

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
MARCH 23, 2011**

- I. The March 23, 2011 Technology Commission Meeting was called to order at 6:04 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall. Director of Administration Luberda took roll call; a quorum was present.

Members present were Meade, Strowig, Herman, Alderman Olson, Webler, Galusha, Maersch, and Surana. Members Kane, Kaufman, and Mittelstadt were excused. Also in attendance were Director of Administration Mark Luberda and Dennis McDonald and Norb Kopka of Heartland Business Systems.

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

- III. Review and approval of the November 17, 2010 Meeting Minutes.

Motion made by Member Strowig and seconded by Member Webler to approve the November 17, 2010 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Overview of Heartland Business Systems

Director of Administration Mark Luberda introduced Heartland Business Systems (HBS) and Norb Kopka and noted that HBS is a broader business than CSEI and it seemed reasonable to inform the Commission as to the other resources that are accessible to the City. Mr. Kopka provided a brief history of HBS and distributed a folder of information on HBS services. Discussion was held.

- V. Assessor Procedures (Cross-Referencing Entering of Information)

Director of Administration Mark Luberda noted that this item was referred to the Technology Commission as part of the consideration of a property assessment issue the Common Council had considered. Mr. Luberda noted that the problem was currently being resolved. An issue was ensuring that certain data in Universe and Govern only needed to be entered once. The data base administrator is currently working to resolve the issue.

- VI. Franklin Notification System

Director of Administration Mark Luberda reported that the Franklin Notification System was up and running and explained the functioning of the system. Discussion was held, including comments related to data entry verification.

- VII. Technical Issues Review

- a. Backup System - Deduplication

Dennis McDonald discussed his idea of pursuing deduplication in the backup system to save space. By consensus, members indicated the idea was a very good one and that it should be pursued whenever the budget allows due to the efficiencies it affords.

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- b. Reusing Old Servers with New Drives  
Dennis McDonald presented his idea to repurpose old servers to new, less-critical locations after replacing the hard drives in them. Commission members generally believed such a strategy was safe and cost effective, except member Dale Webler who did not recommend continuing to use such old machines.
- c. Hyper-V Cluster  
Dennis McDonald presented a summary of the structure for the Hyper-V Cluster. Discussion was held. By consensus, members agreed that the network structure was acceptable.
- d. Software Distribution Technology Vendors  
Dennis McDonald noted that he was beginning to investigate software distribution technology vendors and was looking for input on which possible vendors had good products and which might not. Discussion was held.

### VIII. Director's Report on IT Operations (No Action Required)

- a. Password Policy  
Director of Administration Luberda presented the version of the Password Policy and noted that 2 items were included as recommendations since the network cannot enforce them. By consensus, Commission members agreed that in the second recommendation, "cannot" should be changed to "should not" since it is not enforceable. Additionally, members suggested clarification of the 90-day standard.
- b. Email Access - Remote  
Director of Administration Luberda presented a handout addressing remote email access. Discussion was held. There were no concerns with this document.
- c. Public File Access Website  
Director of Administration Luberda distributed a revised version of this document with minor changes. By consensus, Commission members believed that a higher level of security needed to be employed. Mr. Luberda noted that the service would only be used on a case-by-case basis with the participation of IT staff until the security issue can be addressed.
- d. Public File Drop Box  
Director of Administration Luberda distributed a revised version of this document with some changes. By consensus, Commission members believed that a higher level of security needed to be employed similar to the Public File Access Website.

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- e. IT Vendors & Comparative Pricing  
Director of Administration Luberda noted that the policy was being put in place to ensure better internal controls, which were necessary in the event HBS wanted to be considered to be allowed to quote equipment purchases.
- f. Update on City Website  
Director of Administration Luberda referenced the item in the packet showing how the main website page had been changed. Brief discussion was held.
- g. Facebook Presence  
Director of Administration Luberda referenced the item in the packet showing a nominal presence on Facebook to secure a reference within the site to help ensure somebody else doesn't claim to be Franklin, WI. A page was set up for the City, the Police Department, and the Fire Department. The pages will not be maintained, but will simply refer people to the City's website.

Mr. Luberda also noted that they are currently drafting a policy to address internal supply audit chains, to track the purchase and deployment of certain commodities and equipment.

**IX. Future Agenda Items**

Alderman Olson recommended carrying forth the items from the previous meeting as noted in the agenda. By consensus members concurred.

- 1. Website addition to Twitter and other social media.
- 2. Phone systems
- 3. Status report on recording and posting of meetings.

**X. Next Meeting Date and Time – April 27, 2011 at 6 p.m.**

**XI. Adjournment**

Motion made by Alderman Olson and seconded by Member Strowig to adjourn the March 23, 2011 Technology Commission Meeting at 8 p.m. Upon vote, Ayes-All, motion carried.