

Minutes of the Technology Committee meeting on Tuesday, September 24, 2019 pursuant to notice duly given:

1. Meeting called to order by Chairperson Feldt at 5:00 p.m.
2. Roll Call
Present: Scott Retzlaff, Dean Reed and Jean Feldt
Absent: Kim Bronikowski
Excused: Janine Hornblad
Also Present: Sara Perrizo, Administrator and as Recording Secretary and Eric Peterson from Camera Corner
3. Approval of Agenda as Presented
Moved by Reed, seconded by Retzlaff to approve the agenda as presented. M/C
4. Approval of Minutes from the 06/04/19 meeting
Moved by Reed, seconded by Retzlaff to approve the minutes as typed. 3 ayes
Motion carried upon verbal voice vote.
5. Public Input/Correspondence:
None.
6. Discussion/recommendation/updates on the following:
 - a. Expenditure Guidelines
Perrizo went over the year-to-date expenditures and noted that most expenses are contractual.

Moved by Reed, seconded by Retzlaff to approve the expenditure guidelines. 3 ayes
Motion carried upon verbal voice vote.
 - b. 2020 Budget
Perrizo explained that Windows 7 will no longer be supported as of January 1, 2020. Currently the City has 18 computers that will need to be replaced to be upgraded to Windows 10 and the cost will be \$1,000 each (including labor). In addition, the City's network server is seven years old and also needs replacing due to the software on it being obsolete. That will cost \$11,000. Finally, all governments are required to archive emails for a period of seven years and the current email system does not accommodate that. Upgrading to Office 365 will cost an initial \$5,000 plus \$7,200 per year, but a temporary fix can be put into place in 2020 for an estimated cost of \$2,400. Because of the large expense of these three items, Perrizo recommended holding off on the Office 365 upgrade and implementing the temporary email fix and then using an option from Camera Corner to pay for everything else over a period of three years, at a cost of

\$13,908 per year. Based on that, Perrizo recommended budgeting \$48,900 for Contractual Services, \$2,500 for Office Supplies, \$0 for Capital Equipment in the operating budget and \$23,500 for Capital Equipment in the capital budget.

Moved by Reed, seconded by Retzlaff to approve the budget as presented.

Motion carried upon verbal voice vote.

3 ayes

7. **Moved by Reed, seconded by Retzlaff to adjourn at 5:14 p.m.**

M/C

Respectfully Submitted:
Sara J. Perrizo, CPA
Administrator