

Environmental Board Minutes, June 14th, 2017 (official)

Meeting called to order at 6:58pm.

Members Present: Chair William Beck, Vice-Chair Michael Sergeant, Martha Dahlinger, Jerry Kroehn, Kathy Fiebig, Deirdre Nieves, Dave Solberg, Bill Strong, Secretary Tim Winslow, and Assistant City Engineer Jamie Harmon

Excused Members: Student Advisory Member Owen Gwyn

Guests: Gretchen Reist & Devin Mackinder, City of Portage

Jerry made a motion to approve the minutes, seconded by Michael. Motion approved.

Gretchen Reist, Network Engineer, City of Portage & Devin Mackinder, Chief Information Director, City of Portage

Gretchen showed us how to use Google Drive so that we can collaborate much better on our projects and tasks.

Bill discussed the Open Meetings Law and made sure that the board understood that we cannot make decisions online. The board has to make decisions at a meeting. Bill will get clarification from Jim Hudson to make sure we are in compliance with the Open Meetings Law. We do think we can edit documents on our own, but we probably can't ask questions or ask what others might think about certain tasks and objectives.

Devin suggested putting some sort of rules or cheat sheet of what we can and cannot do outside of our meetings with regards to projects that are undertaking.

Gretchen's tutorial included how to create new folders, upload documents, create new documents, edit documents, and also share these documents with others.

Martha asks what the City Council uses to collaborate and see documents. The City Council uses a different platform called BoardSync. They use that platform to make comments on documents privately that they can look at during a meeting.

Gretchen will also create a shared calendar so that we all can see all events with regard to the Portage Environmental Board. This way all members can see when events are. Gretchen will share the calendar with us later so that we can add events to it.

Martha asks how to setup an account with Google. You will need a Google account in order to use Google Drive and Google Docs.

We also discussed what should happen when a board member leaves the board. They obviously will lose access to the Portage Environmental Board Google Drive. This can be done

easily and globally by whomever owns the Portage Environmental Board Google account.

For now, we will mainly use Google Drive as an archive for documents and to share documents amongst the board easier.

We will create a FAQ to help us in using Google Drive and Google Docs.

If you have any questions regarding how Google Drive or Google Docs works, please ask Jamie and she will oversee whether someone needs to institute a help ticket or not.

Jamie and Kaitlynn will create gmail accounts so that they have access to the Portage Environmental Board materials, files, and folders on Google Drive.

Martha asks if the City of Portage has any type of official relationship with Google. Gretchen tells us that the City of Portage does not have any type of official relationship with the City of Portage. The City of Portage does use Google to do some tasks though.

Old Business

Bill updated the board on the project team updates and how they are postponed to a later meeting at this time so the city can better prepare for these updates.

Former Director of Transportation and Utilities Christopher Barnes is retired and no longer working for the City of Portage. Congratulations Chris.

The board does not meet in July. We usually have a potluck in lieu of a meeting. We will send out an email later about this.

Michael makes a motion to adjourn, David seconds. Motion passes.

Meeting adjourned at 8:04pm.

/s/ Tim Winslow