

**Proceedings of the Communications and Information
Technology Committee**
City of Superior, Wisconsin

**October 26, 2020 @ 5:00 p.m.
Room 204 - Government Center**

Committee members present: David Dusek, Matt Starry, Thomas Janicki

Council representatives: Councilor Elm, Councilor Sutherland

Others present: Travis Elm, Dan Shea, Shelley Nelson, Mike Hill, Margaret Stewart, Ashley Putz, Chris Crawford, Devin Cox

Some participants joined the meeting via Google meet.

New Business:

1. Elections

Motion by Councilor Sutherland, seconded by David Dusek and carried to elect Councilor Elm as Chair.

Motion by Councilor Elm, seconded by Thomas Janicki and carried to elect Councilor Sutherland as Co-Chair.

2. Approval of minutes, July 6, 2020

Motion by Councilor Sutherland, seconded by David Dusek and carried to approve the minutes from July 6, 2020

3. Spectrum Internet Assist

Members of Spectrum told the committee about their internet assist program that is available for individuals who qualify.

No action

4. Payroll software update

Dan Shea updated the committee on the progress of the payroll software that the City is considering. This was one of the recommendations of the RW Group. The software is Time Clock Plus, and it is actually a component of our current financial software, Central Square. Dan Shea told the committee that there will be a learning curve with the software, but this will definitely be time-saving for many who deal with payroll, and will benefit all City employees. It is also very economical, since we already use Central Square, and we are not purchasing a stand-alone software.

Motion by David Dusek, seconded by Thomas Janicki and carried to approve the purchase of the payroll software update and send it to the Finance committee.

5. Website update

Dan Shea gave an update on the re-design on of the City's website. Part of our contract with Civic Plus allows a re-design of the website every four years. This time we added a 'How Do I' button on the main page, some new photographs, and a white background, which makes for a much cleaner look. The re-design also allows us to take a look at some things that aren't being used, and check to make sure all of our links are currently working properly. At the beginning of 2021 we will also begin using an 'Agenda Center' component for posting our agendas and minutes. It will be smoother for those uploading these items and a much cleaner look. Committee members said they like the look of the new website and thanked Dan Shea and the committee for all their work on this project. Also discussed was a designated person, possibly the Mayor's Chief of Staff to monitor the day to day activities of the site, and add important notices to the calendar, etc.

No action

6. Connect Superior

Devin Cox from Entry Point spoke about the progress of the survey and collecting the results. Devin asked the committee to fill out a swat analysis as well as a ranking of City of Superior internet priorities.

No action

Meeting adjourned at 6:03 p.m.