4/25/07

No discussion or action taken.

Networking of City Structures – Fiber Optics – Time Warner Contract

No discussion or action taken.

Discussion on electronic (paperless) agenda packets.

IT Administrator Mourey indicated that the IT Director, the City Clerk and herself had met to discuss this issue. It was the consensus that a document management system should be in place prior to taking on this project. Decisions need to be made on hardware, software and security for laptops and whether the City would purchase for all Aldermen, etc. There was discussion on the possibility of doing a test run with 1 or 2 Aldermen using their own personal laptops. IT Administrator Mourey and City Clerk Gauger to report back to Committee if this is possible to do.

Adjourn

Motion by John Hopkins to adjourn at 5:40 PM. Seconded by Paul Gallagher and carried unanimously.

Respectfully submitted:

Marilyn Gauger, CMC/WCMC
City Clerk