

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
DECEMBER 13, 2017**

- I. The December 13, 2017 Technology Commission Meeting was called to order at 6:02 p.m. in the Hearing Room of Franklin City Hall by IT Director Jim Matelski. As both the Chair and Vice Chair were not in attendance, the first order of business was election of a temporary chairman for this meeting.

Motion made by Member Farney and seconded by Member Brandt to nominate and elect Member Webler as temporary Chairman for this meeting. Upon vote, Ayes-All, motion carried.

IT Director Jim Matelski took roll call; a quorum was present. Members present were Alderman Dan Mayer (arrived at 6:06 p.m.), Members Webler, Giza, Surana, Brandt, Farney, and Litwin. Members Meade, Strowig, Galusha, and Kaur were excused. Also in attendance was IT Director Jim Matelski.

- II. Citizen Comment Period

No citizens were present for the meeting.

- III. Election of Chair & Vice Chair

Motion made by Member Litwin and seconded by Alderman Mayer to defer this item to the January 2018 meeting and that an email is sent to the current chair and vice chair to see if they are still interested in these positions. Upon vote, Ayes-All, motion carried.

- IV. Review and approval of the October 25, 2017 Meeting Minutes.

Motion made by Member Farney and seconded by Member Surana to approve the October 25, 2017 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- V. Mobile Devices & Mobility Management

IT Director Jim Matelski presented this item to the Commission members. An open discussion forum took place. No action was taken.

- VI. Technical Issues Review

IT Director Jim Matelski informed the Commission members on the following Technical Issues:

- As discussed, Milwaukee County is rolling out a new EMS field-to-hospital notification system, Pulsara, as a way to lower their operational costs. A meeting will be held on December 14th to go over the technical issues and to see a live demonstration of the product. A full roll-out date for the product has not been determined, but it is anticipated that it will be going live in the first quarter of 2018.
- Time Warner (Spectrum) Internet contracts are coming due, to which IT Director Jim Matelski is recommending an extension of the current contracts for only two years. There are two driving reasons for this decision. First, any migration to a new solution or selection of another vendor would require readdressing the entire external network. All firewall policies would have to be changed, requiring significant effort. Second, a long-term strategy needs to be discussed concerning remote site

**TECHNOLOGY COMMISSION MEETING MINUTES**  
**DECEMBER 13, 2017**  
**PAGE 2**

connectivity and the eventual consolidation of Internet points of access. Internet and WAN connectivity needs to be re-architected. The new architecture should consider implementation and operational costs, as well as the need to interface with other municipalities and government entities, along with disaster recovery needs.

VII. Director's Report on IT Operations

IT Director Jim Matelski informed the Commission members on the following:

- GovTech is live. The solution to automate escrow payments is now fully functional, with daily receipts of payments being made through US Bank ACH services. It is anticipated that the new solution will significantly lower the burden within the Treasury Office, in that groups of transactions can be batched and no longer require individual processing. Property tax invoices have been generated and uploaded into the GCS portal. Property taxes are available to be viewed online via the City of Franklin website.
- The Palo Alto firewalls have been fully installed, replacing all existing previous firewalls. The Panorama centralized management console has been implemented, which consolidates logging and analysis to a single point of reference. With the successful completion of this project, the external perimeter has been significantly hardened, making external hacking attempts more difficult.
- Wireless access points have arrived along with the associated Aruba Central licenses. A cable installer is in the process of putting in new home runs to the location of each new access point. It is anticipated that the new wireless networks will be installed within the next 30-45 days.
- A "red zone" change freeze has been implemented for the holiday seasons. December 15 - January 15 are normally high revenue periods, hence IT changes are being minimized in order to prevent any potential issue to a financial system. The PD will also be incorporated into the change freeze, in order to assist with variable staffing needs around the holidays.

VIII. Future Agenda Items.

- Strategic Technology Plan
- Information Security Plan
- 2018 Approved Capital Outlay Project
- Internet & WAN Services – Long-Term Strategy

IX. Next Meeting Date: Wednesday, January 24, 2018.

X. Adjournment

Motion made Member Litwin and seconded by Member Brandt to adjourn the December 13, 2017 Technology Commission Meeting at 7:19 p.m. Upon vote, Ayes-All, motion carried.