

Information Technology Advisory Committee Meeting
Madison Heights, Michigan
January 07, 2026

A Information Technology Advisory Committee Meeting was held on Wednesday, January 07, 2026 at 6:00 PM at City Hall - Lindell Ross Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Paul Timmins
Member Scott Tuller
Alternate Anthony Maurice
City Manager Melissa Marsh
Ex-Officio member Cheryl Rottmann
IT Contractor Ty Dolin
Council Representative William Mier

ABSENT

Member Brian Davis
Member Dale Gardner
Member Curtis J. Kogelman

ITAC-26-01. Approval of May 28, 2025 ITAC Minutes.

Motion to approve the ITAC meeting minutes of May 28, 2025, as printed.

Motion made by Member Tuller, Seconded by Member Timmins.

Voting Yea: Member Timmins, Member Tuller, Alternate Maurice, City Manager Marsh, Ex-Officio member Rottmann, IT Contractor Dolin, Council Representative Mier

Absent: Member Davis, Member Gardner, Member Kogelman

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

Skynet - Q3 Quarterly Business Report

Skynet Support Services Manager Ty Dolin presented the Q3 Business Report for the membership. He reviewed the status of current projects, projects that have been completed, upcoming projects, and reviewed service requests.

Skynet - Network Diagram Update

As requested by some ITAC members, Skynet Support Services Manager Ty Dolin distributed the city's Network Diagram and reviewed it for the members. Due to security protocol, the diagram was collected by staff and is not for public distribution.

IT Capital Improvement Projects

City Manager Marsh presented the ongoing and new Capital Improvement items for IT in the city's budget including BS&A cloud upgrade, microcomputer replacements, uninterruptable power supply, and upgrades to the storage area networks, wireless network equipment, firewall, camera equipment, access points, switches, and fiber. In addition, the phone replacement is in the current FY CIP.

Draft AI Policy

Deputy City Manager/City Clerk Cheryl Rottmann presented the draft AI Policy for review. Discussion followed on the importance of human review of any AI used, limiting access to the use of AI to those only with a business need, restricting access by URL filtering and by user, and training that emphasizes that staff needs to be cognizant of any inadvertent use of AI and how to recognize that. Deputy City Manager Rottmann stated that she would incorporate these comments into the policy as well as revise the policy and guidelines into one document rather than two separate documents.

Draft Request for Proposal - VOIP Phone Service and Equipment

Skynet Support Services Manager Ty Dolin presented the draft of the VOIP Phone Service and Equipment Request for Proposal (RFP). There were no additional comments on the draft proposal. As for the process moving forward, Skynet will assist the city in reviewing proposals submitted to make sure they meet requirements and meet with staff to review the proposals. Once they have been initially reviewed, staff will bring them to ITAC. It was the consensus that ITAC form a subcommittee to review the proposals and recommend 2-3 proposals for full ITAC review and a recommendation to Council. It was also noted that a demonstration would be appropriate from the submitting vendors.

ADJOURNMENT:

Having no further business, City Manager Marsh adjourned the meeting at 6:42 p.m.