

City of Lake Geneva

Communication Committee Meeting Minutes

of June 22, 2011

The Communications Committee Meeting was called to order at 6:15pm by Terry O'Neill. The meeting was attended by communication committee members Gary Milliette, Jeff Miskie, Terry O'Neill and Jeffery Pritz. Also attending the meeting were Dennis Jordan, Jim Connors and John Nish.

- 1.) Approval of previous minutes: The minutes date stated on the agenda (Oct. 26th, 2010) was corrected to January 18, 2011. A motion to approve the previous minutes by Gary Milliette and seconded by Terry O'Neill was unanimously approved.
- 2.) Public Comments: Dennis Jordan introduced John Nish and passed out a map of Lake Geneva's parking lots. Dennis said that he had invited John because he does a lot the electrical work for the city and is familiar with much of the city's electrical wiring. How the city connects the parking meter pay stations will significantly impact the cost of installation. A lengthy discussion among all those in attendance occurred about various communication methods for connecting the proposed electronic parking meter system. Advantages and disadvantages of various options and methods were discussed. The discussion including the possible additions of other city communication to the system such as a city WIFI, connection of the various city facilities and the library.

It was noted that since the city has removed most of the down town telephone poles; they are not available for the location of an overhead wireless system so that the system may have broadcast from the ground up. The solution appears to be a multiple method approach, where the method of connecting will vary depending on the location and the best method to get to the particular parking meter station.

The company supplying the parking meter stations has the option of including cell phone or WIFI options to each unit for about the same cost; however, the cell phone option would include a \$19.00 per month charge for each station; whereas, the WIFI option does not have this monthly cost, but it requires the city to set up and maintain a wired or wireless connection to each device. Saving the \$19.00 per unit monthly cost is the incentive for investigating the various options and costs for the city to set up its own communication system for the parking meter stations. No formal action was taken on this item except that it will be placed on the July 19th Communication Committee Agenda.

- 3.) Cable Television Issues: There was concern that with the changes in State franchise laws for cable TV that the city might lose it network access also there is concern about the placement of network nodes. The purpose was to get something on the city's books or ordinances in writing.
- 4.) City website:
 - a. Disclaimer: Dan Draper was supposed to recommend a disclaimer to add to the city's website.

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- b. Calendar for Social Events: It was previously determined that the [cityoflakegeneva.com] website would be only for governmental issues kind of like an extension of city hall where people could go to the website instead of going to city hall for the information.
 - c. Draft e-mail policy
 - d. Review Protection of e-mail lists: It was felt that this should be included in city policy manual.
 - e. Review adding RFP & RFQ to the website: There are websites set up for this where a person can for a fee receive all RFQ & RFP from selected areas.
- 5.) New Agenda Items for the next meeting:
- a. URL 2D barcodes: Free download Applications are available at [qrcodekeywa.com] that enables the user to use their phone camera to access websites.
 - b. Communication system for the Parking meter stations
- 6.) Meeting Adjourned at : 8:25 pm

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE COMMUNICATIONS COMMITTEE.