



CITY OF BURTON
BURTON CITY COUNCIL MEETING
JANUARY 19, 2015
MINUTES

Council Chambers

Committee of the Whole

5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Tom Martinbianco at 5:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Present	
Duane Haskins	Vice-President	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Excused	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Teresa Karsney, Clerk

Mark Udell, I.T Department

C. AUDIENCE PARTICIPATION

None

D. PRESENTATION

1. Training Session on new computers.

The City Council was informed on how to login to the City Network and IQM2. There was a training session for them to go thru the process and how to use the IQM2 program.

Meeting was adjourned at 5:55 PM.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 01/19/15 05:00 PM
Department: Clerk's Office
Category: Discussion
Prepared By: Teresa M. Karsney
Department Head: Teresa M. Karsney

D.1

SCHEDULED

AGENDA ITEM (ID # 1326)

DOC ID: 1326

Training Session on new computers.

ATTACHMENTS:

- IQM2 Boarding Training (DOCX)

Login In to meeting portal

<http://burtonmi.ig2.com>

On Right hand side of screen click login

The screenshot displays the Burton, Michigan Meeting Portal. The header includes the city logo and name, along with navigation links: «Back to Main Site», Welcome, Meetings, Media, Notices, and Boards+. A search bar and links for Log in, Help, and Register are in the top right. The main content area is divided into two sections: 'Upcoming Meetings' and 'Past Meetings'. The 'Upcoming Meetings' section for June 2014 lists the following events:

Date	Event	Agenda	Agenda Packet
Jun 16, 2014	Downtown Development Authority - Regular Meeting		
Jun 16, 2014 6:00 PM	City Council - Public Hearing	Agenda	Agenda Packet
Jun 16, 2014 6:30 PM	City Council - Committee of the Whole	Agenda	Agenda Packet
Jun 16, 2014 7:00 PM	City Council - Regular Meeting	Agenda	Agenda Packet
Jun 19, 2014 5:00 PM	Zoning Board of Appeals - Regular Meeting		

The 'Past Meetings' section for June 2014 lists the following events:

Date	Event	Agenda	Agenda Packet	Summary	Minutes
Jun 11, 2014 5:30 PM	Parks & Recreation Commission - Regular Meeting				
Jun 10, 2014 5:00 PM	Planning Commission - Regular Meeting	Agenda	Agenda Packet		
Jun 2, 2014 8:15 PM	City Council - Budget Workshop	Agenda	Agenda Packet	Summary	Minutes
Jun 2, 2014 7:00 PM	City Council - Regular Meeting	Agenda	Agenda Packet	Summary	Minutes

The 'May 2014' section lists the following event:

Date	Event	Agenda	Agenda Packet
May 28, 2014 6:15 PM	City Council - Budget Workshop	Agenda	Agenda Packet

Enter User Name: Will be your last name and first initial

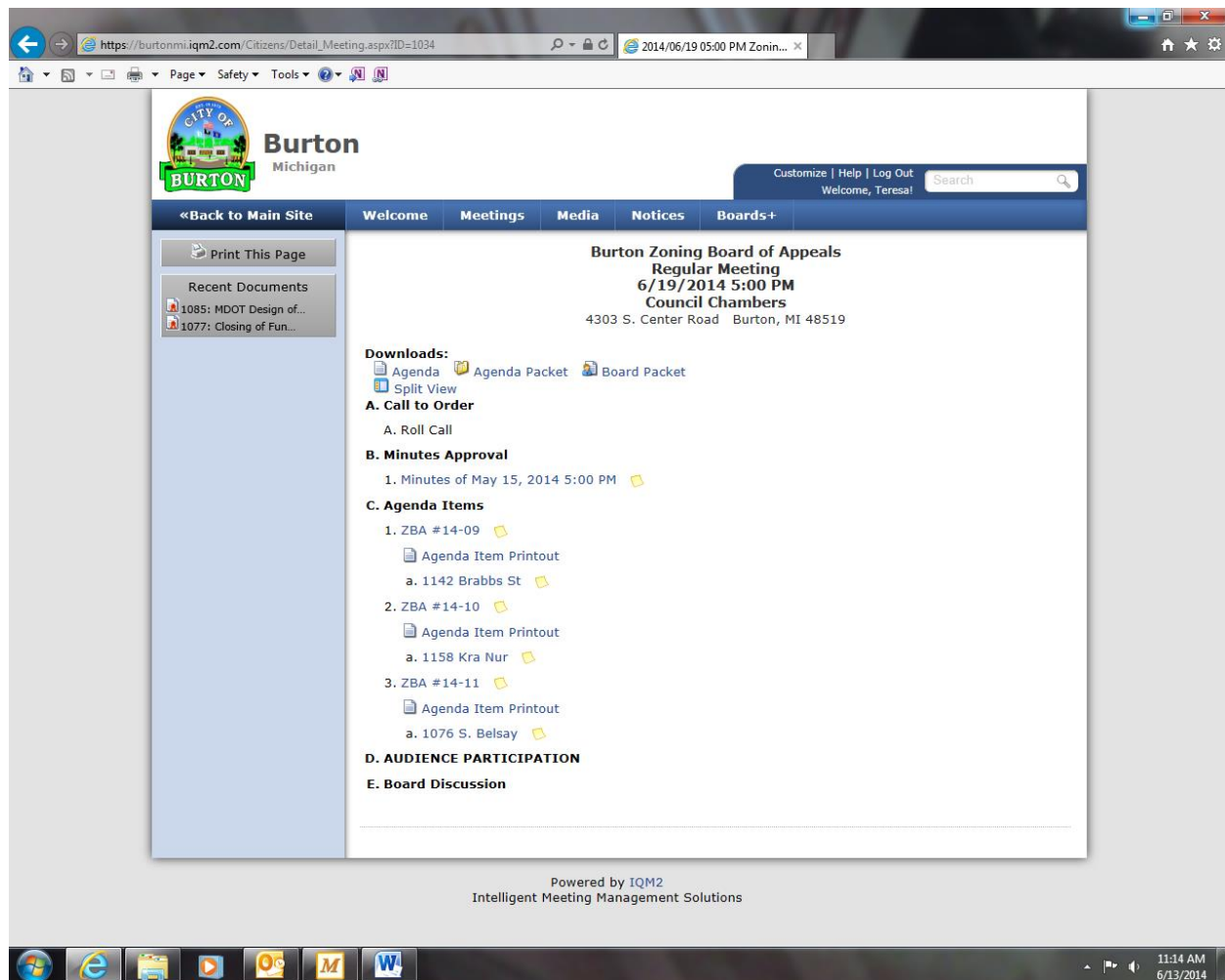
Password: Changeme1\$

Attachment: IQM2 Boarding Training (1326 : Training Session)

Minimum Password length is 6 characters.

Password must contain an Alpha and at least one numeric or special character.

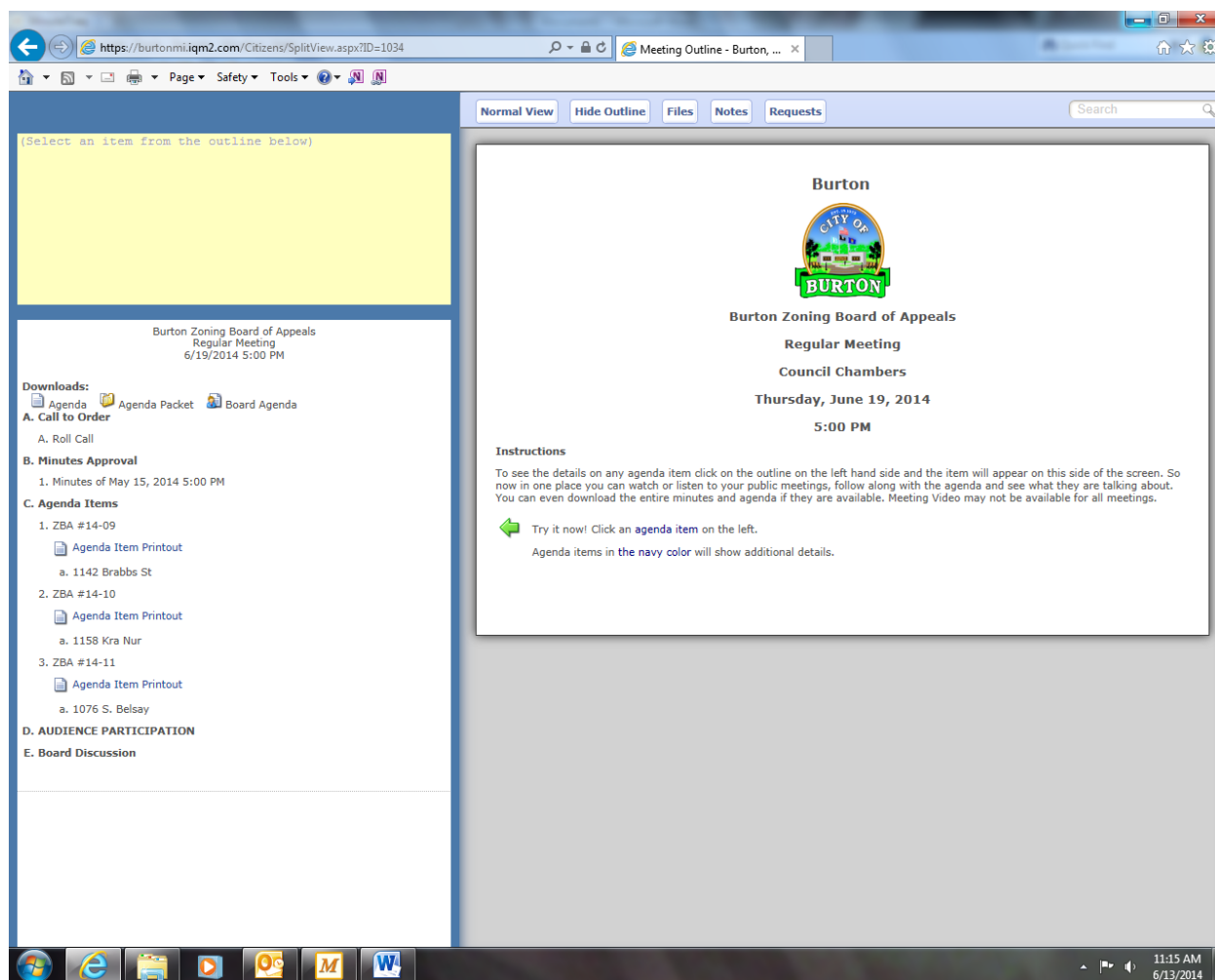
If you click on a meeting date you can look at it in normal view or in split view. Below is normal view.



If you click on the yellow posted note next to the agenda item.

A screen opens up on the bottom right hand side and you can type your notes. Only you can see the notes typed there. Then click save.

Split view looks below:



To get to split view just click Split View.

In split view you click on agenda item and then type your notes in the yellow box. Only see the notes typed there.

To return to the Normal Screen View just click the box that says normal screen view.