

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
SEPTEMBER 27, 2023**

- I. The September 27, 2023 Technology Commission Meeting was called to order at 6 p.m. in the Hearing Room of Franklin City Hall.

IT Director Jim Matelski called the meeting to order. As both the Chair and Vice Chair were not in attendance for this meeting, the first order of business was election of a temporary chair. Motion made by Alderwoman Eichmann and seconded by Member Pelkey for Member Rehberger to act as temporary chair for this meeting. Upon vote, Ayes-All, motion carried.

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

- II. Election of Chair & Vice Chair

Motion made by Alderwoman Eichmann and seconded by Member Pelkey to table this item to the next meeting as the current chair and vice chair were not able to attend this meeting. Upon vote, Ayes-All, motion carried.

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

- IV. Review and approval of the August 23, 2023 Meeting Minutes.

Motion made by Member Pelkey and seconded by Member Farney to approve the August 23, 2023 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- V. Fiber Optic WAN Project Proposals

Motion made by Alderwoman Eichmann and seconded by Member Pelkey to enter closed session for this subject matter pursuant to Wis. Stat. § 19.85(1)(d), to consider strategy for crime prevention, and the implementation of a program and policy and tools therefore for crime prevention, i.e., cyberattack prevention and technological crimes in relation thereto, for the protection of the City's technical and information infrastructure and the City officials, employees and the public who use the system, and also pursuant to Wis. Stat. § 19.85(1)(e), for competition and bargaining reasons with regard to the prevention protection program and this subject matter item, and the investing of public funds in relation thereto, and to reenter open session at the same place thereafter to act on such matter discussed. Upon vote, Ayes-All, motion carried.

Motion made by Alderwoman Eichmann and seconded by Member Galusha to re-enter open session. Upon vote, Ayes-All, motion carried.

Motion made by Member Pelkey and seconded by Member Farney to recommend the TPX/Cornerstone managed solution option at a cost of \$391,107.58, with implementation to be completed no later than February 28, 2024. Upon vote, Ayes-All, motion carried.

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VI. Technical Issues Review

- Fiber Optic WAN Project - Fiber optic was pulled along Ryan Road and into the Industrial Park, using the shared conduit with Waukesha Water Utility. Trenching went northward up 51st Street, where it then intersected the shared conduit used by Franklin School District. Currently, fiber is being pulled along Drexel Avenue, but an issue was encountered near 76th Street where the conduit appears to be blocked. This may require additional trenching before the final cable is laid in the northern section of the ring. The last major segment of the project is to pull back fiber at the Franklin School ECC building, in order to have all fibers entering from the north wall. This will require an outage window on behalf of the school, but once completed the large sections of fiber will be fully installed.
- Security surveillance cameras were installed at City Hall last week and have been connected to the main Milestone server over at the Police Department. Security cameras are now active at City Hall and recording footage. The cable installers proceeded to the Library this week and are actively installing cameras at this facility. We are trying to get replacement cameras installed at Kayla's Park, however, the rainstorms are making installation difficult. An additional camera will be installed out at the Walmart substation, so as video footage in this facility can finally be captured. HBS is working with Police Dispatch on the optimum layout for the additional facility cameras, as not everything can be displayed on the video walls at one time.

VII. Director's Report on IT Operations

- On September 6, 2023, an OC1 line going between City Hall and FD1 was accidentally cut by Turnkey. Unfortunately, they also cut the 100 pair copper "tie line" that interconnects telecommunications for the two offices. Indicator flags were at least four feet from where the cable was actually laid, hence the error can be attributed to a mis-mark in the lines. It took several days for the vendor to get the office fully up and running. Repairing the old tie line was an issue, since no local vendors work on this technology any longer. The Fire Department was placed on VoIP phones for the duration, which involved a considerable amount of IT support time dealing with getting data and telecommunications functional.

VIII. Future Agenda Items.

- IT Security Project
- Strategic Technology Plan & Cyber Security Component
- Vendor Fail Update

IX. Next Meeting Date: Wednesday, October 25, 2023 – 6 p.m.

X. Adjournment

Motion made by Member Pelkey and seconded by Member Galusha to adjourn the September 27, 2023 Technology Commission Meeting at 8 p.m. Upon vote, Ayes-All, motion carried.