

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
OCTOBER 8, 2007**

- I. The October 8, 2007 Technology Commission Meeting was called to order at 6:05 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

Members present were Meade, Strowig, Herman, Alderman Olson, Mailandt, Webler, Galusha, Kane, and Mainella (arrived at 6:10 p.m.). Also in attendance was Director of Administration Mark Luberd, Robert Glover of CSEI, and Todd Niedermeyer of Geographic Marketing Advantage, LLC.

- II. Citizen Comment Period: None.

- III. Election of Commission Chair & Vice Chair

Motion made by Alderman Olson and seconded by Member Kane to nominate Member Meade as Chair of the Technology Commission. Motion carried: Ayes-All.

Motion made by Member Kane and seconded by Alderman Olson to close nominations for election of Chair of the Technology Commission. Motion carried: Ayes-All.

Motion made by Alderman Olson and seconded by Member Kane to elect Member Scott Meade as Chairman of the Technology Commission by acclamation. Motion carried; Ayes-All.

Motion made by Member Kane and seconded by Alderman Olson to nominate Member Strowig as Vice Chair of the Technology Commission. Motion carried: Ayes-All.

Motion made by Alderman Olson and seconded by Member Kane to elect Member Greg Strowig as Vice Chairman of the Technology Commission by acclamation. Motion carried; Ayes-All.

- IV. Review and approval of the May 23, 2007 Meeting Minutes.

Motion made by Member Strowig and seconded by Member Mailandt to approve the May 23, 2007 meeting minutes as submitted. Motion carried: Ayes-All.

- V. 2007 Network Assessment Report by CSEI and City of Franklin's Data Center Disaster Recovery Plan

Director of Administration Luberd explained that the Data Center Disaster Recovery Plan was a report previously prepared in 2003 and that the Technology Plan Sub-Committee had asked that it be provided to the full Commission but that the report was not currently being used and was likely out of date.

Mr. Luberd gave a summary on how the 2007 Network Assessment Report by CSEI came to be prepared. Robert Glover of CSEI gave a summary of the report and discussed various recommendations of the report. The Commission reviewed a memo from Mr. Luberd summarizing actions that had been taken and actions that have been planned to address recommendations within the report. Mr. Luberd thanked CSEI for their efforts in preparing this report and providing it to the City without additional cost to the City.

Motion made by Alderman Olson and seconded by Member Kane to receive and file the Network Assessment and the Data Center Disaster Recovery Plan documents. Motion carried: Ayes-All.

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
OCTOBER 8, 2007
PAGE 2**

VI. Status of City's GIS Rewrite Project: Scope of Services & Service Contract

Director of Administration Luberda provided a summary explanation and reviewed the scope of services document for this budgeted capital project. Mr. Luberda and Todd Niedermeyer discussed the scope of the project in detail and recommended moving the project forward with PlanGraphics as the preferred contractor based on their history with the current software and previous problems with other vendors. Mr. Luberda noted that this scope of services would be attached to a service contract that would be forwarded to the Common Council.

Motion made by Member Herman and seconded by Member Kane to approve the Scope of Services as presented and recommend the selection of PlanGraphics as the preferred contractor. Motion carried: Ayes-All.

VII. Strategic Technology Plan from the Technology Plan Sub-Committee

Member Webler provided a summary of the intent and structure of the Strategic Technology Plan. Discussion was held on the purpose and application of the plan and its benefits to the organization.

Motion made by Member Strowig and seconded by Member Galusha that the Technology Commission recommends that the Common Council adopt the Strategic Technology Plan as submitted and support funding the Technology infrastructure, applications, security plans, and other related capital items included in the recommended budget. Motion carried: Ayes-All.

VIII. Information Services 2008 Capital Outlay Budget

Director of Administration Luberda provided a summary of the Information Services and Department of Administration Capital Outlay Budget items. He noted what had been included in the Mayor's Recommended Budget and that those items have been approved by the Finance Committee.

Motion made by Member Kane and seconded by Member Webler to accept the Capital Outlay Budget recommendations of the Department of Administration. Motion carried: Ayes-All.

IX. Technology Commission Ordinance as it Relates to Membership & Quorum Status

Director of Administration Luberda explained the purpose of the draft ordinance presented relating to changing the membership requirements to be between 7 and 11 members and changing the quorum to be 50 percent of the appointed membership. He noted that due to the technical expertise necessary to serve the Technology Commission, a range of membership may be more appropriate. Alderman Olson suggested that not all members of the Commission should be required to be residents of the City of Franklin. Mr. Luberda noted that not requiring residency would enable Franklin businesses to encourage non-resident employees to participate in serving Franklin.

Motion made by Member Strowig and seconded by Member Herman to recommend to the Common Council a change in the size and quorum of the Technology Commission as suggested by the draft ordinance and that the residency requirement be changed to allow up to 2 Commissioners to be non-residents. Motion carried: Ayes-All.

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
OCTOBER 8, 2007
PAGE 3**

X. Email Storage and Searchable Records Maintenance Device

Director of Administration Luberda explained that the Common Council had authorized acquisition of an Email storage maintenance device and authorized him to negotiate with a vendor. Discussion was held. Mr. Luberda noted that no action was needed on this item.

XI. Status of Website Enhancements for Phase II Redevelopment

Member Strowig provided a brief update on the status of the Phase II Redevelopment Project. The item is to be moved forward to the next agenda for further details.

XII. Website Guidelines and Content

The Commission tabled this item to the next agenda.

XII.a. Request for Separate Website Domain Name for Economic Development Section of Website

Discussion was held on the request for a separate website domain name for the Economic Development section of the City's website. Commissioners noted problems related to the use of secondary access combined with existing directory structure.

Motion made by Member Strowig and seconded by Member Webler to recommend the use of www.franklinwi.gov/biz and implementation by the Director of Administration or his designee. Motion carried: Ayes-All.

XII.b. Citizen Email Request Regarding Website Formatting

Member Strowig discussed the request and by consensus the Commission directed the Department of Administration to investigate and implement the suggested change.

XII.c. Discussion on a Website Application to Search Health Inspection Reports

The Commission discussed the suggestion regarding the Health Inspection Reports and by consensus authorized the Director of Administration to incorporate them into the City's website as pdf's at his discretion.

XII.d. Establishing & Incorporating Public Access Channel Guidelines

The Commission tabled this item to the next meeting.

XIII. WIJIS Justice Gateway Project

Director of Administration Luberda provided a brief summary of the grant award received and noted that it had been forwarded by the Common Council to the Commission for its information. A brief discussion was held.

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
OCTOBER 8, 2007
PAGE 4**

XIV. Future Agenda Items for Technology Commission Consideration

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

All future agenda items were moved forward to the next agenda.

XV. Next Meeting Date and Time

Chairman Meade indicated the next meeting date and time of October 24, 2007 at 6 p.m. in order to discuss the Strategic Technology Plan.

XVI. Adjournment

Motion by Member Strowig and seconded by Member Kane to adjourn the October 8, 2007 Technology Commission Meeting at 8:40 p.m. Motion carried: Ayes-All.