

**MINUTES OF THE SPECIAL WORKSHOP MEETING  
OF THE LADY LAKE TOWN COMMISSION  
LADY LAKE, FLORIDA  
January 20, 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 4:47 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 John Pearl, I.T. Director; 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. Question And Answer Session Regarding the Use of the New Microsoft Surface Pro Tablets (John Pearl/Tony Wilson)**

I.T. Director John Pearl stated his goal for today is to give the Commissioners an opportunity to ask any questions they may have in a group session; as many have similar problems or challenges. He stated if there are any questions he cannot answer today, he will find the answer and send it to everyone.

Commissioner Hannan asked how he could make the tablet stay on 24/7.

Mr. Pearl demonstrated by selecting the Windows icon, then Settings, then System, then Power & Sleep. He stated there are two options under this for battery power and when the device is plugged in. He stated that the screens have a mean time for failure (usually 3 to 5 years) and this needs to be factored in when the settings are changed to keep the screen from going to sleep.

Commissioner Richards asked why the tablet shows "*All network drives are not connected*" when he turns the tablet on at home and even at Town Hall.

Mr. Pearl demonstrated by clicking on Windows, File Explorer, which shows the drives to include the C: drive (local drive), and the two mapped Town network drives; the G: drive (groups) and the H: (home) drive. He stated the G: and H: drives are only available when connected to the Town network.

Commissioner Richards asked how he could access the Commission packet. He stated he opened up his email and brought up the agenda, but it did not include the back-up documents.

Town Manager Kris Kollgaard explained that he needed to access the agenda and packet by clicking on the shortcut on the desktop (Town logo), which takes you to the website and this needs to be downloaded so notes can be made on it. She asked Mr. Pearl to review the process.

Mr. Pearl demonstrated by clicking on the website shortcut, then clicking on an agenda. He stated that once this opens, you must click on the download icon on the upper right side and click okay to save locally. He stated you will be able to tell the item is downloaded when the arrow icon turns blue; then this screen can be closed. Mr. Pearl then clicked on the Temp director shortcut and double-clicked on the appropriate agenda packet. He stated this opens in DrawboardPDF where you can make notes in a variety of ways after clicking on the Drawboard button (octagon button) on the right side of the screen (pen, erase, highlight, etc.).

Commissioner Hannan stated he sometimes has to try several times to close items and asked what he is doing wrong.

Mr. Pearl explained that sometimes when you are clicking either on the touch panel or even your mouse, it does not register a clean click.

Mayor Kussard stated she would like to find out how to use the other options besides the mouse.

Mr. Pearl replied there are several options; the touch panel, the mouse, the pen, or the touch screen on the tablet itself. He recommended using whatever works best for each person.

Commissioner Vincent commented he had seen an article about recalls for the Microsoft tablets.

Mr. Pearl replied that he also saw that article and it was a recall of the power bricks for the Surface 1, 2, & 3 models made before July of 2015. He stated people were rolling up their power cords really tightly, and as a result, the stress relief boot was starting to break and the wires were being compromised. These will be replaced.

Commissioner Hannan commented that he is finding that his touch pad does not work as well as touching the screen.

Mr. Pearl stated there is a way to control how the touch panel on the table responds to clicks. He stated he will find this out and share the information with everyone.

Commissioner Hannan asked if the agenda packets stay on the tablet once they have been downloaded.

Mr. Pearl replied that they will stay on the Temp directory until they are deleted. He stated these should be deleted on an occasional basis, although there is 20 gigs of available space.

Commissioner Hannan stated he was able to download the agenda packet in a way that was easier for him.

Mr. Pearl demonstrated how this was done. He stated that if you click on the blue download button in the window, it opens in Drawboard, saving steps.

Mr. Pearl demonstrated how to open and use email using Internet Explorer.

Commissioner Hannan stated he has saved his password so that it does not have to be entered every time.

Mr. Pearl explained that if the password is saved, they will be prompted every 90 days to change their password and this can be frustrating if the password has been forgotten. He stated that everyone should change their password from the default password to an individual one.

Mr. Pearl stated that a screen cast is another way to communicate. He demonstrated by opening the screen cast he sent out by email earlier today which was a video with audio of John's voice giving instructions.

Commissioner Vincent commented that they could take pictures with their tablets and email them as attachments with any comments or questions.

Mr. Pearl stated he took pictures with his tablet and put them in DrawboardPDF and was able to make notes right on the pictures. He stated he is working on setting up a convenient place to share them.

Commissioner Hannan asked for the focus to be on the web mail and the Commission packets before other applications are explored.

Mr. Pearl stated he was willing to go at any pace the Commissioners are comfortable with.

**5. ADJOURN:** There being no further discussion; the meeting was adjourned at 5:16 p.m.

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Kristen Kollgaard, Town Clerk

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Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk