

MINUTES

COMMITTEE OF THE WHOLE

WEDNESDAY OCTOBER 26, 2011

The meeting was called to order by chairman Bohren at 6:00 p.m.

Aldermen present: Boeldt, Bohren, Carlson, Dekker, Hammond, Hammen, Heidemann, Kath, Kittelson, Matichek, Sampson, Van Akkeren, VanderWeele, and Versey.

Aldermen excused: Roeseler

The pledge of allegiance was recited by all.

Approval of the minutes of the meeting of 10/12/2011. Dekker/Boeldt. All ayes. Motion carried.

No one spoke at the Public Forum and there were no comments by the Chairman.

Next the presentation/training on the new paperless system to be put into place for accessing agendas and documents entitled "BoardDocs LT" – Your Paperless Governance Solution. Dave Augustin our I.T. Manager began by stating that this is the "first phase" in our paperless strategy. He then introduced Dennis Rohlfing, the Implementation Specialist from BoardDocs to show us how the system will work.

Each Alderman was give a binder with the instructions and user guide included. Dave will email all of us with the actual link to the application. www.boarddocs.com/wi/coswi/Board.nsf

Dennis Rohlfing then walked us through the procedure. Step by step instructions are found in the user guide. There is a welcome page which is all customized for the City of Sheboygan. There is a meeting tab/policy tab/search tab. Simply click on any of them and the information that you need will be there to view. Dennis demonstrated how to find things – search engine allows one to search past history.

Ald. Hammond asked how far back information such as minutes, etc. will be available. Sue Richards stated that probably as far back as 2006 minutes and agendas will be searchable.

Dennis Rohlfing continued talking about how to click on to current meetings which means click onto next or coming up and that would be the meeting happening right now. There is a description/2 buttons view and print. Whatever is highlighted on the right shows up on the left.

Atty. Steve McLean asked if it was the intent to have all committee meetings in this format?

Dave Augustin answered we would just have the common council meeting agendas and documents available in this format. We would be taking baby steps to get to the rest of the documents. Dave will be able to train the staff and keep everyone abreast of things as we go forward in this process. Dennis stated that the screen will prompt you as to what to do next as you travel through to access your documents.

Ald. Hammond asked if the documents would be in word or PDF formats? Dave responded they would be PDF's for three reasons: 1. The documents in PDF form would be something we can put out there. 2. PDF's are searchable and 3. They will be totally transparent to the public. (click on right – scroll down left).

Ald. Bohren asked – going through the documents during Monday night council meetings, will we have a screen to look at during council meetings?

Dave responded that is the next stop what type of equipment to get is what we need next. We have several options to look at. That would be “Phase 2”.

Ald. Bohren made the comment that if Public Works had 5 documents to approve, but would only have to print the ones that you’re interested in. Dave stated that you can view a simple agenda or a detailed agenda gives you everything. You can print attachments separately and print out whatever you want and the good thing is that it is out there for everybody.

Ald. Carlson asked Dave if Public Works department has access to WiFi. One could connect to network if room is wired for it.

City Clerk Sue Richards stated that they will run the two operations parallel to start with (paper and paperless). January 1 they will eliminate the paper. Decisions as to how things will proceed are up in the air at this time. Decisions will be made as we go along and use the system. The ladies in the clerk’s office would like to use as little paper as possible. Sue also stated that we have already made the commitment to this process. It is a very easy process – reaches a goal – public can see everything! It is easy for aldermen to go in on the site and cuts down on paper. It is a win-win situation for everybody. We will take this process step by step. All in all she is very thrilled with it!

Dave Augustin stated that the template for the Common Council Meetings is already done and they are ready to go with it.

Ald. Carlson asked about whether we could access a file while the clerk is building it or do we have to wait until she has it completed? Dennis Rohlfing stated that the template was created to develop a draft meeting when down and then Sue will make the meeting active and current till the next meeting is developed. She will create it completely before she gives it to you. Sue stated the meetings are created by calendar year.

Dave Augustin stated that we should have access via most electronic devices (no smart phones or kindles at this time). However, he will let us know when they do an upgrade.

Atty. Steve McLean asked if each alderman would be responsible for their own laptop or who would be providing the laptops if needed? Dave Augustin stated again that this would be what they would be working on via Phase 2 of the project. They need to determine what to use at each alderman’s desk. He stated that monitor’s at each desk would be most cost effective at this time. City Clerk Sue Richards would be streaming the meeting and we will be probably looking at a monitor/screen. This is our first step. A big thank you to Dennis and Dave.

A five minute break was taken at this time – 6:40 p.m. Committee of the Whole reconvened at 6:45 p.m.

Ald. Bohren asked if anyone wanted to opt out of having the paper documents sent to them right away? 11 aldermen agreed to go paperless immediately.

A motion was made and seconded to file Council Document #13-16 from Dimple Adams, Dekker/Hammen. All Ayes. Motion carried.

Dimple addressed the council on her communication.

Ald. VanAkkeren thanked Dimple and stated his appreciation for taking interest in our city government. People will always have differences of opinion on city matters.

Pat Gillette was asked if he would like to respond to Dimple Adams. He handed out a communication to council members and read it.

A motion was made and seconded to file Council Document #13-17 from Dimple Adams. Hammond/Versey. All Ayes. Motion carried.

Dimple addressed the council on her communication. Dimple has been involved in politics for a very long time. She wants to be able to vote for a Mayor rather than have an appointed City Administrator.

Ald. Bohren thanked Dimple for coming and to stay involved in Politics.

The next Committee of the Whole meeting will be held on Wed. Nov. 2, 2011 at 6:30 p.m.

There being no further business, the meeting was adjourned at 7:08 p.m. Hammond/Boeldt. All Ayes. Motion carried.

Respectfully submitted by Jean Kittelson – Alderman – 3rd District – City of Sheboygan.