

Minutes
Waverly Cable/Telecommunications Commission
May 17, 2011
City of Waverly Conference Room (Administration Office)
8:00 A. M.

Commission Members Present: Donna Kay Oberheu (term expires Feb. 1, 2012), Ael Suhr (term expires Feb. 1, 2013), Bruce Bahlmann (term expires on Feb. 1, 2011), Linda Schrage (term expires on Feb. 1, 2015).

City of Waverly Staff Present: Dick Crayne and Mayor Bob Brunkhorst.

Agenda: Commission members approved the agenda.

Moved By: Suhr

Yes: 4

No: 0

Absent: 1

New Business:

Bruce Bahlmann presented his findings from investigating Waverly's website needs, summarized proposals received from interested businesses, and made recommendations to the committee. These recommendations were as follows:

1. Waverly should not host their website from the same company they hire to manage it this separation will be beneficial to Waverly in two ways:
 - a. Lower Costs website hosting is a commodity business and if the city uses a general purpose hosting provider they can save 1/2 to 1/5 >> the hosting costs while not charging the city for hosting of >> individual pages hosting should be for unlimited pages and storage (this is the norm of this business).
 - b. Reduced Risk This separation allows the city maintain Ownership and full control of its website independent of the company they pay to manage it. So, in the event the city wants to change website management companies or hosting providers, this separation makes this possible and quite painless.

2. Waverly should use a open source content management system (CMS)to manage it's website content open source content management systems e.g. Joomla or > Drupal) have the following benefits over proprietary systems like the one Waverly currently uses:
 - a. Universal support allows Waverly to use pretty much any website management company they want and can switch providers if they are not happy with the service.
 - b. Free Open source CMS are free and do not require costly licensing or maintenance fees (these fees can run upwards of \$2k/year or more).
 - c. Feature Rich and Safe As open source CMS have thousands of developers working to extend it and keep it safe from malicious users.
 - d. releases come out regularly as do add-on options. Many functions the city requires now or in the future, need not be custom designed from scratch, rather can be simply installed (by their website management

company) and customized from hundreds of available add-on options thus saving the city time and money. Best of all, new releases (which provide even better features) are backwards compatible and do not require costly redesigns of the entire website to upgrade.

3. Non-Proprietary The city website is not dependent on any one company for being able to run and manage their website nor will they be at risk of having to start from scratch if they make the wrong choice in website management companies. A complete start over could cost the city \$50k or more in the coming years. Waverly should use a website management company that permits Recommendations 1 & 2 (above) to be realized. In other words, their website management company should be flexible and not hold the city captive to its own hosting or CMS, rather use what ever the city decides is best for the city (recommendation was that either Joomla or Drupal would easily address Waverly's website needs).
4. Follow up items based on the meeting include the following:
 - a. Dick Crayne to have a meeting with Aces and review their proposal
 - b. The city look into having one or more individuals responsible for coordinating regular meetings (semi-annual or quarterly) among the city's website stakeholders to share ideas and plan/request future updates (it would be beneficial if at such meetings the website management company was in attendance).
 - c. The city should plan for updates of their website (look-n-feel) every 3 years as well as regularly invest in extending the website functionality per recommendations made by the meetings discussed above the objective here is to continue to develop the city's website.

Adjournment: Suhr motioned adjournment.

Respectfully submitted,
Bruce Bahlmann, Chair