

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
FEBRUARY 25, 2026**

- I. The February 25, 2026 Technology Commission Meeting was called to order at 6:01 p.m. in the Hearing Room of Franklin City Hall by Chair Greg Strowig.

IT Director Jim Matelski took roll call; a quorum was present. Members present were Strowig, Wielebski, Rehberger, Pelkey, and Romanski. Members Galusha, Surana, Alderman Peccarelli, Smak, and McWilliams were excused. Member Berg was absent. Also, in attendance was IT Director Jim Matelski.

- II. Citizen Comment Period – no citizens were present.

- III. Review and approval of the December 3, 2025 Meeting Minutes.

Motion was made by Member Rehberger and seconded by Member Wielebski to approve the December 3, 2025 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Changing the Name of the Information Services Department and Scope of Services

IT Director Matelski presented this item to the Commission and discussion was held. This item was tabled to the next meeting.

- V. Third Party Hosted Outsourcing vs. On-Premise Data Storage Infrastructure. The Technology Commission may enter closed session for this subject matter item pursuant to Wis. Stat. § 19.85(1)(d), to consider strategy for crime prevention, and the furtherance 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 to reenter open session at the same place thereafter to act on such matter discussed therein as it deems appropriate.

Motion made by Member Pelkey and seconded by Member Rehberger to enter into closed session for this matter. Upon vote, Ayes-All, motion carried.

Motion made by Member Rehberger and seconded by Member Romanski to re-enter open session at the same place to act on such matters discussed therein as it deems appropriate. Upon vote, Ayes-All, motion carried.

Strategic advice given by the Commission pertaining to this item; no resolution and no action taken.

VI. Technical Issues Review

- Penetration Testing: Firewall and perimeter testing was delayed in 2025 due to the domain migration and planned architecture changes to the Franklin firewalls and fiber optic ring. The external and internal penetration tests are being scheduled for the second week of April. Once the initial penetration test has been performed, these will be scheduled on a quarterly basis using automated tools. After the tests are complete and remediation made, the IT Security Risk/Watch matrix will be updated and modified. Currently Franklin is performing monthly vulnerability assessments with SCS and has dramatically lowered the number of critical vulnerabilities. The most at risk resource at this point is Office 2019, which is soon to be retired and replaced with a new installation of Office 365 on all computers. The greatest number of vulnerabilities continue to be with web browsers and Adobe Acrobat.
- ADA compliance testing and remediation are near complete. A review of the reports and changes to operational procedures is scheduled for March 2, 2026. The largest issues at this point are with PDF ADA compliance. This is a significant topic of conversation, as document management and standardization of enterprise and department forms is being reviewed. There is an ongoing debate on if PDFs are the correct method to gather and store information, and how this process can be streamlined by using other methods of information collecting.

VII. Director's Report on IT Operations

- BS&A Migrated to the MUNI domain: On January 21, 2026, BS&A was migrated from the FRANKLINNT to the MUNI domain. This was a major undertaking, as this migrated the individual module databases from SQL 2019 servers in the old domain to SQL 2022 servers in the new domain. BS&A support offloaded support to an outside firm VC3, as they no longer have resources in-house to support their old .NET application. Almost all support of the legacy application is being performed by VC3.

VC3 performed the pre-migration processes of creating a new administrative database and creating specialized SQL accounts that are used to allow the .NET applications access to the SQL databases. This is a vendor created account that was hard coded into the application, therefore the vendor has to perform the actual account creation. The Director of IT performed the actual database copy and moves and updated all XML files to point to the new location of the database servers. With the migration, the Franklin IT Department developed a much deeper understanding on how the application communicates to the databases, and the specific purpose/module used by each database. In the past, application changes used to be coordinated by the Finance Director; however, with the expansion of department land management and business licensing modules, this now requires that IT be in full charge of application and

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database changes. The migration revealed the apparent need to move off the .NET application and use the cloud-hosted application instead.

- The City of Franklin IT Department is taking the lead in completing the JCI door access control project, as the CCure server has to be decommissioned and rebuilt in the MUNI domain. The old domain cannot be decommissioned without the application server being ported over to a new application server and central SQL management. JCI has done very little work from December to February, and this is a project that was first launched in March 2025. In almost a year's time, we still do not have a fully functioning door access control system. JCI has promised a 4/15/2026 project completion date and will be working closely with IT to get this accomplished.
- The City of Franklin Fire Department (FD) will start moving back to Fire Station 1 on Friday 2/27/26. The FD has been working remotely at FD2, FD3, and the Muskego Tess Corner's station due to black mold removal and remediation. The FD originally moved out of FD1 the weekend of Halloween. Although the station still is a work-in-progress with many areas of construction, the goal is to streamline operations by moving back to the original stations. All IT equipment will need to be relocated.
- The 2025 Financial audit was completed on 2/20/2026. The IT control matrix was very similar to the prior year, although major security changes and improvements (including MFA with Yubikeys) were implemented in the past couple of months. IT is not expecting any major issues with the audit or findings.

VIII. Future Agenda Items.

- IT Security Project—Johnson Controls, Inc.
- Failure Avoidance and Mitigation
- External & Internal Penetration Testing Results
- Website ADA Compliance – Project Closure
- Scope of IT Services

IX. Next Meeting Date: March 25, 2026 - 6 p.m.

X. Adjournment

Motion made by Member Pelkey and seconded by Member Wielebski to adjourn the February 25, 2026 Technology Commission Meeting at 8:47 p.m. Upon vote, Ayes-All, motion carried.