

**MINUTES**  
**CITY OF PORT WASHINGTON**  
**TECHNOLOGY COMMITTEE MEETING**  
**Tuesday, June 11, 2013 at 8:30 a.m.**

ROLL CALL: Present was David Nimmer, Mike Keller, Doug Miller, Randy Tetzlaff, Mark Grams, Judy Klumb, Bonnie Meyer, Susan Westerbeke.

**OLD BUSINESS:**

- Motion made by Judy Klumb, seconded by Randy Tetzlaff to approve the minutes as presented. Motion carried unanimously.
- Discussion was held on the possibility of staff training on computer software. The School District and County have offered technology classes in the past. Departments will be contacted to ascertain what specific training needs they have.
- Online registration and credit card payments for fee's for the Park and Recreation Department and possibly the Marina were discussed. Both Charlie Imig and Dennis Cherny will be contacted by David Nimmer for their input including any information they have from other municipal programs used.
- Implementation of technology is being compiled by Judy Klumb and will be discussed at the next meeting.
- Mike Keller reported on the PD swipe entry card system now being used, it is working well.
- The development and use of online fillable job applications was discussed. This would be something the public would be interested in using and Department Heads are interested in implementing. There is value in having individual's complete applications by hand; it assists in understanding their writing ability. David Nimmer will contact the Department Heads for more feedback.
- Mike Keller reported on the various municipal websites that were researched. Our city website that is being developed by Bonnie Meyer and is using concepts from the different municipal sites reviewed. Bonnie reported that the website main page has been completed and is currently being reviewed by the Mayor and individuals that have marketing backgrounds for feedback.

- David Nimmer reported on an email received from Jason at the County regarding the County technology plan that is currently being developed. The County would like the City to identify 3 or 4 areas of need we'd like assistance from the County on. The County could assist the City in developing current and future technology plans.

**NEW BUSINESS:**

- Judy Klumb has been reviewing the various department's software lists and needs. It appears that the city can upgrade to Window 7 and Office 2013 for most computer systems. David Nimmer requested that the purchase of new software for the city computers should be completed in early August so full implementation can be completed in early fall. The funds for the software upgrades are currently available in the 2013 city budget.

**NEXT MEETING DATE:** The next Technology meeting will be held on Tuesday, July 9, 2013 at 8:30 a.m. in the Lower Conference Room.

**ADJOURNMENT:** Motion made by Judy Klumb, seconded by Randy Tetzlaff to adjourn the meeting at 9:30 a.m. Motion carried unanimously.