

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
AUGUST 27, 2008**

- I. The August 27, 2008 Technology Commission Meeting was called to order at 6:04 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

Members present were Meade, Strowig, Herman, Alderman Olson, Webler, Galusha, Kane, Maersch, and Kaufman. Also in attendance were Director of Administration Mark Lubberda, Administrative Assistant Lisa Huening, Alderman Steve Taylor, and Alderman Lyle Sohns.

- II. Citizen Comment Period

Alderman Sohns spoke noting that he was there primarily for Item 5 using podcasting. Alderman Taylor spoke noting that he was there for Item 4 and Item 5 and supports both.

- III. Review and approval of the July 23, 2008 Meeting Minutes.

Motion made by Member Strowig and seconded by Member Herman to approve the July 23, 2008 meeting minutes as submitted. Motion carried: Ayes-All.

- IV. Website Development Phase II – Presentation by Northwoods Development, Inc.

Mark Youngquist, Doug Lance, and Rick Fessenbecker of Northwoods were in attendance and gave a PowerPoint presentation on their Titan CMS v4.x website software, which the Technology Commission is looking at as a possible upgrade from its current Titan CMS v3.3 for the Phase II website development project.

Members asked questions and a lengthy discussion was held.

By consensus, members agreed not to pursue an upgrade to the Titan CMS v4.x at this time but to re-examine the already established “Priority Listing of Website Enhancements” and determine what components can be addressed in-house or through other separate development.

- V. Development of Integrated Common Council Video/Audio Internet Media Streaming & Distribution System & Budget Recommendations (Ald. Olson)

Alderman Olson summarized his concern that the City should be more proactive in pursuing the capability of making video and audio of City meetings available online. Discussion was held. Alderman Olson suggested that a sub-committee be established to look into the development of integrated Common Council video/audio Internet media streaming and distribution system and the costs associated. Members Meade, Herman, Kane, and Maersch volunteered to serve on this sub-committee. Member Meade volunteered as the sub-committee chair.

- VI. Telephone Service Request For Proposals

Director of Administration Lubberda informed the Committee of the Telephone Service Request for Proposal that was sent out August 20th by the Department of Administration to 4 telephone service providers. He noted that RFP’s were provided to 4 businesses based upon Public Service Commission certification. He indicated that all 4 proposals were received back by the August 27, 1 p.m. deadline and explained that 2 had come back missing a signature. The respondents were provided the opportunity to return to City Hall to sign their submissions, and both did. He also noted that one respondent included a confidentiality clause. Mr. Lubberda required that this be withdrawn in order to receive further consideration, as was set forth in the RFP. Mr. Lubberda explained the anticipated proposal review process and time schedule for recommendation to the Common Council for contract award.

**TECHNOLOGY COMMISSION MEETING MINUTES**  
**AUGUST 27, 2008**  
**PAGE 2**

Motion made by Alderman Olson and seconded by Member Strowig to receive and file this report. Motion carried: Ayes-All.

**VII. Preliminary 2009 Technology Related Capital Outlay Requests**

Director of Administration Luberda reminded the Commission that at their last meeting the Commission, by consensus, asked that Mr. Luberda forward to them for their review, once available from the Mayor, the tentative 2009 Capital Outlay Budget technology items.

Mr. Luberda indicated that the intent of the item on today's agenda was to determine if it was necessary for any additional information to be provided on the items or if any department representative needed to be requested to attend a subsequent meeting in order to discuss a requested item.

Commission members reviewed the preliminary 2009 Technology Related Capital Outlay requests as presented by Mr. Luberda. Discussion was held. No action taken.

**VIII. Website Hosting Service**

Director of Administration Luberda informed the Commission that the City's 3-year Website Hosting Service Agreement with Jade Technologies, Inc. expired on June 30, 2008. He further noted that Jade has continued to invoice the City at the same rate as outlined in the contract but has notified us regarding the expiration and how the City would like to proceed.

Commission Members indicated that they believe that Jade Technologies had provided good service at a reasonable price in recent years and that Director of Administration Luberda could pursue with Jade Technologies a subsequent multi-year agreement.

**IX. Strategic Technology Plan: Technology Infrastructure Plan & Application Plan RFP Status**

Mr. Luberda provided a follow-up report concerning the potential completion of the Infrastructure and Application Plans through collaboration with the University Systems. Mr. Luberda indicated that representatives of Marquette and UW-Milwaukee were generally positive of such a partnership, but the timing was wrong for implementation during the current semester. Discussion was held.

Motion made by Member Strowig and seconded by Member Kane to direct the Director of Administration to work with the University Systems to see if a proposal can be developed to partner with the University Systems to further the Infrastructure and Application Plans. Members indicated that there could be value to the process in gathering additional information from perspective University personnel and students. All members voted Aye, the motion carried.

**TECHNOLOGY COMMISSION MEETING MINUTES**  
**AUGUST 27, 2008**  
**PAGE 3**

X. Director's Report (No Action Required)

Mr. Luberda provided background on failure of a main City server and introduced Dennis McDonald and Robert Glover from CSEI to explain in detail the efforts that were undertaken to restore services following the critical failure. Discussion was held. Dennis McDonald provided details on CSEI's current plan to use virtual server applications to aid the City in continuing to avoid significant down time in the event of such critical failures. Discussion was held on virtual server usage. Mr. Luberda indicated that one reason for providing this report on virtual server applications was to get feedback from Commission Members as to any concerns they might have relative to employing virtual server applications in the City's network. No significant concerns were indicated.

XI. Next Meeting Date and Time – Wednesday, September 24, 2008 at 6 p.m.

XII. Adjournment

Motion by Member Galusha and seconded by Member Kane to adjourn the August 27, 2008 Technology Commission Meeting at 8:42 p.m. Motion carried: Ayes-All.