

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
MARCH 26, 2008**

- I. The March 26, 2008 Technology Commission Meeting was called to order at 6:04 p.m. by Director of Administration Mark Luberd, acting as Parliamentarian, in the Hearing Room of Franklin City Hall.

Members present were Herman, Alderman Olson, Mailandt, Webler, Kane, and Maersch. Members Meade, Strowig, and Galusha were excused. Also in attendance was Director of Administration Mark Luberd.

Mr. Luberd noted that the Chairman and Vice Chairman were both unavailable for the meeting and, therefore, would need to hold elections for a Chairman pro tem for the meeting. Mr. Luberd asked if there were nominations for Chairman Protem.

Motion made by Member Kane and seconded by Member Maersch to nominate and designate Member Webler as Chairman pro tem for the meeting. Mr. Luberd asked for further nominations. Seeing none, he closed nominations and called for the vote on the motion. Motion carried: Ayes-All.

- II. Citizen Comment Period: None.

- III. Commission Member Certificates of Commendation from Mayor Taylor

Chairman Pro tem Webler recognized Alderman Olson. Alderman Olson read a Certificate of Commendation that applied to each of the members and handed them out to the individual members who were present.

- IV. Review and approval of the January 23, 2008 Meeting Minutes.

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

- V. Municipal Court Software Package

Mr. Luberd handed out a packet with a summary of the issues of concern and needs of a municipal court software package for each of the stakeholders involved. He walked members through each of the items in the packet. Following the presentation, discussion was held by members. Participating in the discussion with the consent of Commission Members was Captain Mike Martens of the Franklin Police Department, Cindy Manke, Communications Supervisor at the Franklin Police Department, and Kari Kowalski, Court Administrative Assistant at the Franklin Police Department. Following Mr. Luberd's presentation, Judge Fred Klimetz joined the meeting.

It was suggested that an information flowchart be prepared to further understand the process. Mr. Webler suggested that a table be prepared that weighted and scored each of the issues thereby creating a chart that allowed for quantification of the factors in order to determine the one that best suited the City's needs.

It was noted that the Commission Members previously volunteering to participate in this project work with Mr. Luberd, if he is available, on the scoring chart for its presentation at the next meeting.

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VI. Reverse 911 (Referred to Technology Commission from 2-5-08 CC Meeting)

Mr. Luberda noted that the item had been brought to the Common Council by the Police and Fire Chiefs and was referred to the Technology Commission. Mr. Luberda indicated that at the Department Head Meeting, they had decided to try something different and create a self-directed work group with members of each of the departments that could benefit from and use the Reverse 911 system.

Discussion was held regarding the potential uses of a Reverse 911 system and the kind of information that would need to be in a report including issues such as governance, approvals for use, and hidden costs. Mr. Luberda pointed out that at the initial stage they would be looking at primarily the benefits and uses, but not expected to provide detail on operating concerns. That would only need to be addressed after the initial review of Reverse 911.

VII. Email List Serve & Website Signup

Discussion was held. Mr. Luberda indicated that the item should be tabled and referred to the next meeting.

Motion made by Member Kane and seconded by Member Mailandt to table this item to the next meeting. Motion carried: Ayes-All.

VIII. AT&T's Provisional Statewide Video Franchise Application

Alderman Olson noted that he had a potential conflict on this item and that he would not participate in the discussion. Mr. Luberda explained that AT&T had been awarded a State Franchise and that the City had responded to the franchise notice as required by law and noted that the current contract and law provides an opportunity to obtain 15 cents per customer per month for the purpose of acquiring capital. Although the City had not wanted to look at this issue in the past, the situation has now changed in that there are now capital expenditures required and mandatory of the City if they wish to continue to provide the government public access channel currently provided. He noted that the 15 cent funding isn't an opportunity that would be available to the City 3 years from now. Discussion was held.

By consensus, members determined to put the item of the capital equipment fee on the next agenda for discussion.

IX. Website and Public Access Channel Guidelines (Greg Strowig)

Mr. Luberda passed out a packet that had been provided by Member Strowig and gave Mr. Strowig's apologies for not being able to be in attendance. Mr. Luberda indicated that Mr. Strowig was fine if members wanted to proceed to review these guidelines or if they wanted to defer the item until he was able to attend the next meeting.

By consensus, the item was deferred to the next meeting when Member Strowig could attend.

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X. Status of Website Enhancements II Redevelopment

Mr. Luberda indicated that this item was erroneously included on the agenda and that no new discussion was available for this item.

XI. Director's Report (No Action Required)

a. New Regional Telecommunications Commission Chair

Mr. Luberda reported that Mayor Mike Neitzke of Greenfield had been appointed as Chairman of the Regional Telecommunications Commission. He noted that the RTC was trying to confirm what role they would be playing in the future under the new statewide franchises. Mr. Luberda also indicated that it would be good to have Mayor Neitzke in the role as Chair as he is very passionate about the issue.

b. Update on Network and Systems Maintenance and Installations

Mr. Luberda informed the Commission members that the telephone voicemail system has been upgraded and is in place and that some work was done to remove stubbed plumbing pipes from inside the server room to help protect the room and that he would continue to inform the Committee members as we address system issues. Discussion was held.

c. Update on CSEI Contracts and Services

Mr. Luberda noted that the contract this year to take advantage of a database administrator is really benefiting the GIS and Govern systems. Mr. Luberda also noted that he is working with CSEI on a program called "Nable", which is a product that CSEI is offering that allows for monitoring of network systems, peak loads, CP usage, and helps warn if there are problems eminent in your network. CSEI is providing this service right now to the City at no charge with the intent of sort of helping them develop the product. Once the product is fully developed, CSEI will come before the Commission members and show them the nature of the product. At that time the Commission members can evaluate whether or not the product is in the best interest of the City and look at the pricing. If the City is not interested, CSEI would simply remove the product from the City.

XII. Next Meeting Date and Time – Wednesday, April 23, 2008 at 6 p.m.

Member Webler noted that he would be unavailable for the April 23, 2008 meeting. A brief discussion was held suggesting that the Strategic Technology Plan should be placed on the agenda for discussion to help move it forward at the next meeting.

XIII. Adjournment

Motion by Alderman Olson and seconded by Member Herman to adjourn the March 26, 2008 Technology Commission Meeting at 7:55 p.m. Motion carried: Ayes-All.