Common Council

Special Untelevised

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Agenda

Wednesday, August 14, 2013 **5:30 PM** **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Special Untelevised of the **Common Council** of the City of De Pere will be held on **August 14, 2013** at **5:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

Agenda for Said Meeting:

1. Roll Call.
2. MinuteTraq software training session for Council Members.
3. Discussion regarding the purchase of tablets for Council Members.
4. Adjournment.

Agenda Sent To:
Mayor
Alderpersons

Department Heads

TV, Newspapers, & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **August 14, 2013**

DEPARTMENT: **City Clerk-Treasurer**

FROM: **Shana Defnet**

SUBJECT: **MinuteTraq software training session for Council Members.**

ATTACHMENTS:

- Web Portal Guide (PDF)

IQM2

INTELLIGENT MEETING MANAGEMENT

City of De Pere Website: deperecitywi.iqm2.com/

Guide to the Meeting Web Portal

The window to your Organization.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Meeting Web Portal Guide

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Created by:
Mike Lyons
12/27/2011

Updates			
Date	**Ver**	**By**	**Reason for Change**

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Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Introduction

Why this Manual?

If you are reading this manual because the agency you are looking into whether it is your Town, City, County, School Board, or Utility has adopted a new form of electronic meeting management system provided by IQM2. This system will offer access to the agencies documents and meeting information in a very on-demand way that is completely searchable.

How the Manual is Designed.

This manual is simply designed to give you a step by step guide to the meeting web portal provided by IQM2. It shows you all the things you can do and see now thanks to adopting a system that gives them quick access to your organizations meeting information and history on demand when they need it. This guide will be perfectly useable by your citizens directly or can be broken up into several smaller How-tos so people can get to the information they need quickly.

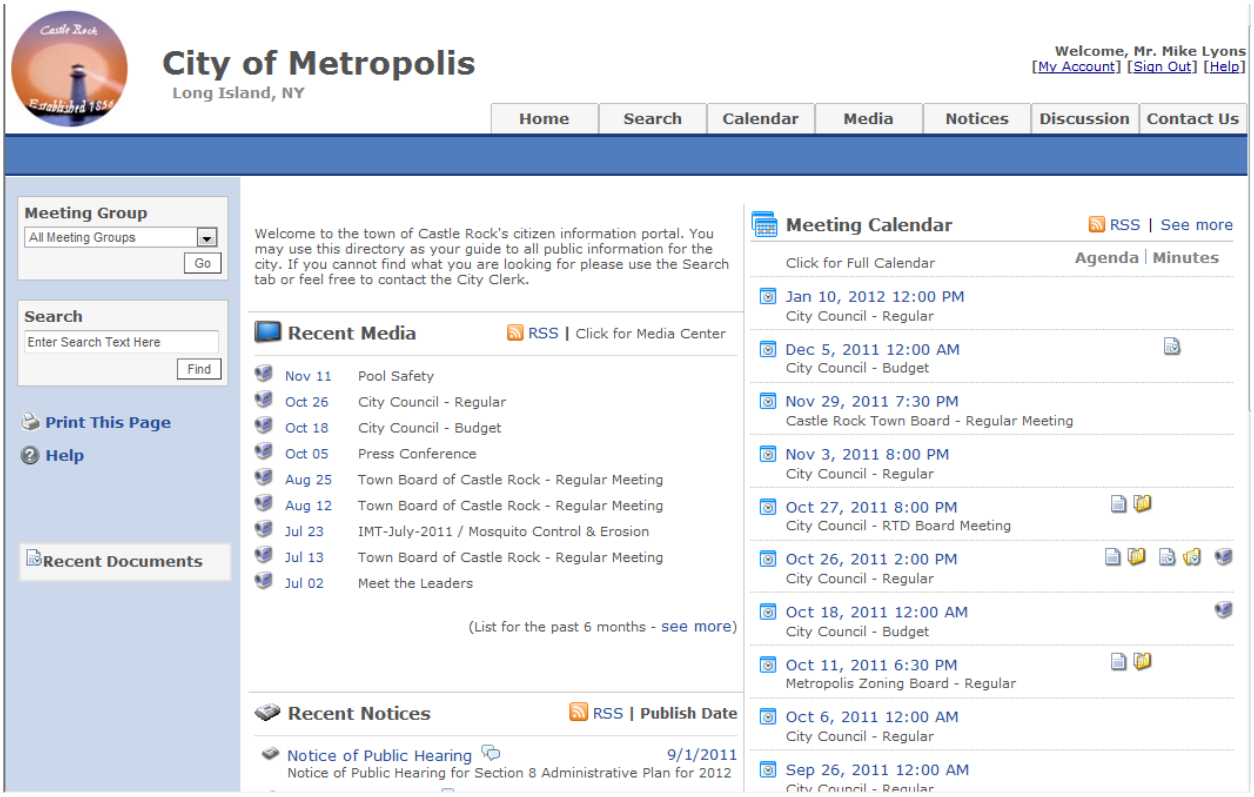
Requirements

Perhaps the best part of adopting this system is that the requirements are very low. You need an Internet enabled device of some kind. Our website has been designed and tested with many of the popular browsers today like Internet Explorer, Firefox, Safari and Chrome. It also works well on many of the mobile devices like iPhones and iPad. This is a new technological world and customers demand access to information from anywhere this web site will provide that for you.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Basic Navigation

The Home Page

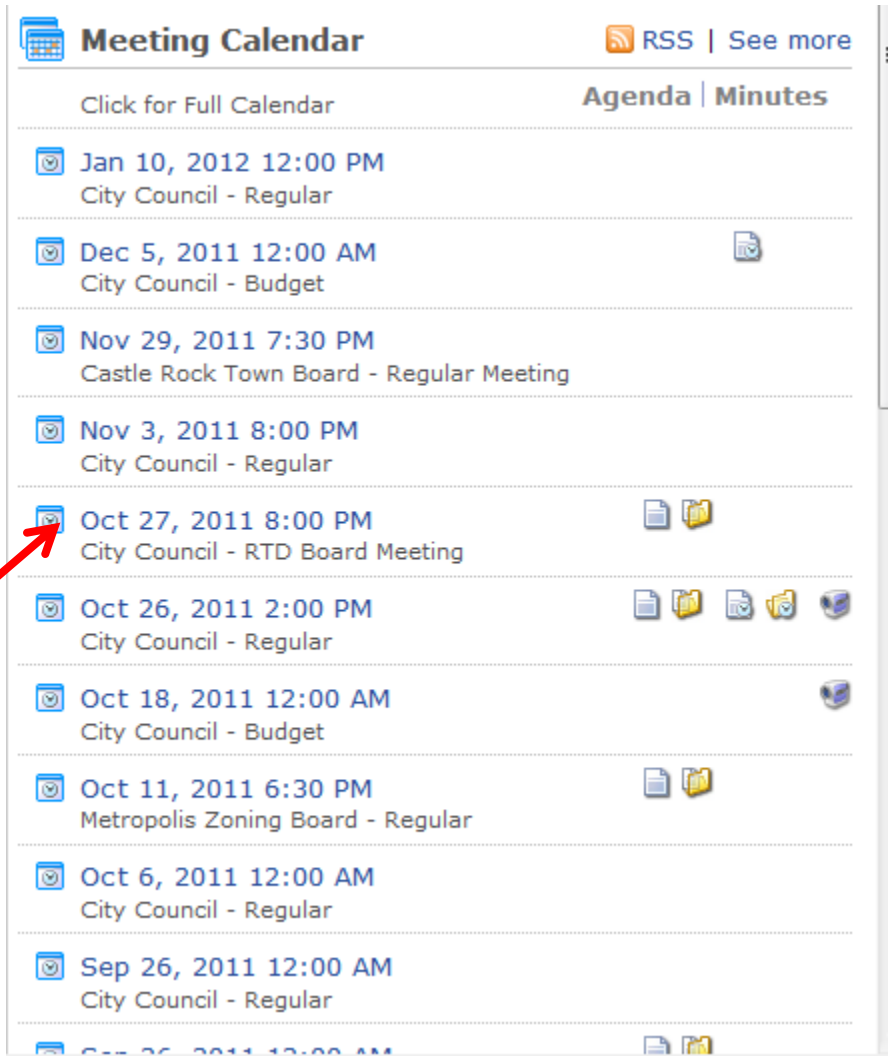


When you first get to our web page either directly or most likely through the agencies main web page you will see a screen similar to above. There are several parts.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Meeting Web Portal Guide

The Meeting Calendar



Click here to access web based outline

The Meeting Calendar shows the last 6 months and the next month worth of Meetings. If you click the meeting date it will take you right to the meeting. Breakdown or you can click one of the Icons which will take you to the Agenda, Minutes or Video based on the key below.

The icons other than the video will take you to a PDF document you can download and view. The icon can mean different things based on your agency so check with them if you are not sure but generally the Agenda Packet and Minutes Packet have all the attachments associated with and the regular Agenda and Minutes should just be the documents themselves. The Video itself will open up the web outline if your agency supports it.

Web Agenda

When you click the meeting date you will get a web agenda that will look similar to below.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

City Council
Regular
10/26/2011 2:00 PM

Downloads:
Agenda | Agenda Packet | Minutes | Minutes Packet | Video

A. Invocation

1. Invocation by Pastor J. Richard Joyner, Seminole Christian Fellowship, 10202 131st Street North, Largo, FL 33770 ‼ HYPERLINK "http://www.iqm2.com/" ¶ http://www.iqm2.com/⊥

B. Pledge of Allegiance

1. National Anthem Project Video
2. Blanton Elementary School Video

C. Introduction of Professional and Community Organization Reps

1. Dr. Ron Stone, Associate Superintendent, Human Resources

D. Adoption of the Agenda

E. Special Order Agenda

1. Presentation by Student Rights and Responsibilities - East Lake High School
2. Request Approval of Combined Schematic Design Phase I, Preliminary Design Phase II, and Construction Documents Phase III Submittal for Remodeling, Renovations, and new Construction at Curtis Fundamental School for an Estimated Total Project Cost of $18,697,996. The Presenter is Larry LaDelfa, Architect Larry LaDelfa.
3. Presentation of a Resolution in Support of Continuation of One-Half Mill ad Valorem tax for School District Operating Expenses - Presented by Ms. Peggy O'Shea

The web agenda gives you a rough idea of all the items being discussed. If there is further information to look up on an item it will appear in blue and you will be able to click on it. When you do a summary page of the item will come up like below.

CONSIDERATION OF THE JOINT LAND USE STUDY FOR THE AVON PARK AIR FORCE RANGE

Information

Legislative File #	1314
Status	Adopted
Department	Planning & Development
Meeting	Oct 13, 2011 9:00 AM
Category	General Business

Vote

Margaret Garrard Helton	Voter	Yes/Aye
Ray Domer	Initiator	Yes/Aye
Joey Hoover	Seconder	Yes/Aye
Bryant Culpepper	Voter	Yes/Aye

Attachments

Draft BOCC Letter to Daniel Glasson, DoD OEA
APAFR JLUS Executive Summary
APAFR JLUS Section 1 Introduction
APAFR JLUS Section 5 Okeechobee County
Download Document Body

History

Approved 10/13/2011 09:00 AM

Document Body

Established during World War II, the Avon Park Air Force Range is a 106,000 acre training facility for active duty, guard and reserve military units from the Army, Navy, Air Force, Marines and Coast Guard. The Range also provides public safety and homeland security training for various civilian agencies. The Avon Park Air Force Range (APAFR) is the largest bombing and gunnery range east of the Mississippi River. The Range is located in Highlands and Polk Counties, with the main entrance near Avon Park.

To ensure the long-term viability of this and other important military installations, the Department of Defense provided grants to state and local governments to participate with military installations to develop land use plans compatible with the installation missions. The APAFR has been working with the Central Florida Regional Planning Council to develop a Joint Land Use Study (JLUS) for the Range. Affected counties include Polk, Osceola, Highlands and Okeechobee. The Study was developed by a working group comprised of representatives of the affected counties and cities, several state agencies and other relevant entities. More information on this process is included in the Executive Summary that is attached.

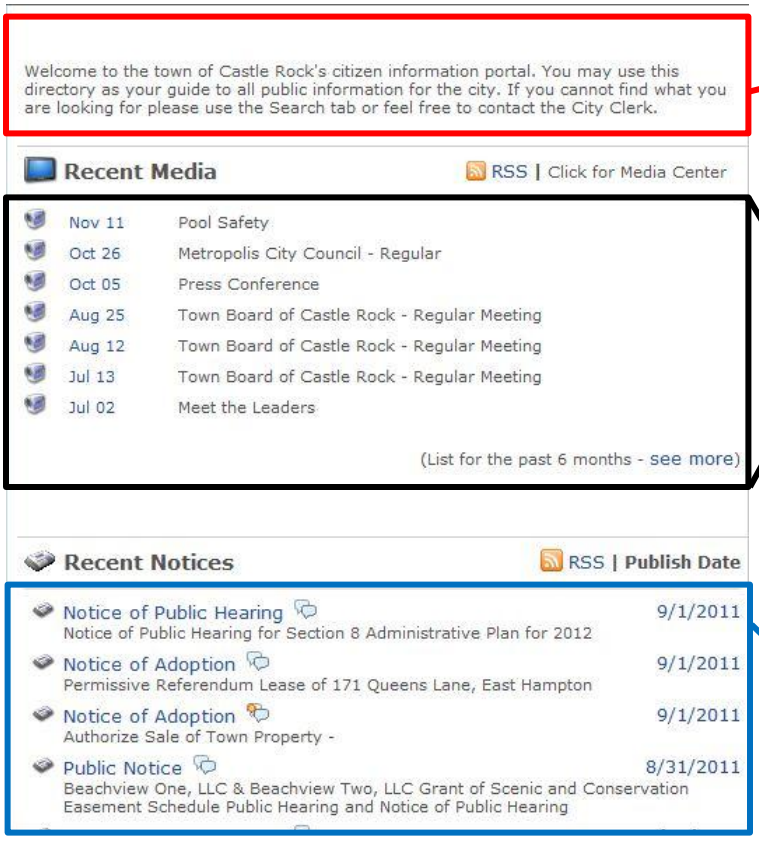
Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

The Item Summary page contains all you could want to know about an item. From the vote taken to the department it came from. The body of the document will be listed and there are attachments you can simply click on and open which is the backup material for the item provided to the board.

At the bottom of the information page is the Meeting History which shows you every meeting an item has been on and every vote taken by the board or committee at that meeting.

Recent Media, Recent Notices and Introduction

To the left of the Meeting Calendar is the column that contains several parts. As shown below.



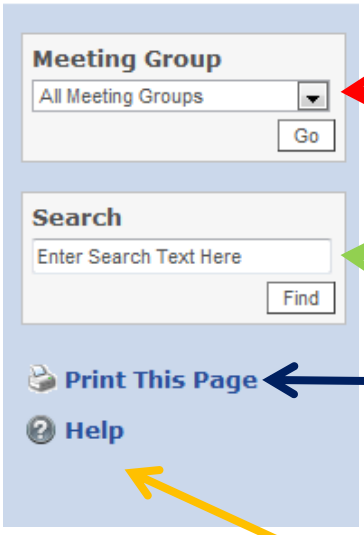
This is the introduction paragraph.

The Recent Media is the last 6 months of audio or video uploaded to our servers. Not all customers have this.

The Recent Notices contain the last 6 months of all the legally requires notices your Agency has to make. Not all Agencies use

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

This column along with the Meeting Calendar section gives easy access to all the recent postings from the Agency. Most of the time the information you here but just in case we provided a couple of other navigation tools on the left to help you find what you need.



This lets you select a particular meeting group if your agency has more than one Ex. Planning Board.

This allows you to do a quick search. Look for our Searching section or How-To for more info.

Will print the current page or frame.

This opens up an email that will be sent to someone who can help with problems or questions on the web portal.

At the top of the home page there is a serious of tabs as pictured below. They will allow you to navigate into the web portal and view all of the information the way you need to see it.

Each tab is detailed below in its own section to help you out. If you do not see all the tabs present it is because of rights or what your Agency has purchased but you should see Home, Search, Calendar and Contact Us. The Home tab was covered above and covers most of the basic information you need. The Additional Tabs are covered later in their own topics

The Calendar Tab

Sometimes the meeting you are looking for didn't occur in the last six months and you want to go back further into the history of the Agency. Well you definitely can. Just click on the Calendar Tab.

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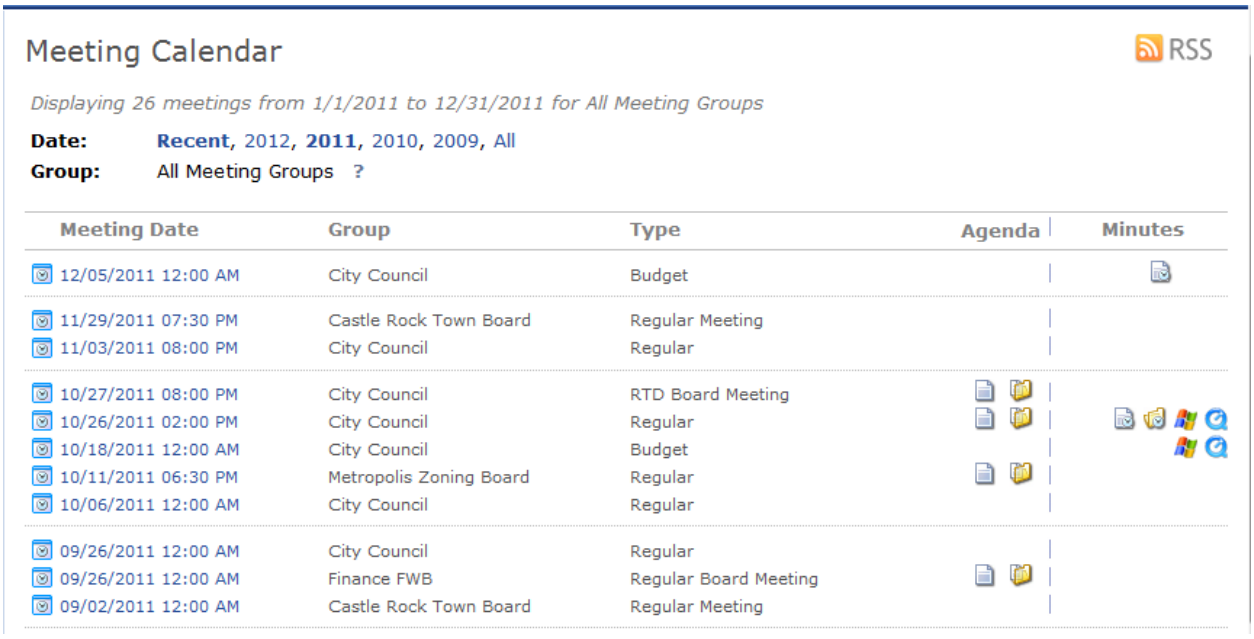


The Calendar tab will look similar to the above picture. Each are is broken down below.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

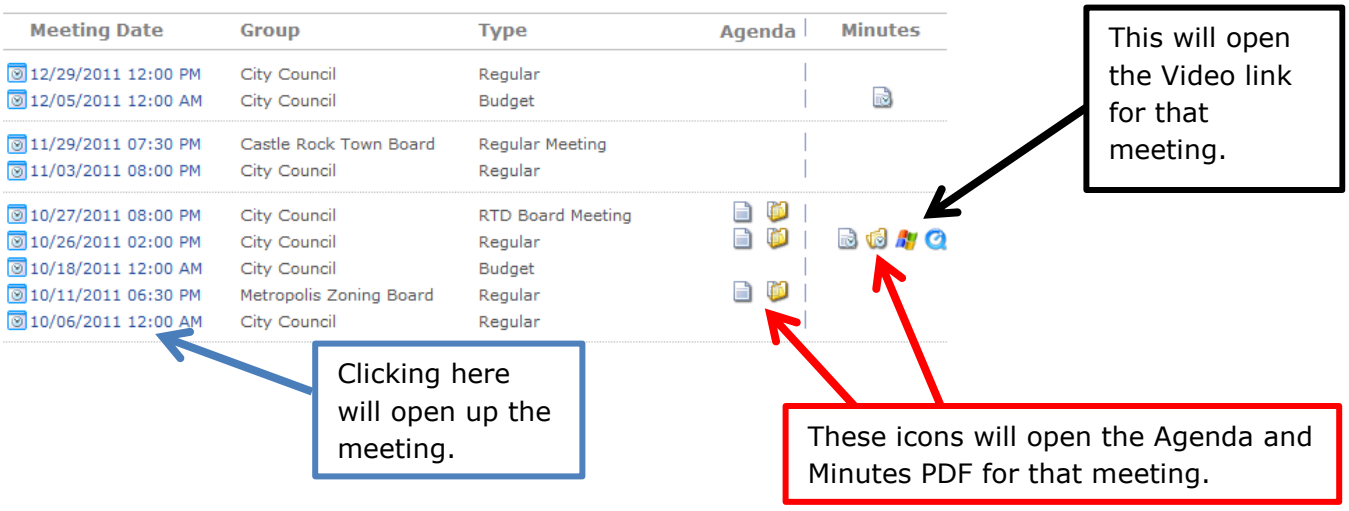
Meeting Calendar

Displaying 45 meetings from 1/1/2011 to 12/31/2011 for All Meeting Groups

Date: **Recent**, 2012, **2011**, 2010, All

Group: All Meeting Groups ?

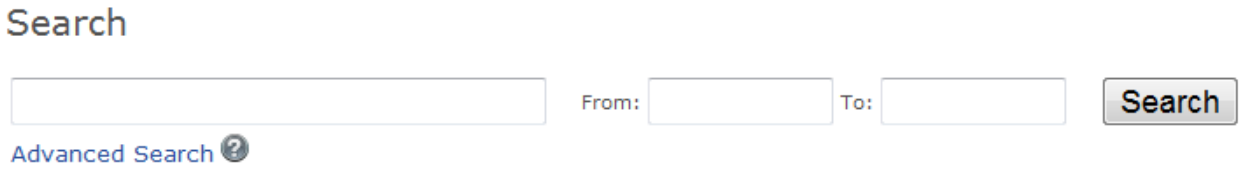
The very top of the page has the date navigation which will allow you to choose which year you want to view meetings for. It will also state which Meeting Group you are viewing (See previous section on how to change meeting group).



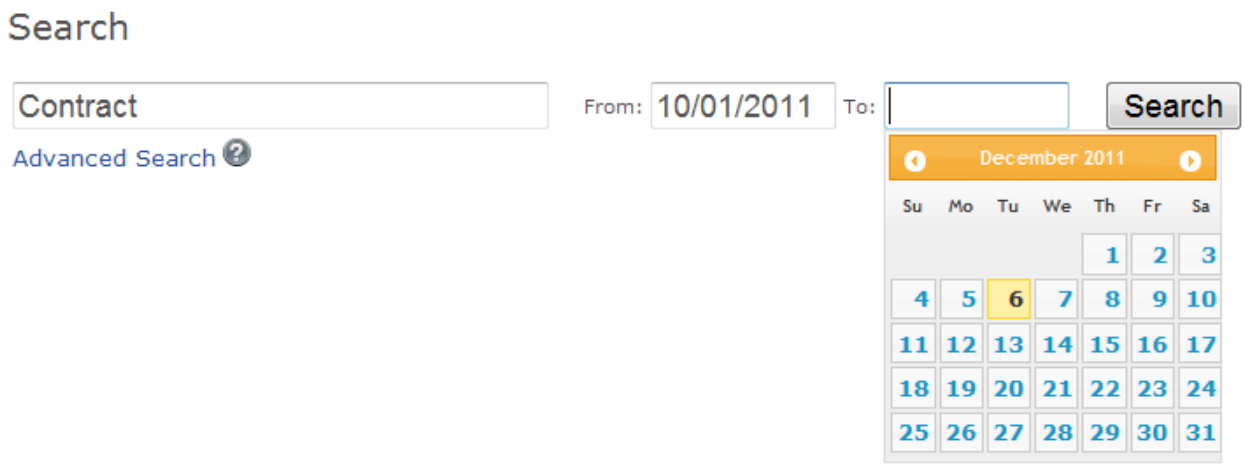
Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

The Search Tab

The web portal has a powerful search engine that will search through the agencies documentation in many ways. Below is the basic search screen you will see.



The basic search allows you to search for a word or serious of words and lets you choose a date range by clicking in the From or To boxes and selecting a date from the calendar that pops up.



Notice how the current date is highlighted in orange for easy reference. Also the arrow at the by the month allow you to navigate forward or backwards through the calendar to pick the date you need. You may also type the date in the correct format as well.

*Note: There are some checks put into the system. So if you choose the To date to be before the From date there will be an error thrown and it will appear below where it says advanced search. Please use the correct formatting if typing in MM/DD/YYYY.

When completed you should see search results like below.

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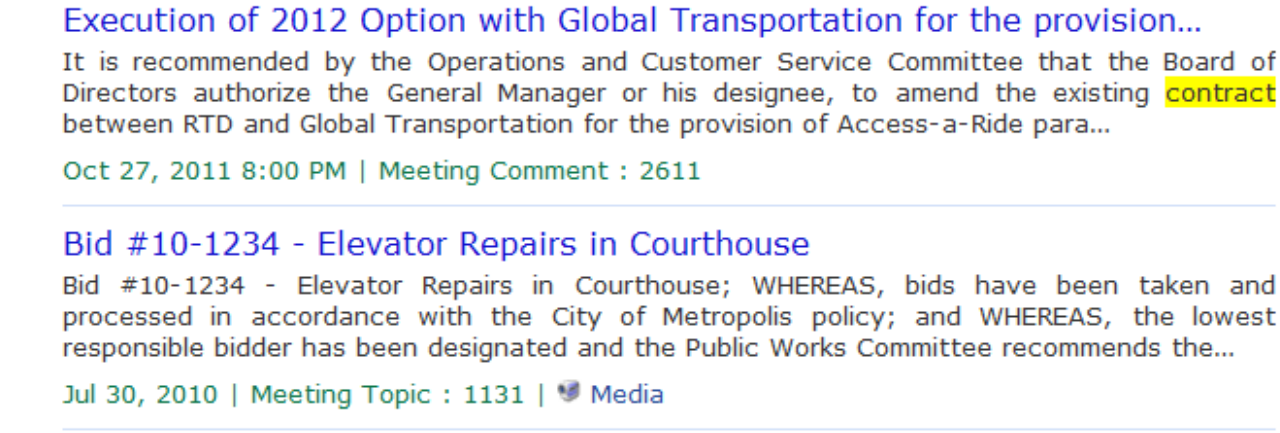
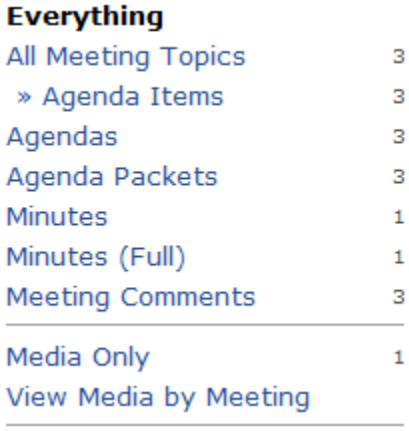
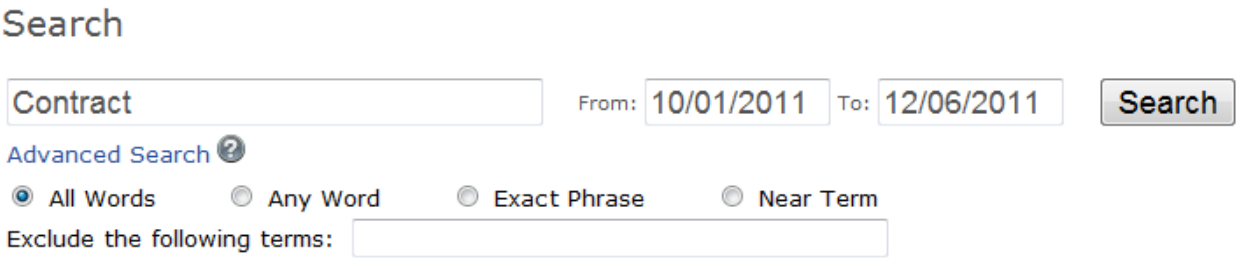


Notice the search term is highlighted to make it easy to see why it came up. If you do not see the search term it is simply further down on the page. Go ahead and click on the item itself for further information as it will bring up the Item Summary page (Discussed previously).



To the right of your search results are the breakdown of what everything was that is found. If you wanted to narrow it down to say only times it occurred in the Minutes you can simply click in the Minutes or just in the Agenda you could select that instead. This is a way of filtering down your results.

There is also an Advanced Search which is expandable by clicking on the link below the search box. It will then appear like below.



This gives you access to special searching similar to Google using not only the options above but the special shortcut commands you have seen before. Click the for more information on those commands.

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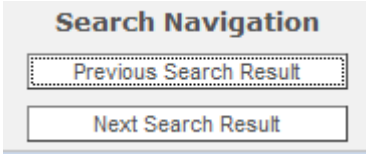
Last if you have done multiple searches on the left we have a special Search Navigation set of buttons. This will go through any of the highlighted terms directly found on the search results page one at a time.

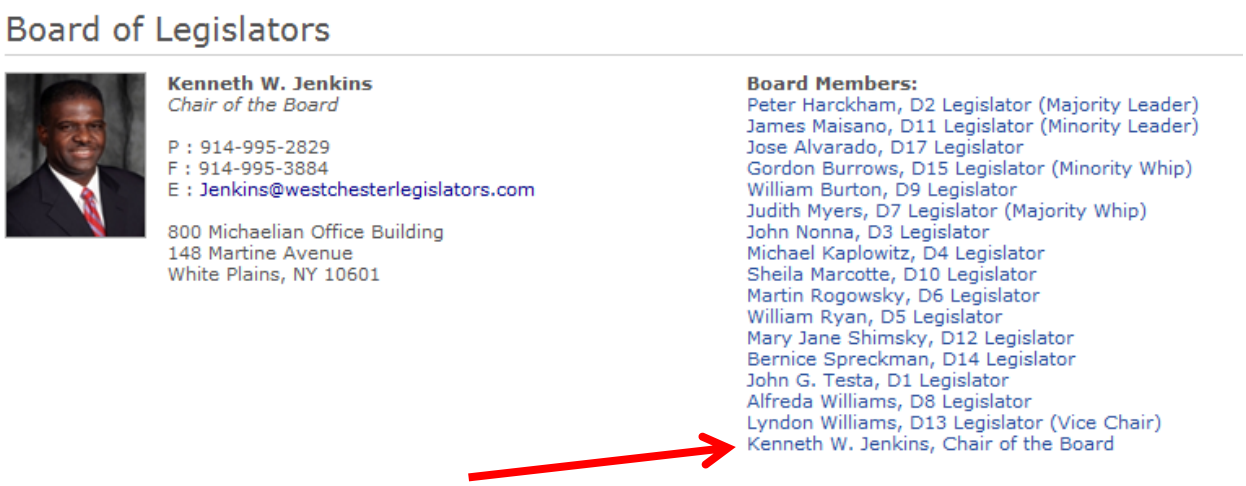


When Next or Previous Search Result are clicked it will bring the term up to the top of the screen. Also if you do click on an item the term you searched for will be highlighted on the Summary Page as well again to make it easy to find the Search Navigation works on that page too.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Contact Us Tab

This page will contain a list of the Board and Committees the Agency has on the web portal. It will also have contact information for the meeting organizer or chair depending on how the page is set up. To the right will be a list of the board members. An example is below.



If you click on one of the names you will go that board members page. An example is below

Here you can see a Board members attendance record for the various committees they are on as well as their entire vote record since the Agency has been using our web portal. Each item has the Title, Date, Type of Item, Vote by selected board member, and the final result from the board. This gives access to information you would normally have to request but it is available and all automatically compiled on the web.

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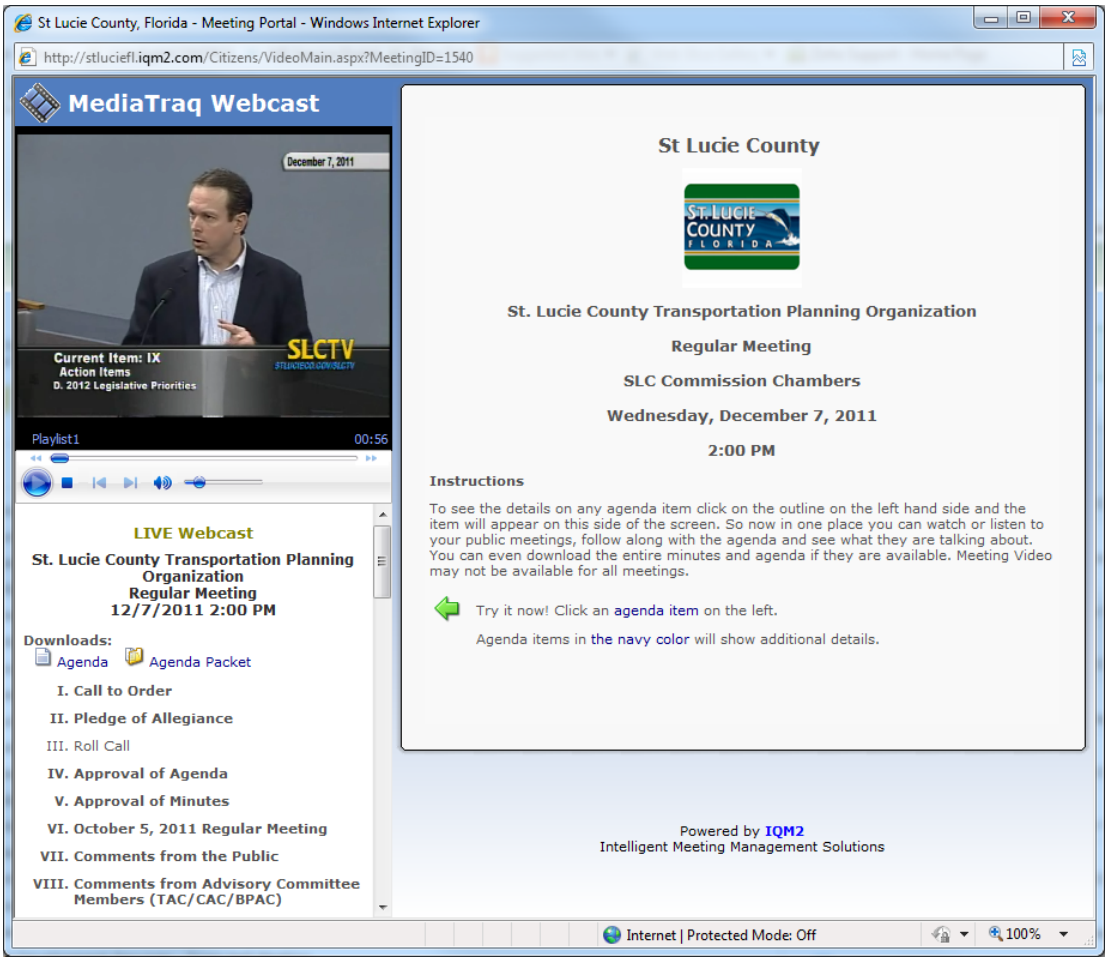
Viewing a Live Meeting

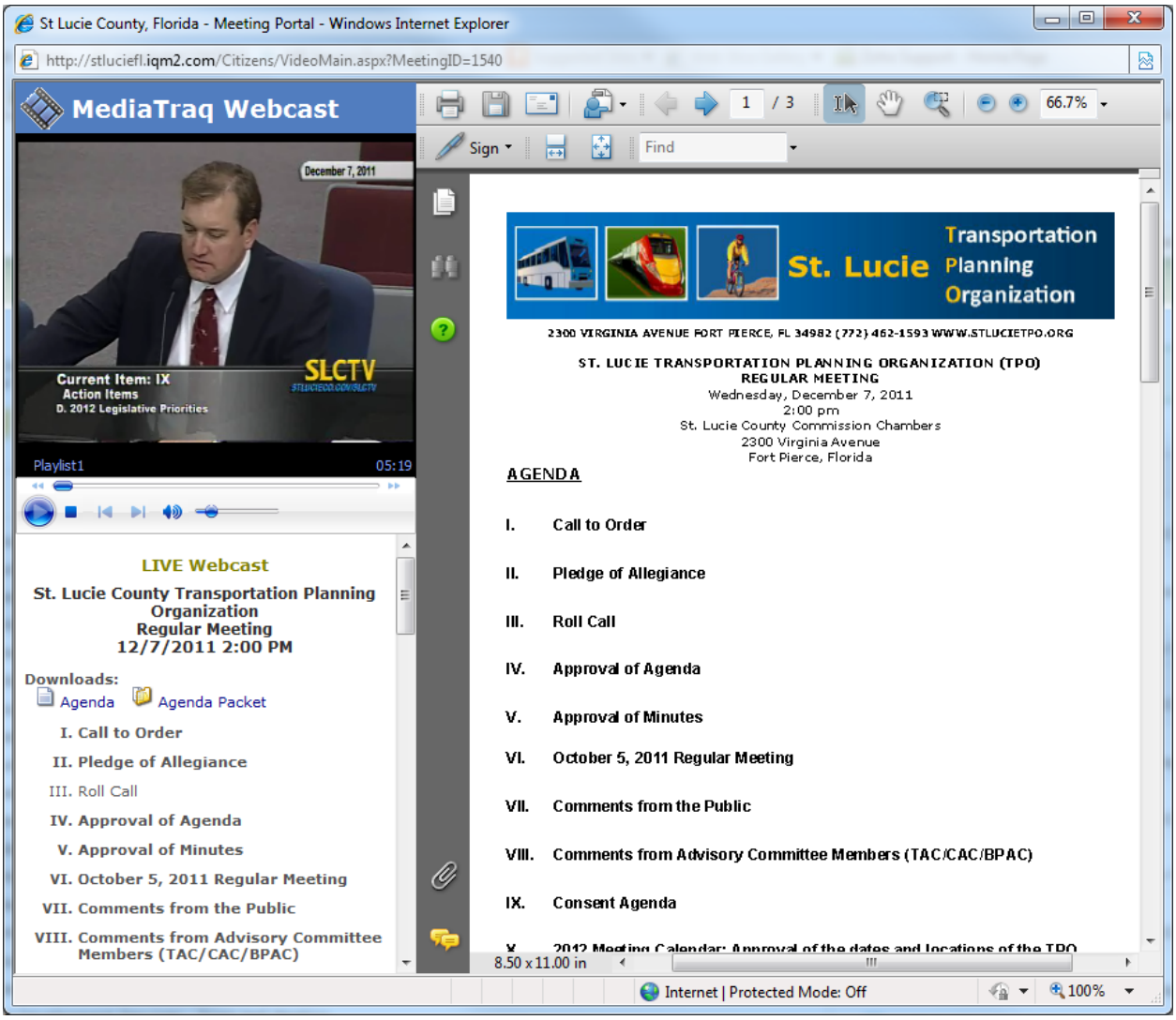
Some of our Agencies stream meetings live over the internet and they are very easy to access from the comfort of your home when you just can't get down to the board meeting. To view a live meeting first on the web portal's home page you should see the below picture.

All you need to do to start watching the meeting is click the live banner. A window will pop up showing you the live meetings along with an outline of the agenda like below.



Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

The outline can be scrolled down on the right side and if you like you can click on the Agenda or Agenda packet and it appears on the right side of the screen so you can follow along with the meeting. An example appears below.



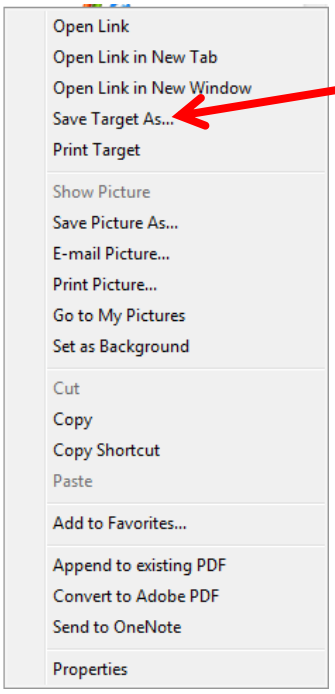
Later on you can watch any meeting the system has archived. Please see our How to on watching archived meetings or Later in this document (Archived Meetings).

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Viewing Meetings and Events

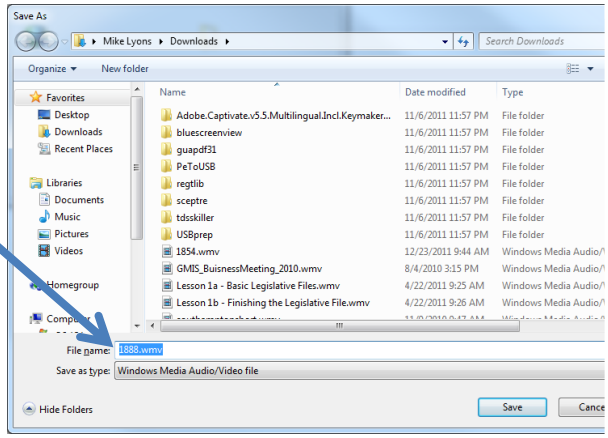
On the home page of the web portal there is a recent media column on the left side and a Meeting Calendar on the right side as seen early in this guide (See Home Tab). These only show the most recent media from the last 6 months. To be able to see further back the Media Tab is where you go.

You can also right click on the Windows Media icon or you can right click on the QuickTime icon to open up a drop down menu which can allow you to download the video for local viewing right on your pc. Menu appears as below.



Select Save Target as in the box.

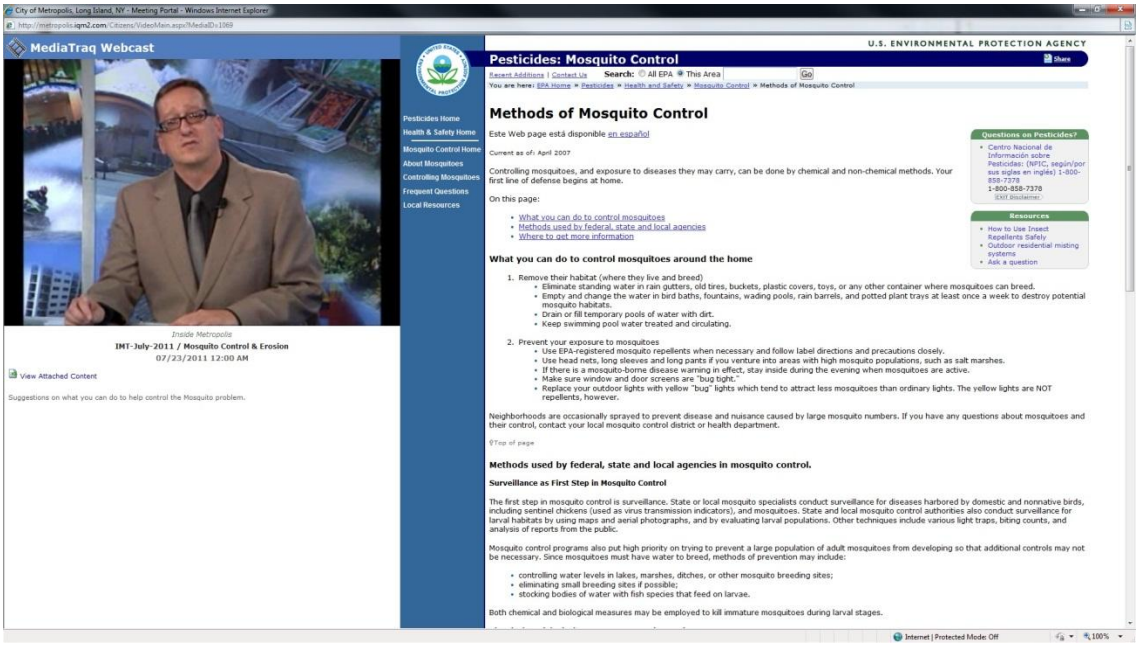
Then in the pop up window select a folder and time the name of the file. You will now have a local copy!



Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Viewing Media Events

On this screen everything is grouped by type. You can scroll down and see every video posted and published by the Agency. Or you can do a search at the top of the screen and find what you are looking for that way. Click on a media event and you will get either the video itself or a video with supporting information like below.

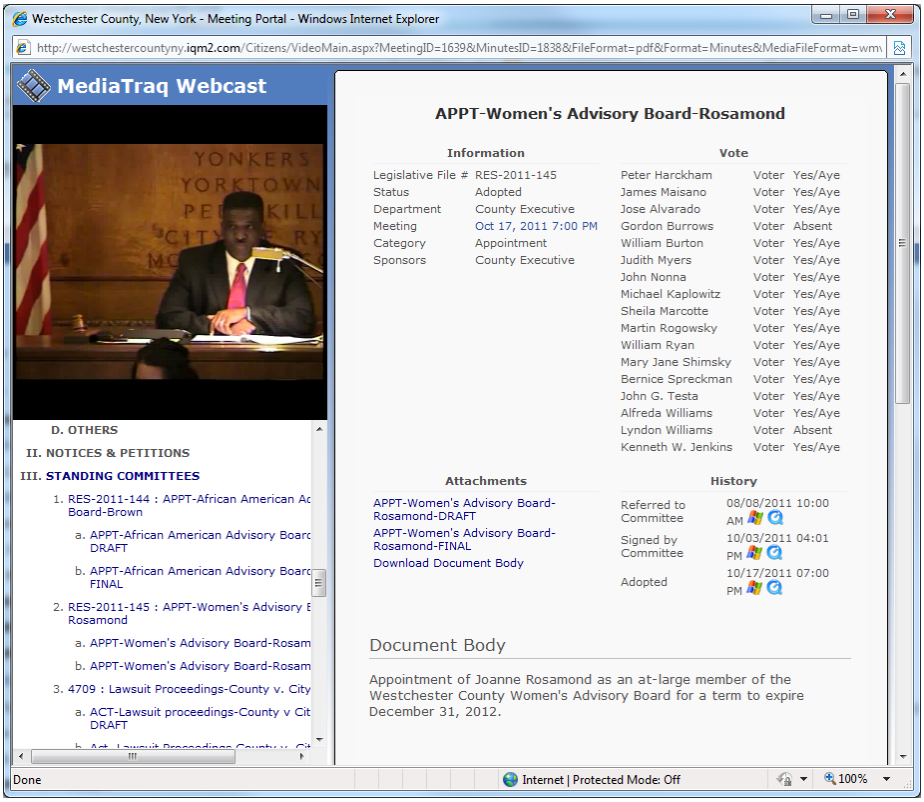


This is a way your Agency to communicate important information and events you can view whenever you need. The Supporting information could be another web page or simply a document describing what you are viewing. Keep on the lookout for your Agency adding even more content to the website. To find out more about archived meetings see below.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Viewing Archived Meetings

Archived meetings will also be contained in the Media Tab or you can get to them from the Meeting Calendar. When you click on the small camera next to a meeting a window will pop up like below.



When you open the meeting it will start at the beginning and immediately start playing. The outline below the video will allow you to jump through the meeting to the spot you clicked (Only items time stamped can be jump too and that is at the Agency's discretion). To the right of the video is all the information relating to the item you clicked on including attachments the vote record and the history of the item. This could have several meetings in it and clicking on one brings you to that point in that meeting the item was discussed.

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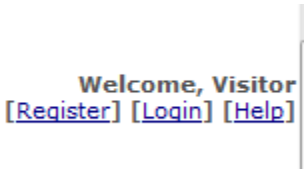
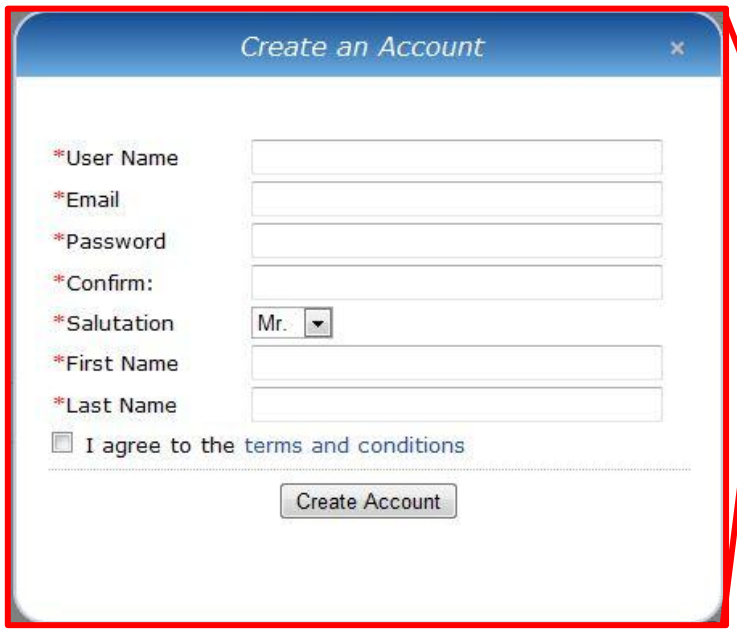
How to Sign Up on the Web Portal

Registering on the Web Portal

Your Agency can provide an opportunity to sign up on the Web Portal. This could allow you to sign up for different distribution lists or even leave public comments depending on what the Agency allows.

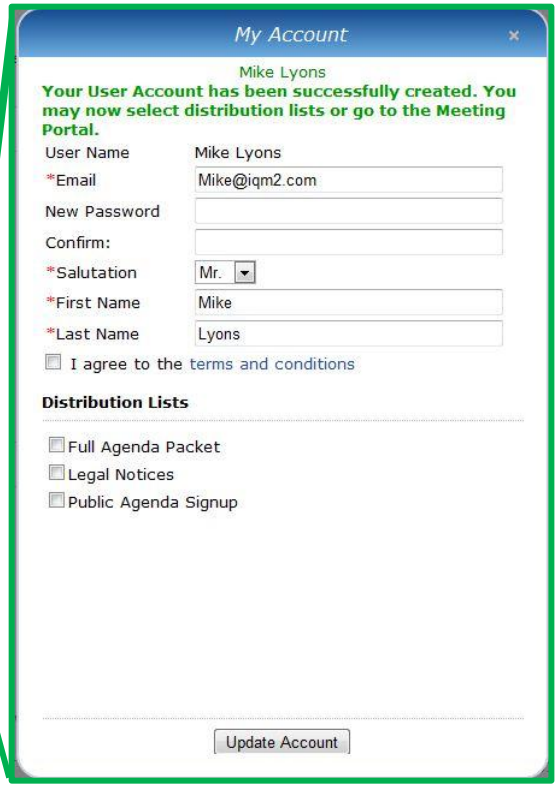


First as a citizen click Register if you haven't done so already. Later on you will just click login.



Simply fill out the required information. Everything with a * is required. You also must agree to the terms and conditions in order to sign up to use this web site. Please read them thoroughly.

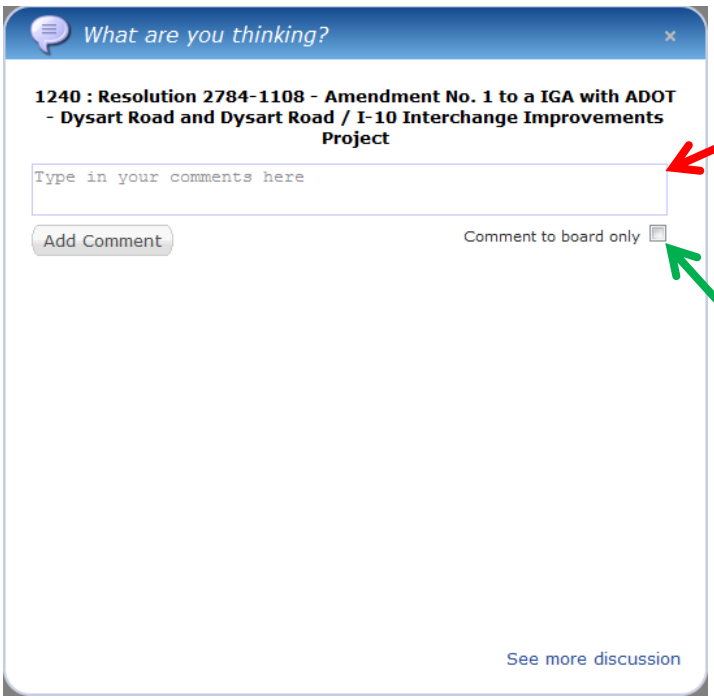
Once you have signed up for the web site you will now be able to also sign up for distribution lists. They will appear as checkboxes at the bottom of the Account screen. Go ahead and simply click off on one and whenever the Agency uses the list your e-mail will now be a part of it. People sign up for Notices or for Agenda or Minutes email distribution. These are set up individually by the Agency themselves.



Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Public Discussion

The other main feature signing up gives you is the ability to leave a public comment or discussion. There are two ways to this. First go to a meeting calendar entry and look for the at the end of an item. Clicking on the bubbles brings up the below screen.



Type your comment here and then simply click the Add Comment button.

Click this checkbox if you would like your comment to be available only to the Board Members when they check on the web site instead of to everyone.

Once you have input a comment you can now see it by clicking on the same discussion bubble except it will now look like . That icon will also appear whenever there are any comments made on an item. If there is discussion you will see it below the box you enter your current comment on.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

Your other option is to click the discussion tab and you will see the below screen.

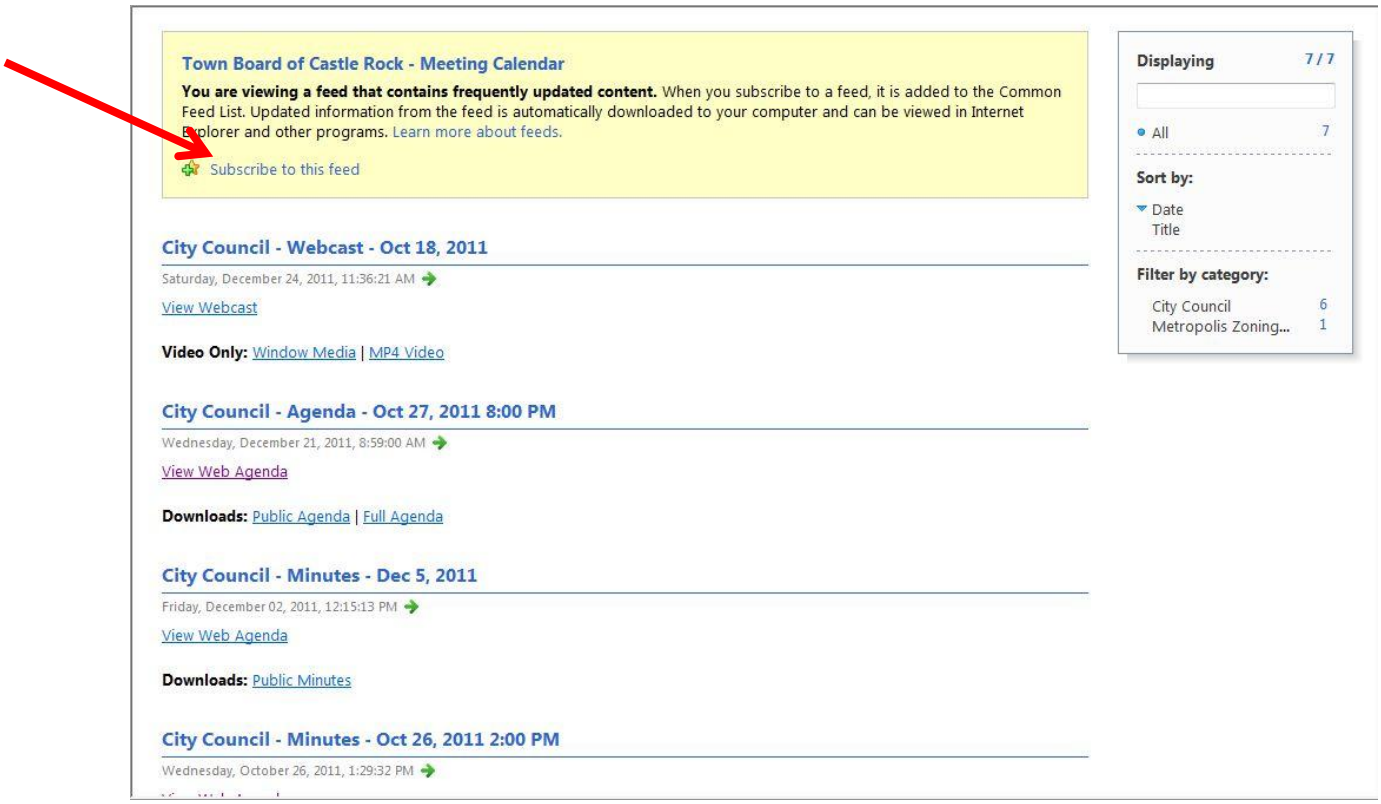
This is a running commentary you can check on using several different filters. Grouped by item or time and from the past 5 days through to the past year this tab also lets you make comments on items by clicking the same bubbles you saw before but let's you see a snap shot of what has your area interested and what their opinions on the different items are.

Attachment: Web Portal Guide (1245 : MinuteTraq software training session for Council Members.)

The RSS Feeds

The meeting web portal allows for RSS (Really Simple Syndication) signups. This will allow any citizen to sign up to be notified of any updates done to the meeting web portal. All that is required to sign up for a feed is a valid email address. There are three feeds that can be signed up for. You can receive RSS messages when the Meeting Calendar is updated, when there are Legal Notices posted by the agency, or when any new Media is uploaded. You can also sign up for all three to be notified when anything new is released to the public by the Agency. To sign up for an RSS feed follow the directions below.

Click on the RSS icon next to the feed you wish to sign up for.



Click on the Subscribe to this feed.

*Did you know you can filter the RSS feed by where the update is coming from. See the right side of the screen in the above example. This is in case you are looking for something from a particular board rather than the agency in general.

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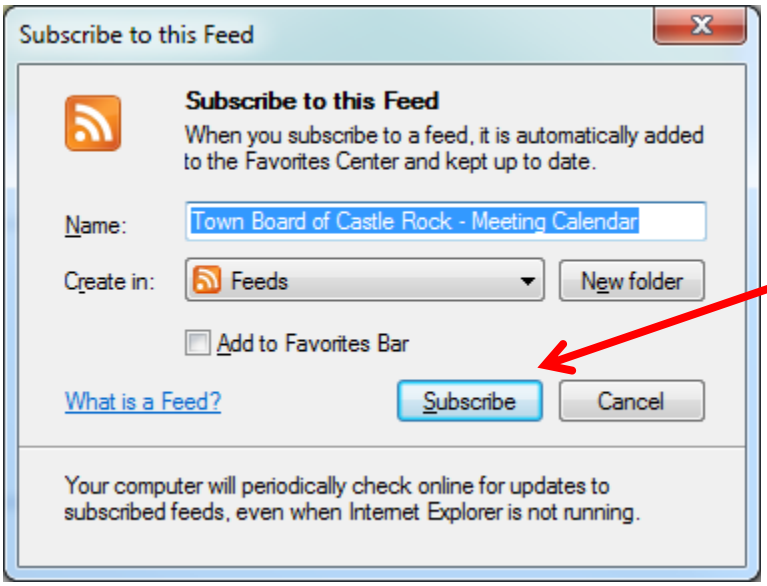
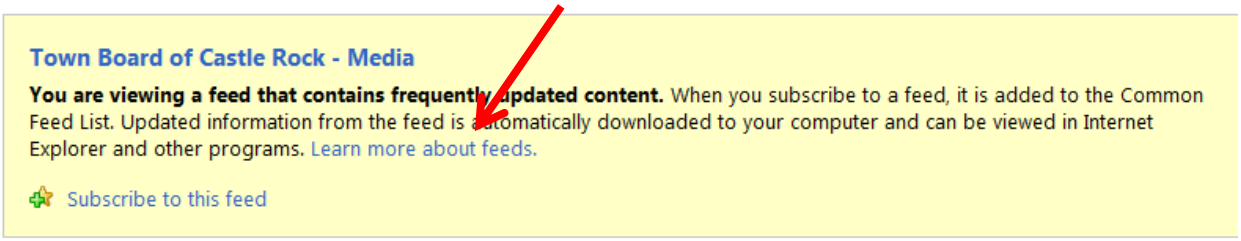


Here is an example of Internet Explorer signing up for a feed. You can name the feed to whatever you wish to call it and select where Internet Explorer will place the feed. Then just click Subscribe and you will have signed up! Outlook can also subscribe to and keep track of RSS feeds.



For more information on feeds we provide a link directly in our sign up section. This is Microsoft's help files on the RSS feeds and how you can sign up and customize them to your needs!

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City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**August 14, 2013**
DEPARTMENT:	**City Clerk-Treasurer**
FROM:	**Shana Defnet**
SUBJECT:	**Discussion regarding the purchase of tablets for Council Members.**