

**MINUTES OF THE SPECIAL WORKSHOP MEETING
OF THE LADY LAKE TOWN COMMISSION
LADY LAKE, FLORIDA
January 4, 2016**

The Special Workshop Meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida with Mayor Ruth Kussard presiding. The meeting convened at 5:00 p.m.

1. CALL TO ORDER

- 2. ROLL CALL:** Tony Holden, Commissioner Ward 2
Dan Vincent, Commissioner Ward 3
Paul Hannan, Commissioner Ward 4 (arrived at 5:15 p.m.)
Jim Richards, Commissioner Ward 5
Ruth Kussard, Mayor/Commissioner Ward 1

STAFF MEMBERS PRESENT: Kris Kollgaard, Town Manager/Town Clerk; Derek Schroth, Town Attorney; John Pearl, I.T. Director; Tony Wilson, I.T./GIS Support Specialist; Thad Carroll, Growth Management Director; Captain Jason Brough, Police Department; Julia Harris, Administrative Assistant to Town Manager; and Nancy Slaton, Deputy Town Clerk

3. Public Comment

Mayor Kussard asked if there were any comments or questions. There were no comments or questions.

4. Demonstration and Instruction on the Use of the New Microsoft Surface Pro Tablets (John Pearl/Tony Wilson)

I.T. Director John Pearl provided an overview of the various hardware features and demonstrated the use of the software on the Microsoft Surface Pro 3 tablets to be used by the Commissioners. Tony Wilson, I.T./GIS Support Specialist, assisted the Commissioners as needed throughout the demonstration.

Some of the highlights included:

- The Microsoft Surface Pro 3 functions as both a tablet and a notebook computer.
- The Windows 10 operating system.
- A keyboard that is attachable/detachable using a magnet.
- A pen/stylus for notation that includes erase, right click, and Bluetooth buttons.
- A mouse with digital scroll capability.
- A power connector; a fully charged tablet should have a five hour capacity before needing a charge. A battery save feature is enabled at 20% battery capacity.
- Cameras on both front and back.
- An Intel i3 processor with 4 GB of memory; 24 GB hard drive capacity remaining.
- Six input devices are provided: 1) keyboard, 2) mouse, 3) track pad, 4) pen, 5) touch screen, and 6) voice; two modes of operation (computer and tablet). Certain input devices are more conveniently used in one of the modes of operation than the other.

- Internet Explorer and Mozilla Firefox are the two browsers currently installed on the tablets. Google is currently set as the home page for each browser.
- Shortcuts for Word, Excel and One Note are provided on the start menu.
- DrawboardPDF is installed and will be used primarily for notation on Commission packets.
- Microsoft Outlook is installed for email capability.
- A Remote Assistance shortcut is provided in the start menu so that Commissioners can easily request help of I.T. staff utilizing email in a two-step process for security.
- Commissioners have their own directories (Group and Home) on the Town's secure network.
- Commissioners will download the Commission packet from the Town's website to their devices. DrawboardPDF is set as the default application for PDF documents. Annotation works best in tablet mode rather than notebook mode.
- The pen is an active stylus and becomes active once close to the tablet (a dot shows on the screen when active); in lieu of touch screen.
- A Lynda.com shortcut is provided on the desktop and is a service available for anyone with a Lake County library card for access to educational materials.

Commissioner Holden asked if their passwords could be locked in.

Mr. Pearl replied that passwords cannot be saved on the devices as they are on the Town's private network and all security requirements apply.

Mayor Kussard asked about One Note.

Mr. Pearl explained that One Note is organized more like a personal notebook with multiple sections, and is a different approach for organization and is touch friendly.

Commissioner Richards asked about WiFi accessibility.

Mr. Pearl replied that these devices do not have a wired network connector. He stated the Commissioners can attach to WiFi at their homes and after connecting once, the device will automatically connect when they are turned on at home. He stated that two WiFi networks are present in the Commission Chambers, a private and a public network. The public network is isolated from the Town's private network and is a convenience for the public; the tablet computers are only allowed to connect to the Town's private network. Mr. Pearl stated best practice would be to avoid connecting to WiFi access points outside of home or the Town's private network, such as Starbucks, where the Commissioners have no control over it. He stated the devices are set to not automatically connect to outside access points.

Commissioner Hannan asked if the touch screen can be used even when the keyboard is attached.

Mr. Pearl replied that it can.

Town Manager Kris Kollgaard stated that the Commissioners can take these tablets home to practice with, and perhaps another workshop meeting can be held regarding the devices before the next Commission meeting.

5. **ADJOURN:** There being no further discussion; the meeting was adjourned at 5:48 p.m.

Kristen Kollgaard, Town Clerk

Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk