

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
JANUARY 17, 2007**

- I. The January 17, 2007 Technology Commission Meeting was called to order at 6:01 p.m. by Chairman Meade in the Common Council Chambers of Franklin City Hall.

Members present were Meade, Strowig (arrived at 6:05 p.m.), Herman, Alderman Olson, Mailandt, Webler, and Galusha. Members Mainella and Kane were excused. Also in attendance were Director of Administration Mark Lubberda and Patty Clemens and Jim Feierstein of Northwoods Software Development, Inc.

- II. Citizen Comment Period: None.

- III. Review and approval of November 29, 2006 Meeting Minutes.

Motion by Member Herman and seconded by Member Webler to approve the November 29, 2006 meeting minutes as submitted. Motion carried: Ayes-All. (Alderman Olson noted that he will vote as it is an administrative issue in order to retain quorum. Member Strowig arrived at 6:05 p.m. following the vote.)

- IV. Demonstration from Northwoods Software Development, Inc. on Search and Statistics Capabilities of Current Website

Jim Feierstein and Patty Clemens of Northwoods Software Development, Inc. made a presentation via a live Internet connection where members observed the search feature capabilities directly and looked at site statistics available to all staff. No action taken.

Director of Administration requested that agenda items be taken out of order to take Item No. 6 up before Item No. 5.

- VI. Review Preliminary Work Plan for 2007

Director of Administration referred to a preliminary work plan for IT projects for 2007 that was distributed at the meeting. The Commission discussed the work plan in context with the Director of Administration's overall 2007 work plan. Discussion was held; no action taken.

- V. Website Priorities for Phase II Redevelopment

The Director of Administration noted the additional handouts given out at the meeting for this item relative to department head and front line staff comments on the website. Member Strowig and Director of Administration agreed to work together to develop a preliminary prioritized list for the Phase II Redevelopment of the City's website for consideration at the next Technology Commission meeting.

- VII. Status Report from the 5-Year Technology Plan Sub-Committee

The Director of Administration distributed a handout that will be the topic of discussion at the upcoming Technology Plan Sub-Committee Meeting on January 23, 2007. It was reported that at the Sub-Committee's first meeting in December 2006, a general format was identified for the Technology Plan. The handout distributed begins to identify possible strategic concepts that follow that format.

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VIII. Status of Government Access Channel

The Director of Administration provided an update on functionality of the current system and equipment that was put in place in December of 2006. Discussion was held.

IX. Email Retention and Search Compliance

The Director of Administration discussed some hardware that could be used to enhance the City's retention and management of email. Discussion was held regarding compliance standards, including strategies for capturing all appropriate emails. The Commission, by consensus, indicated support for moving forward on these compliance issues in advance of completion of the Technology Plan. The Director of Administration will follow up with the City Attorney on the legal requirements. It may be necessary to have Connection Strategies Enterprise, Inc. (CSEI) at an upcoming meeting to discuss technical compliance issues.

X. Review of Year-End Close Out Activity and Common Council Actions

The Director of Administration referenced a memo distributed at the meeting and discussion was held. No action taken.

XI. Future Agenda Items for Technology Commission Consideration

- 27th Street Corridor Streetscape Technology Plan
- Potential GIS Land Records Fee & How Other Communities are Dealing with Situation.
- ArcIMS Development Project

Discussion was held. The Director of Administration noted that the ArcIMS Project will not be moving forward at this time pending further information on GIS Enterprise software. Related to GIS projects, Commission members indicated support for the Director of Administration to attend the ESRI Annual Users Conference.

XII. Next Meeting Date and Time: Wednesday, February 28, 2007 at 6 p.m.

XIII. Adjournment

Motion by Alderman Olson and seconded by Member Mailandt to adjourn the January 17, 2007 Technology Commission Meeting at 7:50 p.m. Motion carried: Ayes-All.