

Information Technology Advisory Committee Meeting  
Madison Heights, Michigan  
October 23, 2023

A Information Technology Advisory Committee Meeting was held on Monday, October 23, 2023 at 6:00 PM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

**PRESENT**

Council Representative Mark Bliss  
Brian Davis  
Dale Gardner  
Curtis J. Kogelman  
City Manager Melissa Marsh  
Zach Palmer  
Deputy City Manager/City Clerk Cheryl Rottmann  
Paul Timmins  
Scott Tuller

**ABSENT**

Alternate Robert Didur  
Council Alternate Sean Fleming

**OTHERS PRESENT**

Skynet Project Engineer Tim Bank  
Skynet On-site Lead Engineer Colin Wynn

**1. ITAC Meeting Minutes of May 8, 2023**

Motion to approve the ITAC meeting minutes of May 8, 2023, as printed.

Motion made by Marsh, Seconded by Timmins.

Voting Yea: Council Representative Bliss, Davis, Gardner, Kogelman, Marsh, Palmer, Rottmann, Timmins, Tuller

Motion carried.

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**2. Zach Palmer - Skynet Innovations Quarterly Business Review**

Zach Palmer presented the Quarterly Business Report from Skynet Innovations. Items that were discussed based on the report:

**Fire Station 2 Renovations**

Colin Wynn noted that there was unforeseen damage to the fiber causing a change order to be made on the project.

### Disaster Recovery Plan

It was the consensus to prepare a draft Disaster Recovery Plan, following the FBI template, prior to the next ITAC meeting.

### Cybersecurity Platform

It was the consensus to review and document recommendations on antivirus products as well as from SIEM/SOC.

Motion to provide an update on the city's cybersecurity platform by the next ITAC meeting.

Motion made by Council Representative Bliss, Seconded by Timmins.

Voting Yea: Council Representative Bliss, Davis, Gardner, Kogelman, Marsh, Palmer, Rottmann, Timmins, Tuller

Motion carried.

### Service Level Agreement

Councilman Bliss requested an update report from Skynet for the previous six-month period.

## **3. Discussion on Telephone Outages**

Colin Wynn updated ITAC on phone outage issues that the City has experienced. He stated that the issues have been attributed to an old VoIP router and a new one has been included in the CIP for this upcoming budget cycle. They are also looking at switching from WOW and moving to ATT which is what the library uses and using ATT as a backup. We currently don't pay for bursting with WOW.

Discussion was held on the possibility of also looking into a cloud-based replacement program for the telephones.

Motion to study firewall traffic rate limit changes for VoIP traffic prioritization and report back in ninety (90) days.

Motion made by Timmins, Seconded by Council Representative Bliss.

Voting Yea: Council Representative Bliss, Davis, Gardner, Kogelman, Marsh, Palmer, Rottmann, Timmins, Tuller

## **4. City Council Computer Policy**

City Manager Marsh stated that since the city has transitioned from the network to cloud/internet-based programs for Council members to access agendas and information, there really is no need to provide access to the city's network and provide a city owned device. Ms. Marsh asked ITAC for a recommendation on how to proceed based on these changes with a computer device policy.

Motion to support development of a policy to provide a stipend to newly elected members of Council for purchase of their own computer device to access Council agendas and information.

Motion made by Tuller, Seconded by Davis.

Voting Yea: Council Representative Bliss, Davis, Gardner, Kogelman, Marsh, Palmer, Rottmann, Timmins, Tuller

Motion carried.

## **ADJOURNMENT**

Having no further business, Chair Kogelman adjourned the meeting at 6:51 p.m.