

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
DECEMBER 14, 2023**

- I. The December 14, 2023 Technology Commission Meeting was called to order at 6:01 p.m. in the Hearing Room of Franklin City Hall by Vice Chair Greg Strowig.

IT Director Jim Matelski took roll call; a quorum was present. Members present were Strowig, Rehberger, Surana, and Pelkey. Members Meade, Alderwoman Eichmann, Webler, Galusha, Farney, and Kaur were excused. Also in attendance was IT Director Jim Matelski.

- II. Election of Chair & Vice Chair

Motion made by Member Pelkey and seconded by Member Surana to nominate Greg Strowig as Chair of the Technology Commission. Upon vote, Ayes-All, motion carried.

Motion made by Member Rehberger to nominate himself as Vice Chair of the Technology Commission. Seconded by Member Pelkey. Upon vote, Ayes-All, motion carried.

- III. Citizen Comment Period – no citizens were in attendance.

- IV. Review and approval of the September 27, 2023 Meeting Minutes.

Motion made by Member Rehberger and seconded by Member Pelkey to approve the September 27, 2023 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- V. Vendor Failure

IT Director Matelski presented this topic to the Commission. Discussion was held. Informational item only – no action taken.

- VI. City of Franklin Strategic Technology Plan

IT Director Matelski presented this item to the Commission. Motion made by Member Pelkey and seconded by Member Rehberger to table this item to a future meeting when more members can be in attendance. Upon vote, Ayes-All, motion carried.

- VII. Technical Issues Review

- Fiber Optic WAN Project - The Fiber Optic WAN project is officially complete, tested, and the project formally closed. On December 20, 2023, IT will be going with MC&E to each facility and be given formal turnover on how the patch panels are interconnected. The fiber WAN did have to be altered the last week of November, as Carma Labs required that the cable be buried 10 feet lower than the existing position. The property on 76th Street and Ryan Road has two main shipping/receiving driveways that cross the right-of-way on 76th Street. To accommodate the weight of the vehicles, the conduit needed to be lowered, as to not cause long-term damage to the fiber.

**TECHNOLOGY COMMISSION MEETING
DECEMBER 14, 2023
PAGE 2**

- Process Review - As part of moving the fiber project from the planning/implementation to support/maintenance phases, the City of Franklin Planning and Engineering Departments have to perform a formal review of utilities and fiber runs that are contained within the right-of-ways as part of the site review process. The City of Franklin GIS Utility Viewer is being modified with the as-built fiber maps, so City-owned fiber runs are contained within all utility maps. This will help expedite projects that are some distance away from the City fiber.
- Location and Repair Services - A contract with Turnkey is in progress that will address fiber location requests along with modification/repair services. Turnkey will be the primary location vendor for fiber, and a new member code is being created and assigned within Digger's Hotline. A new digger's ticket will automatically be assigned to Turnkey if the location is within 250 feet of the as-built maps. Turnkey offers repair and alteration services in three-tier levels, allowing this vendor to be a single source for all fiber location tickets and modifications to the fiber network.

VIII. Director's Report on IT Operations

No items to report.

IX. Future Agenda Items.

- IT Security Project
- Failure Avoidance and Mitigation

X. Next Meeting Date: Wednesday, January 24, 2024 – 6 p.m.

XI. Adjournment

Motion made by Member Surana and seconded by Member Strowig to adjourn the December 14, 2023 Technology Commission Meeting at approximately 8:04 p.m. Upon vote, Ayes-All, motion carried.