Huron Charter Township, MI

Township streamlines agenda preparation and government transparency

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Huron Charter saves time and money with iCompass' Meeting Manager Pro and has improved government transparency with the CivicWeb Portal

Customer Profile

Huron Charter Township is located in Wayne County, just southwest of Detroit. It is made up of three distinct villages: New Boston, Waltz and Willow.

Challenges

- A cumbersome internal process for preparing paper agenda packets
- Desire to reduce waste and limit the number of printed documents
- Adding agenda items required lengthy steps of scanning individual requests and manually arranging in PDF format
- Desire to move to modern technology but resistance from some board members wary about adapting

Results

- Efficient process for preparing paperless agenda packets has saved significant amounts of time and money
- Improved process for adding agenda items because of digitally formatted requests from board members that can be easily uploaded to online agenda
- Improved transparency with CivicWeb Portal, where public has improved access to agendas and board minutes online
- Positive response from residents and board

"It is an all-encompassing program to make our lives easier, simpler, faster, quicker."

Joe Bridgman, Deputy Clerk
Huron Charter Township, MI

Local Government

Name: Huron Charter Township
State: Michigan
Population: 17,000
Customer Since: 2014
CivicWeb Portal:
https://hurontownshipmi.civicweb.net/portal/

Software Information

- Meeting Manager Pro
- CivicWeb Portal

iCompass

Project Details

Since launching iCompass' [Meeting Manager Pro](#), Huron Charter Township has saved significant amounts of time and money in agenda preparation and distribution while reducing the steps it takes to make information available for the public online.

Deputy Clerk Joe Bridgman was spending days assembling agendas — something he now accomplishes in minutes. Prior to implementing the program he was required to manually scan requests and arrange them using Dropbox, Microsoft Word and Adobe Acrobat. While he was doing the process digitally, it was still cumbersome and time consuming.

Now, requests are submitted electronically to the clerk's office and easily uploaded to the system. From there, Joe builds his paperless packet using drag-and-drop tools in the system and distributes it to the public and Council, as well as publishes it on the website, with a single click.

"The time I've saved using iCompass — it takes minutes versus sometimes a day. With the simplicity of the program and being able to get the information in quickly and efficiently, that leaves me to do other things with the job that are more valuable," he said.

Rather than printing upwards of 10 copies of the agenda, board members access it through the [iCompass AgendaNotes iPad app](#), reducing waste and simplifying electronic access. Because the program was implemented using technology members were already familiar with, the adjustment has been painless.

"We had looked at different products that were out there. The products I saw were not as simple, not as user friendly," Joe said.

The CivicWeb Portal has proved effective in providing residents minutes and board agendas, which they are easily able to access at any time online, greatly improving government transparency.

"We can get the information out to our public and residents at a minute's notice."

According to Joe, implementing iCompass programs in Huran Charter Township was smooth and organized.

> **"Our Board of Trustees really likes our CivicWeb Portal because it gives a different view of our community through a link."**
>
> Joe Bridgman,
> Deputy Clerk
> Huron Charter Township, MI

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