

Approved August 22, 2012

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
MARCH 28, 2012**

- I. The March 28, 2012 Technology Commission Meeting was called to order at 6:00 p.m. by Director of Administration Mark Lubberda in the Hearing Room of Franklin City Hall. Mr. Lubberda took roll call; a quorum was present. Members present were Herman, Alderman Olson, Webler, Galusha, Giza, and Murphy. Members Meade, Strowig, Kane, Kaufman, and Surana were excused. Also in attendance were Director of Administration Mark Lubberda, Building Inspector Fred Baumgart, Senior Planner Nick Fuchs, and Dennis McDonald of Heartland Business Systems.

Mr. Lubberda informed members that they needed to select a member to act as Chairman of the meeting as both the Chairman and Vice Chairman were unable to make the meeting. Upon a unanimous vote, member Dale Webler was nominated and selected to act as Chairman of the meeting.

Member introductions were made for new member Adam Murphy.

- II. Citizen Comment Period – No citizen comments were made.
- III. Review and approval of the December 13, 2011 Meeting Minutes.

Motion made by Alderman Olson and seconded by Member Herman to approve the December 13, 2011 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Dual Authentication System - HBS Presentation on Entrust IdentityGuard

Jon Hermanson and Wayne Piontick provided a presentation on a web-based dual authentication system being developed by and offered by Heartland Business Systems to help communities address federal requirements for increased security of logins. A handout was provided from the Criminal Justice Information System relative to their advanced authentication requirements for Police Departments by September 30, 2013. The system is stored at HBS which members indicated might present issues with consistent access. Member Webler requested that the Police Department come back at a future time and address what is the specific problem that is trying to be solved and options for a solution to the defined problem.

Motion made by Alderman Olson and seconded by Member Herman to table this item until the next meeting with additional information to come back from police staff. Motion was unanimously approved by consent. Mr. Lubberda noted that he might be working with Heartland to define the offer they are making and try to eliminate the potential risks. It was noted that Ozaukee County has investigated the issue and may be a resource.

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V. Economic Development Website

Director of Administration Mark Luberda introduced that the Common Council had recently been presented with a request from the Forward Franklin Economic Development Commission to establish their own website. Mr. John Michlig provided a brief discussion on Forward Franklin's intent to establish a website that focuses on marketing and messaging the City of Franklin and its economic development issues. They are considering a company called Civic Plus. He noted that the Forward Franklin members would be responsible for entering the content and updates to the site, which will be linked to the City's current site but has an entirely different look and feel. Mr. Luberda clarified that the Common Council authorized an appropriation, and Forward Franklin will need to bring a website development contract back to the Common Council for approval. The Committee members recommended that Northwoods, the City's current content management system provider, also be contacted. Member Murphy would like to see what other communities are doing and see what sort of on-going resources are being employed. Mr. Luberda presented a change that will be occurring to the City's site which uses the format of the current main page as the format for the first page of the "Business" tab. The Committee members indicated it would want to know finally how the website is intended to work and what the setup is going to need.

VI. Electronic Building Plan Submittals – e-PlanSoft

Director of Administration Mark Luberda made a brief presentation on the e-PlanSoft's proposal to provide their software for a year at \$1. Mr. Luberda said that if the risk of future obligations and risks to data can be eliminated, then a trial use of the product would be warranted. Fred Baumgart, Building Inspector, and Nick Fuchs, Senior Planner, provided additional input on the product, background, and how staff could use the product. Motion made by Alderman Olson and seconded by Member Herman to recommend approval of purchasing the e-PlanSoft product for \$1 along with the additional fees for staff costs. Upon vote, Ayes-All, motion carried.

VII. Password Policy

Director of Administration Mark Luberda and Dennis McDonald presented two options of the Password Policy to the Commission Members: one based upon the ability to monitor with current software and one requiring obtaining additional software.

Motion made by Member Giza and seconded by Alderman Olson to recommend enforcement of Password Policy Draft No. 2 as presented to the Technology Commission. Upon vote, Ayes-All, motion carried.

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VIII. Technical Issues Review

Director of Administration Mark Luberda and Dennis McDonald presented the following technical issues to the Commission:

- a. Alternative Log-On Solutions: Discussion was held. No action was taken.
- b. Backup Media Retention & Storage: Discussion was held. Members suggested basing the backup retention and storage upon an adopted records retention plan or requirement and considering purchasing higher quality tapes to extend the life of the tapes.
- c. Old Computer Disposal. Discussion was held on the definition of a “scrap” computer, one with no practical value. Members did not have a concern with disposing of such scrap computers and indicated the Common Council could consider such a policy as presented by staff.

IX. Director’s Report on IT Operations (No Action Required)

Director of Administration indicated he had no report at this time.

X. Future Agenda Items

Discussion was held. No action was taken.

XI. Next Meeting Date and Time – April 25, 2012 at 6 p.m.

XII. Adjournment

Motion made by Alderman Olson and seconded by Member Giza to adjourn the March 28, 2012 Technology Commission Meeting at 8:30 p.m. Upon vote, Ayes-All, motion carried.