

IT Committee Meeting

5:30 PM, September 23, 2025

City of Galesville

Meeting was called to order by Chair Jean Seely at 5:32 p.m.

Members Present: Rob Grover, Jean Seely

Absent: Dave Carlson

Also Present: n/a

Jean Seely certified that open meeting requirements had been met by properly posting of the agenda.

IT Committee Minutes

<i>Motion</i>	<i>Made By</i>	<i>2nd</i>	<i>Ayes</i>	<i>Nays</i>	<i>Pass/Fail</i>
Approve the IT Committee minutes from June 19, 2025.	Rob	Jean	2		Pass

City of Galesville Capitalization Plan

<i>Topic</i>	<i>Notes</i>
Inventory	<ul style="list-style-type: none"> How we will keep the inventory? Recommend starting with Excel
#7 Capital Project Budgeting and Planning	Who does this? When do we do it?
Reviewing the Plan	<ol style="list-style-type: none"> Finance committee should review next. Auditor Lawyer Common council
#10 Roles & Responsibilities	<ul style="list-style-type: none"> Confirm whether a City Administrator or other role will serve as CIP Coordinator. Define reporting cadence (e.g., quarterly inventory updates, annual CIP review). Assign backup roles in case of staff turnover or absence <ul style="list-style-type: none"> Define the committee Spell out RACI
Next Step	Have Finance and Mayor review

Motion	Made By	2nd	Ayes	Nays	Pass/Fail
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No action taken					
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2026 IT Budget

<i>Topic</i>	<i>Notes</i>
Additional items that have came in today	Server updates \$ -
	PC Replacement \$ -
	3 MSFT Office Licenses \$ 750.00
PD support/Backup	Requesting \$5000 for the PD Support/Backup service/system that MCS is still solutioning and pricing.
Asset Tags	Budget \$500 for asset tags to allow the city to better track their assets.
Website Updates	Budget \$500 for potential website changes or updates.
Next Steps	<ul style="list-style-type: none"> • Take this information to budget meeting • Follow up with MCS about the PD Support/Backup estimate

Motion	Made By	2nd	Ayes	Nays	Pass/Fail
Motion to adjourn at 6:30pm.	Rob	Jean	2	0	Pass