

**MINUTES OF THE SPECIAL MEETING
OF THE LADY LAKE TOWN COMMISSION
LADY LAKE, FLORIDA
November 2, 2015**

The Special 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 5:30 p.m.

1. CALL TO ORDER

- 2. ROLL CALL:** Tony Holden, Commissioner Ward 2
Dan Vincent, Commissioner Ward 3
Paul Hannan, Commissioner Ward 4
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; Thad Carroll, Growth Management Director; Mike Burske, Parks & Recreation Director; C.T. Eagle, Public Works Director; Chief Chris McKinstry and Captain Jason Brough, Police Department; Pam Winegardner, Finance Director; Julia Wolfe, Administration Assistant to Town Manager; Beverly Lemay, Staff Assistant to Town Clerk; and Nancy Slaton, Deputy Town Clerk

Others Present: Representatives from the Lady Lake Best Buy Store (Josh & Dave)

- 3. Open Forum** - Mayor Kussard asked if there were any comments or questions. There were no comments or questions.

4. Presentation: Microsoft Surface Pro 3 Tablets (John Pearl/Best Buy)

I.T. Director John Pearl reported that two representatives from the local Best Buy store are present to give a presentation on the Microsoft Surface Pro 3 tablet for the Commissioners' consideration to use as an alternative to paper packets for the Commission meetings.

Josh from Best Buy demonstrated the features of the tablet, which include that it is lightweight, has a nice screen, has an available keyboard as an extra accessory, a kickstand for self-support, and Windows 10 already pre-installed as the base operating system. He stated that Drawboard PDF is the program that Commissioners will use to allow note-taking and interacting with agendas and attachments.

Josh replied affirmatively to Mayor Kussard's question regarding whether notes can be erased. He stated the tablet will also come pre-loaded with specific items from Microsoft which include One-Note, although Drawboard PDF is easier to use.

Commissioner Vincent asked if the tablet will allow for word searches.

Mr. Pearl stated that the full Windows 10 operating system will be able to do anything that the Commissioners' computers can do, and the Drawboard PDF program will allow for word searches as well. He stated a search can be done using the PDF reader application.

Town Manager Kris Kollgaard stated the Commissioners will be able to look at their e-mails using this tablet and the agendas, packets and any other Town business such as ordinances. She stated that this is another way to keep the Commissioners from utilizing their personal computers for Town business.

Commissioner Hannan had several questions. He asked if the whole packet would be able to be uploaded on the tablet, and if so, how. He asked if the Commissioners would take them home.

Mr. Pearl replied that the Commissioners will be able to take the tablets home, and there are several options for uploading the packets. He stated the tablets have a USB port and it can be uploaded via thumb drive, or it can connect to the Town's network via VPN connectivity and copy it onto the tablet from a Commissioner directory specially created. Mr. Pearl stated staff can upload it to the tablet or the Commissioners can choose to do it.

Commissioner Hannan asked if the Commissioner's notes on their tablets would then be public record.

Ms. Kollgaard confirmed with Town Attorney Derek Schroth that any notes made by the Commissioners do not have to be retained as they have lost their administrative value once the meeting is over, and will not be public record.

Mr. Schroth further clarified that as long as the Commissioners are not transmitting their packets with notes to anyone else, it is not public record.

Commissioner Hannan asked for the breakdown of price for the options for the tablet. He asked if the keyboard will be necessary, and how much RAM will be included.

Mr. Pearl replied that the Drawboard application will be \$10.00 extra for each tablet, but is very simple to use. He stated the tablets are currently \$649.00 each, not including an accessory keyboard.

Josh stated the tablet has a touchscreen with an on-screen keyboard, but an accessory keyboard that attaches magnetically and also acts as a screen cover is an option at a cost of \$103.00 each. He stated that the tablet comes with four RAM.

Mr. Pearl stated the tablet will be used for limited purposes, but if more storage becomes necessary, it has a micro SD card that can be inserted to increase it to 128 gigs.

Josh commented that this tablet is a full-fledged computer in one device compared to other tablets that are not, and is very efficient and fast.

Commissioner Hannan commented that the tablet will be a throw-away after the three year warranty period is up. He stated he is not in favor of it, and would prefer a lap-top as it would have a longer life.

Mr. Pearl stated that the tablet could still have functional use even after the warranty period as long as it is still working correctly.

Ms. Kollgaard stated the tablet should be easier to carry than a lap-top, will cost less, and will have the functions necessary for the Commissioners to access emails and pull up packet items to save time and money making paper copies of the packets. She stated a few weeks ago, each packet was over 600 pages (at a cost of \$556 just to pay for the copies). She stated the Commissioners could delete

the packet after the meeting or save the packet on a thumb drive if they wanted to, but then it would be public. Ms. Kollgaard stated that plans are provided by the developers and will still be separate.

Josh agreed that even large packets should fit on the device if they are in a .pdf format as they take up less space.

Mr. Pearl stated it is his opinion that this tablet is a quality device. He stated this is the third generation, going into the fourth, and the tablet has received a good response in the market. Mr. Pearl stated he recommends it.

The tablet was passed around and Josh reviewed more of the features. He stated the device does not come with Word, Excel or PowerPoint.

Mayor Kussard suggested not spending a lot of money up front and let the Commissioners try it.

Commissioner Hannan agreed that the Town should just buy one and let each Commissioner come in and play with it.

Ms. Kollgaard stated that she would rather buy the five tablets and let the Commissioners take them home to use them, and if they decided they did not want to use them, then staff would then take them to use.

Commissioner Holden asked if Best Buy would loan five demos for a month so the Commissioners could try them out. He asked if the tablets would be a throw-away after the three year warranty is up.

Mr. Pearl replied that he spoke to the manager of Best Buy and demos are not an option. He stated that the warranty is for three years and the Town would not pay to fix them after that. He stated the warranty is \$224.99 for the three year warranty. Mr. Pearl stated the screens will break if they are dropped.

Mr. Pearl stated that the manager of Best Buy has offered to host a training class for Commissioners and staff at the library at a convenient time. He stated there is also a resource through Linda.com that is now available through the library that has several hours of video training available on this device.

Ms. Kollgaard commented that the I.T. Director can also remote in to the device if a Commissioner is having a problem through remote desktop. She stated these tablets can also be used by staff and Commissioners for outside meetings such as the MPO.

Commissioner Vincent clarified that the price for the five tablets and the warranties is upwards of \$4,000.00.

Ms. Kollgaard stated that this item is on the agenda for consideration at the Commission meeting following this presentation.

6. ADJOURN: There being no further discussion; the meeting was adjourned at 5:58 p.m.

Kristen Kollgaard, Town Clerk

Ruth Kussard, Mayor