

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
OCTOBER 14, 2008**

- I. The October 14, 2008 Technology Commission Meeting was called to order at 6:35 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

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

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

- III. Review and approval of the September 24, 2008 Meeting Minutes.

Motion made by Member Strowig and seconded by Member Herman to approve the September 24, 2008 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Wisconsin Electronic Disease Surveillance System (WEDSS)

Mr. Bill Wucherer, City of Franklin's Director of Health & Human Services, presented this item to the Commission. He provided a handout and a PowerPoint presentation that addressed the benefits of WEDSS, explained the purpose of WEDSS, and identified the flow of case management information. He explained that WEDSS is a secure, web-based, State run case management system used for reporting communicable diseases and managing the related documentation. Mr. Wucherer noted that participation in WEDSS would be required by the State, but that the State has had success with public health related state-wide records management systems.

Member Strowig recommended that the City's IS consultant, CSEI, be required to sign the appropriate forms in case they should come across any of the health related documentation of files.

Motion made by Member Herman and seconded by Member Maersch to recommend to the Common Council that they support the Franklin Health Department's involvement in the Wisconsin Electronic Disease Surveillance System (WEDSS). Upon vote, Ayes-All, motion carried.

- V. Budgeted Capital Outlay: Microsoft Office 2007 Licenses

Director of Administration Luberda presented this item to the Commission. Mr. Luberda noted the following modifications to the handout provided in the packet: 1) that MS Office Professional also provides MS Publisher, 2) the Health Department will get 9 standard licenses and 1 professional license, and 3) Planning will get 8 standard licenses and 1 professional license. Mr. Luberda noted that the budget available is \$29,000 and the estimated expenditure is approximately \$26,400. By consensus, members confirmed their prior recommendation to purchase MS Office 2007 but install MS Office 2003.

Member Strowig asked about the pricing. Mr. Luberda indicated he believed the pricing obtained was very competitive but that he would confirm this prior to Common Council approval.

Motion made by Member Webler and seconded by Member Strowig to recommend to the Common Council the purchase of the Microsoft Office 2007 Licenses as presented and as modified by Mr. Luberda. Upon vote, Ayes-All, motion carried.

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**VI. Website Development Phase II**

Director of Administration Luberda and Chairman Meade presented this item to the Commission members. Mr. Luberda summarized that the new proposal from Northwoods focused on revising the information architecture of the current website while still providing for the upgrade to Titan v4.6 Content Management System (CMS), being a licensed product with regular upgrades. Chairman Meade discussed the benefits of addressing the information architecture issues. Chairman Meade indicated that he believed that the proposal offered significant value in relation to the information architecture services. By consensus, members expressed concern that the results of the process would only be as good as the input provided by staff and the related available staff support. Members expressed concern that the production site not be disturbed until the new site is ready for implementation. Discussion was held.

Motion made by Member Kane and seconded by Member Strowig to recommend to the Common Council approval of the September 15, 2008 Northwoods Website Redesign & Redevelopment proposal, in the amount of \$25,000, provided that 1) the design components that are an inherent result of the information architecture changes are included in this proposal; 2) that the hosting requirements are verified as being compatible; and 3) that required key resources are available and made available. Upon vote, Ayes-All, motion carried.

**VII. 2009 Revised CSEI Contract**

Director of Administration Luberda presented this item. He noted that the contract provides for the ability to extend its current terms. CSEI has agreed to not modify their current rates. Mr. Luberda noted that the extension provides for continuation month-to-month after 2009. Mr. Luberda indicated that they have been very pleased with the performance of CSEI and believes that the City has made significant progress in the general administration of its network and related systems. Members indicated general concurrence and support for CSEI's services. Discussion was held on pricing and contracting for services.

Motion made by Member Herman and seconded by Member Webler to recommend to the Common Council approval of the information technology services extension agreement between Connection Strategies Enterprises, Inc. (CSEI) and the City of Franklin for all of calendar year 2009 and continuing thereafter on a month-to-month basis until the agreement is terminated or modified or extended by a separate, future agreement. Upon vote, Ayes-All, motion carried.

**VIII. Integrated Video/Audio Internet Media Streaming & Distribution System (status report by Sub-Committee)**

Chairman Meade gave a brief status report to the Commission on behalf of the Video/Audio Streaming Sub-Committee. He reminded members that they are looking to simply run a test of the system to further evaluate what would be needed. Member Olson noted that his company, Roscor, would be donating use of a ViewCast GoStream PLUS to help digitize the video and audio stream. Members noted it was not their intent to provide this test taping as a live feed. Mr. Luberda noted that the Common Council's authorization expected that he would be responsible for ensuring the product of the taping was of sufficient quality for public access. Mr. Luberda informed Commission members that the Common Council approval was not tied to a specific meeting date. Commission members indicated their intent to still target the October 21, 2008 Common Council meeting. Discussion was held.

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Chairman Meade noted that additionally they are looking at replacing the current portable analog recorders with portable digital recorders.

IX. Director's Report (No Action Required)

Director of Administration Luberda reported that the anticipated update of the Phoenix system for October that would include the court component has been delayed. A new date has not been set. He indicated that the delay was due to other components of the system and was not caused by the court module.

X. Next Meeting Date and Time

Due to the Thanksgiving holiday, it was decided that the next Technology Commission Meeting would take place November 19, 2008 instead of November 26th.

XI. Adjournment

Motion made by Member Herman and seconded by Member Maersch to adjourn the October 14, 2008 Technology Commission Meeting at 8:08 p.m. Upon vote, Ayes-All, motion carried.