

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
FEBRUARY 25, 2009**

- I. The February 25, 2009 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, Maersch, Mittelstadt, and Surana. Members Galusha, Kane, and Kaufman were excused. Also in attendance were Director of Administration Mark Lubberda and Captain Mike Martens of the Franklin Police Department.

- II. Citizen Comment Period – No citizen comments were made.

- III. Review and approval of the January 28, 2009 Meeting Minutes.

Motion made by Alderman Olson and seconded by Member Mittelstadt to approve the January 28, 2009 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Status/Update of the Phoenix Court System

Director of Administration Lubberda distributed a memo to Commission Members from Captain Mike Martens of the Franklin Police Department that provided a summary of the status of the Phoenix Court System. Mr. Lubberda provided a brief history of the project. Captain Mike Martens discussed the current status of the project and went over his recommendation to begin to move forward with implementation of the Phoenix Court System. Members reviewed the recommendation and discussion was held. Mr. Lubberda noted that staff might eventually return to the Technology Commission requesting they provide the Common Council with a recommendation to purchase new computers for Court and possibly replace the Court digital recording system. Funding would come from the Court System project funds that had lapsed to the Fund Balance of the Capital Project Fund.

Member Strowig urged that during testing of the new Court System staff carefully test all possible use cases to ensure complete functionality prior to final implementation. By consensus, members supported moving forward with the testing and implementation. No action was taken.

- V. Website Development Phase II

Director of Administration Lubberda reported that the website page structure resulting from the implementation of the architecture review is in development on the virtual server at Jade Technologies, the City's website host. After development of the site, it will be turned over to the City for populating the website pages. A brief discussion was held.

- VI. City Related Email Protocol for Elected and Appointed Officials

Member Strowig indicated that he had requested that this item be placed on the agenda. Discussion was held on whether or not Aldermen and members of Boards and Commissions should be required to have and use an official City email address for all official City business. Director of Administration Lubberda explained that there are currently multiple strategies used to enable email transactions to be recorded within the City's email vault. Alderman Olson suggested that Aldermen

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and Board and Commission members be reminded that use of a “blind carbon copy (bcc)” on emails can ensure emails related to City business from private email accounts get recorded at the City and further suggested that staff investigate the strategies being used by other communities to address this issue. Mr. Luberda suggested that this item be included on the April agenda. Alderman Olson noted that if other policies are found that a draft policy could be brought into the April meeting as well. By consensus, members recommended an email address for use to receive blind carbon copies be distributed to Board and Commission members.

VII. Scheduling Next Meeting of the Video/Audio Streaming Sub-Committee

The next Video/Audio Streaming Sub-Committee Meeting was tentatively scheduled for Friday, March 6th, at 7 p.m. pending availability of the absent sub-committee member. Relative to audio streaming, Director of Administration Luberda indicated he had recently met with a vendor who expanded to the Wisconsin Market that provides and hosts such a capability. Committee members requested Mr. Luberda check on the vendor’s availability for the March 6th sub-committee meeting and, if not available, see if they could attend the next full Commission meeting.

VIII. Director’s Report

Director of Administration Luberda reported that the change over to the new telephone services vendor had occurred the night before. He reported that very few problems were identified and were being addressed. Mr. Luberda distributed schematics of the City’s computer network for member’s information so that they would have the background as to the nature and scope of the City’s network. A brief discussion was held. Members noted that it was not necessary to schedule this as an agenda item on a future meeting.

IX. Next Meeting Date and Time

Chairman Meade indicated that the next Technology Commission Meeting would be March 25, 2009 at 6 p.m.

X. Adjournment

Motion made by Member Surana and seconded by Alderman Olson to adjourn the February 25, 2009 Technology Commission Meeting at 7:19 p.m. Upon vote, Ayes-All, motion carried.