

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
MARCH 25, 2015**

- I. The March 25, 2015 Technology Commission Meeting was called to order at 6:02 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall. Director of Administration Mark Lubberda took roll call; a quorum was present.

Members present were Meade, Strowig, Alderman Dan Mayer, Webler, Galusha, Giza, and Brandt. Member Surana was excused. Also in attendance were Director of Administration Mark Lubberda and Todd Niedermeyer of Geographic Marketing Advantage, LLC.

- II. Citizen Comment Period – No citizen comments were made.

- III. Review and approval of the January 28, 2015 Meeting Minutes.

Motion made by Member Strowig and seconded by Alderman Dan Mayer to approve the January 28, 2015 meeting minutes as submitted. It was noted that Item III of the minutes, “Election of Chair & Vice Chair”, was not moved forward to the March 25, 2015 agenda and should be placed on the next agenda. Upon vote, Ayes-All, motion carried.

- IV. Presentation and Discussion on Remote Applications and Data Collection in the Field.

Director of Administration Mark Lubberda introduced this item to the members and then introduced Todd Niedermeyer, one of the City’s GIS contractors with Geographic Marketing Advantage, LLC, who then presented a brief demonstration of a proto-type of an application for data collection in the field.

Mr. Niedermeyer explained that the proto-type addressed fire hydrants and fire hydrant maintenance and ran on a 7” LG G Pad using an out-of-the-box GIS tool, called Collector, that is part of the ESRI software – the backbone of the City’s GIS system and the world’s largest GIS software provider. Mr. Niedermeyer noted that there are nearly a dozen other potential applications and uses that are proposed for development as the functionality is fine-tuned and the I.S. network systems and security issues are addressed. He explained that each potential application is set up in Collector (similar to creating an Excel template) being internally customizable to meet our data and process needs, but the tool itself is considered off-the-shelf and out-of-the-box, which is consistent with the recommended strategies of the Technology Commission.

Discussion was held on the sort of equipment that could potentially be needed and examples of what some of the other ideas are for the uses of these applications.

The Technology Commission members acknowledged the value in productivity and efficiency that such applications could generate.

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V. Job Description for IT Director

Director of Administration noted that he has nothing to further report on this item at this time. This item was tabled to the next meeting.

VI. Technical Issues Review

Chairman Meade asked about the status of the Low-Power FM Radio Station item. Director of Administration Lubberda noted that the application for the license was submitted and approved and a limited amount of money was put into the 2015 City budget for this purpose. He further explained that he needs to contact the school district to find out the extent to which they want to potentially expand the use of it on their end and possible funding by the school district. The Director of Administration noted that the City is in the middle of undergoing a Comp & Class Study for all of its employees for which most of his time is being spent and will be for the next couple of months.

VII. Director's Report on IT Operations (No Action Required)

No report was needed.

VIII. Future Agenda Items.

- Cable TV – Channel 25
- Information Technology Strategy Plan

IX. Next Meeting Date and Time

The Chairman noted that the next scheduled meeting is May 27, 2015.

The Director of Administration noted that there may be the need for an April Technology Commission meeting to be scheduled to review the job description for the IT Director.

X. Adjournment

Motion made by Member Strowig and seconded by Member Webler to adjourn the March 25, 2015 Technology Commission Meeting at 6:53 p.m. Upon vote, Ayes-All, motion carried.