

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
JULY 25, 2018**

- I. The July 25, 2018 Technology Commission Meeting was called to order at 6:01 p.m. in the Hearing Room of Franklin City Hall by Chairman Meade.

IT Director Jim Matelski took roll call; a quorum was present. Members present were Meade, Strowig, Alderman Mayer (left at 6:58 p.m.), Webler, Galusha, and Giza. Members Surana, Brandt, Farney, Kaur, and Litwin were excused. Also in attendance was IT Director Jim Matelski and Economic Development Director Calli Berg.

- II. Citizen Comment Period

No citizens were present for the meeting.

- III. Election of Chair & Vice Chair

Motion made by Member Webler and seconded by Alderman Mayer to nominate current Chairman Scott Meade to carry forward and remain in his respective role as chair of the Technology Commission. Upon vote, Ayes-All, motion carried.

Motion made by Alderman Mayer and seconded by Member Webler to nominate current Vice Chair Greg Strowig to carry forward and remain in his respective role as vice chair of the Technology Commission. Upon vote, Ayes-All, motion carried.

- IV. Review and approval of the April 25, 2018 Meeting Minutes.

Motion made by Member Giza and seconded by Alderman Mayer to approve the April 25, 2018 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- V. Operational Strategy Towards IT Managed Services

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

- VI. Technical Issues Review

Cali Berg, the new Economic Development Director, was introduced to the Commission members. Each member introduced themselves, number of years they served on the Technology Commission, along with their areas of expertise. Mrs. Berg offered some insights on how to potentially market the City of Franklin through the main website, and how social media can be used to provide deeper levels of communication. A discussion on social media and policies is scheduled for the August 22, 2018 meeting.

- VII. Director's Report on IT Operations

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

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- On July 12, 2018 a new Avaya phone system was installed at City Hall, replacing the aging unit that is no longer covered under warranty support. No major issues or outages were incurred as part of the transition. Overall the project was extremely successful, with SKC doing an excellent job in making the transition almost completely transparent to the end users. Although the system continues to use existing analog and digital phones, for project cost reduction purposes, a new VoIP infrastructure has been put in place that creates a transition path over to the new technology. QoS rules were incorporated into the network switches, which also were reconfigured to allow for both data and voice VLANs to exist on the same interface port. It is anticipated for the 2019 Capital budget the Police Department will replace their aging Avaya phone system, with an anticipated usage of at least 24 VoIP phones included within the project budget. IT is responsible now for all phone system support and telephone cabling, outsourcing tasks to external vendors as needed.
- A new version of GIS ArcViewer is being rolled out to replace the Adobe Flash viewer, which has been in use on the City of Franklin website since its inception. The new ArcViewer uses HTML 5 as the rendering engine, and stores the GIS layers on the public facing ESRI ArcGIS online cloud portal. Internal GIS maps for the Water, DPW, and Fire Departments are being rewritten to use the new HTML 5 viewer.
- As part of renewing the Exchange server's SSL certificate, a wildcard certificate is being planned for purchase that will allow the securing of *.franklinwi.gov. It is the intention of IT to secure the City of Franklin website and subwebs with the new SSL certificate. Because the website is externally hosted, we will need to go through vendors in order to apply the SSL certificate.
- Two weeks prior from the Fourth of July holiday, Kayla's Park was vandalized to a cost of \$1,000 - \$2,000. The pole mounted cameras were in an inoperable state, with the south camera being removed for repairs by Baycom. The Mayor and Police Chief jointly agreed that IT will now take full responsibility of the cameras at the park, and tasked the Director of IT to get the cameras fully functional as quickly as possible. Kelleycom had to recertify the cabling and fix an issue at the pole with the north camera. Baycom replaced both cameras with newer units, which are being given to Franklin on loan until the current units can be repaired. The camera system has largely been stabilized and is now actively recording. We are looking into potentially getting a local DVR at the park to capture video footage and transmit the video in batch up to the central recording server at the PD. Camera systems support is now fully an IT function of responsibility and authority.
- MS-Govern has been transitioned over to the IT Department for full administration of the system. Fred Baumgart, the former administrator of the system who is now retired, has been contracted as a consultant and will be utilized on an "as needed" basis. Govern administration has consumed a considerable amount of IT time and resources. Support needs are cyclical and usually peak during the summer months, when new permits have to be issued for vendor and alcohol licenses, along with new housing and renovation projects. The City has hired two new building inspectors. Scott Satula is the City Building Inspector and is the manager for the Inspection Department. Steve Ketterhagen

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is the Assistant Building Inspector and functions also as a backup manager/department team lead. As policies and procedures change within the Inspection Department, it is expected that MS-Govern will need to be reconfigured to reflect changes in workflow. Formal training of the old ERP system has been minimal.

- VIII. Future Agenda Items.
- Facebook Policy
 - Strategic Technology Plan
 - Information Security Plan
 - Internet & WAN Services – Long-Term Strategy
- IX. Next Meeting Date: Wednesday, August 22, 2018.
- X. Adjournment

Motion made Member Giza and seconded by Member Galusha to adjourn the July 25, 2018 Technology Commission Meeting at 7:45 p.m. Upon vote, Ayes-All, motion carried.