

**City of Dalton Special Council Meeting @ 1:15 pm
Wednesday, December 30, 2020**

Meeting will be conducted via teleconference

Please click this link to join the webinar via computer/smartphone:

<https://us02web.zoom.us/j/89786421688?pwd=Slk3NTNrUk96Q1Uyck5sSVJpNFVwQT09>

PHONE NUMBER: 1 669 900 6833 OR 1 346 248 7799

WEBINAR ID: 897 8642 1688, PASSWORD: 608198

CALL MEETING TO ORDER: Meeting was called to order by Mayor Edwards at 1:18 PM and summarized CARES Funds preapproval from the State Controller's Office.

ROLL CALL: Physically present were Councilmembers Robert Wuest, Ray Craft, Mayor Dan Edwards and Teresa Janzen, Deputy City Clerk. Present via ZOOM were Councilmembers Aaron O'Brien, Carrie Chase (joined Zoom 8 minutes late) and Caitlin Kling, City Attorney (had to leave early for a 2PM meeting).

PUBLIC COMMENT PERIOD:

Each speaker will be allowed a maximum of three minutes to address the City Council on matters that relate to City government business. Comments related to future public hearings should be held for that public hearing. Please be advised that the City Council can only take official action this evening for those items already listed on the agenda.

Richard Epstein- 7224 Valley St; Concerned about the quickness of bringing the decision before the Council. Questioned why the Deputy Clerk was noted as the point of contact and not the Clerk. Wants everyone to be aware that all of the proposed software runs on a cloud based system which has pros and cons. He is not a fan of cloud based systems. Asked if the software contract would encumber future Councils.

Mayor Edwards responded by talking about the Federal deadlines and our December submission. He also clarified that he assigned the project to the Deputy Clerk and that is why she is listed as the point of contact. He also talked about most Government entities are moving to cloud based systems for data security and access.

Sue Supp- 7024 N 16th; Wanted to know where in the OpenGov contract it talks about where we can cancel at any time and any penalties for cancelling? Asked if BlueBeam and OpenGov were the same software as it is not in the OpenGov contract packet. Asked for clarification if we had changed our accounting software as the line item numbers do not match our budget line item numbers. Asked where the (State Controller's) line items fit into our budget line items.

Deputy Clerk clarified that OpenGov and BlueBeam are separate software and the BlueBeam interface listed on the OpenGov contract is the piece that allows the two software suites to talk to each other. Informed that the line item numbers represented on the spreadsheet are specific for the State Controller's Office and the Clerk would be the one to match the items up to the appropriate line item of the City budget.

Mayor closed Public Comment at 1:31 PM

1. ACTION ITEM – DISCUSSION/APPROVAL OF USE OF CARES FUNDS

RCraft: asked for more than 24 hours to review items for the Special Meeting. Questioned if the City Clerk was involved in the decisions.

Mayor Edwards: clarified that the Clerk was involved as well as Councilmember Wuest, himself and the Deputy Clerk.

AO'Brien: asked for the Deputy Clerk to give the narrative of the timeline and what has been done to get the grant approved.

Deputy Clerk: CARES Funds came available in approx. April 2020. She asked the Clerk a few times from spring to summer 2020 if there were items that the City could benefit from with Cares funds. The Clerk was not interested in it. In the summer, she took it to the Mayor as a proposal of how the funds could benefit the residents in allowing them to do business with the City online versus face to face. By Idaho State Controller's Office Guidelines, everything had to be applied for by 12/11/20. Reviewed the requirements of how to submit request details to the State Controller's Office. Verbal approval of list was given on 12/29/20 but written approval was not given until 12:35 PM on 12/11/20. In the last Council meeting it was talked about that if the CARES Funds were approved we would have to move very fast to approve it.

Mayor: clarified that originally it was believed CARES Funds were for PPE or Personnel costs. However, we learned there were provisions for other items to benefit how the residents access the City.

RCraft: would like to see how we get out of the product if the product is not working for us. Any Penalties

RWuest: recommends City Attorney, Caitlin Kling reviews the contract. Are there any other cities using OpenGov? Deputy Clerk- yes, the State Controller's Office uses it and hundreds of other cities across the US.

CChase: several cities use the Boise Building Services. We have history there that we can utilize instead of spending \$51,000 on OpenGov. Feels the OpenGov software cost does not fall into CARES appropriate expenses and verges on fraud for us to use CARES funds for the software. She does not trust the cloud for our software services. The list is not expenditures necessary due to Co-Vid.

Mayor: clarified that the expenses have already been approved as CARES Funds compliant (by the State Controller's Office).

CKling: Have spoken a lot with the Deputy Clerk regarding CARES Funds. The State is the one who approves the submission of what CARES Funds can be used for. Has had numerous refinements. Last guidance from Treasury was in September 2020. State has approved, as of 12/30/20, all of the items submitted have been pre-approved. Under the Guidance, you have to actually incur the expense from 3/1/20-12/30/20. This is tough to meet as it would be today to approve and order the items. Items can be paid within 90 days but the cost has to be incurred today. Entities cannot enter into long term contracts. 1 year and subject to annual appropriation. She hasn't seen that verbiage but it is common and OpenGov should be able to send that to us as a required condition for our approval today.

CChase: On the front page of OpenGov there is a start date and end date of 2025. Looks like a 5 year commitment.

Mayor: we will make sure it is re-written to be a one year commitment at the 5 year price in writing.

CChase: we tabled the discussion on BlueBeam to talk about doing business with the State Building Department. Never mentioned about the \$13,500 or \$51,000 for OpenGov. We need to do due

diligence and research other software. Feels we could get a lot of data entry done for \$51,000 since the software doesn't fit the CARES Funds.

RWuest: *BlueBeam is cloud based and we need 3 seats- planning, city, building inspector. It will be integrated into OpenGov. I want to sign a one year contract. OpenGov will give the City an option of storing all of the records in one area. He tried to get it with another IT person but with Co-Vid was unable to do it.*

RCraft made a motion to approve use of CARES Acts Funds. AO'Brien seconded.

Roll Call Vote:

AO'Brien: yes

RCraft: yes

RWuest: yes

CChase: yes

Motion carries.

2. ACTION ITEM- DISCUSSION/APPROVAL OF OPEN GOV SOFTWARE CONTRACT

AO'Brien made a motion to approve Open Gov Software Contract with stipulation that it is a one year contract. RWuest seconded

Roll Call Vote:

RWuest: yes

RCraft: yes

CChase: no

AO'Brien: yes

Motion carries.

3. ACTION ITEM- DISCUSSION/APPROVAL OF BLUEBEAM SOFTWARE CONTRACT

CChase: *feels we are being untruthful to use CARES Funds and can't support using the Funds for this item.*

AO'Brien made a motion to approve BlueBeam Software Contract for one year contract. RWuest seconded.

Roll Call Vote:

RCraft: yes

RWuest: yes

AO'Brien: yes

CChase: no

Motion carries.

4. ACTION ITEM- DISCUSSION/APPROVAL OF MEDIA CONTROLLED CONTRACTS

RCraft: *not in favor of media cameras when Co-Vid is over. He would like citizens to be physically present at City Hall for meetings. He would encourage citizens to come to the meetings.*

AO'Brien: *disagrees and feels the ability to broadcast the meetings has only increase citizen participation and input. Feels we should commit to one year and then reevaluate.*

RWuest: agrees with Councilmember Craft that cameras should only broadcast during Co-Vid unless there is a need to broadcast to Law Enforcement.

CChase: where does the Best Buy items, Chairs, and Security System fall into the Council approvals? Does not feel video capability for meetings is essential for residents. Questioned who decided on the small items on the list. Councilmember Wuest said he asked for the chairs and in hindsight should have done it last year with his leftover budgeted funds. Feels this is a misuse of CARES Funds.

DeputyClerk: replied to Councilmember Chase that the small items that do not require contracts fall under item 1 and have already been pre-approved by the State Controller's Office as applicable for CARES Funds.

Mayor Edwards: We are encouraging citizens to return when we open again. We are taking care of both sides, to be physically present or to be in their home and feel like they are participating. We have taken great time to figure out solutions for both sides.

Council was not happy that they had 24 hours to review the packet of CARES Funds items. They blamed the Mayor for lack of transparency. Mayor called out that a team was consulted on different items on the list.

CChase: wants to separate out the audio and video into two contracts and not approve the video piece. Continues to state that use of the CARES Funds is wrong (for the video piece).

RCraft: would like to have a Council meeting after Co-Vid is over to vote if we keep using the cameras or take them out.

DeputyClerk: clarified with Councilmember Craft that it sounds like Council would like a policy of how and when camera are used.

RWuest: we are on a limited budget and equipment will need to be replaced in a few years

AO'Brien made a motion to approve Media Controlled Contracts. RCraft seconded.

Roll Call Vote:

RWuest: yes

RCraft: yes

AO'Brien: yes

CChase: no

Motion carries.

5. ACTION ITEM- DISCUSSION/APPROVAL OF GROWIT MEDIA CONTRACT

RCraft: asked for clarification of what this contract includes

DeputyClerk: clarified that it replaces our aged phones that are problematic with call clarity. The new phone system allows us to each have a separate phone number and we can 'take' the phone number home via the City laptops if we were to be closed.

Mayor Edwards: explained that the phone units on the proposal are on sale and come in cheaper than the base model. All equipment is brand new. Annual contract for phone system through Ring Central.

CChase: reason for her no vote is because she does not believe this is a necessary expenditure incurred due to the public health emergency.

Mayor Edwards: feels quality phone systems are important.

RWuest made a motion to approve GrowIT Media Contract. RCraft seconded.

Roll Call Vote:

RWuest: yes

RCraft: yes

AO'Brien: yes

CChase: no

Motion carries.

6. ACTION ITEM—DISCUSSION/APPROVAL OF ABSOLUTE TECHNOLOGY CONTRACT

Deputy Clerk: one of the Clerk/Treasurer's requests was newer desktop computers for the 2 offices at City Hall. She was concerned with the age of the current systems even though we just replaced the hard drives last year. With the constraints of the SCO application process, we had to present invoice/quotes/shopping carts. The Mayor offered Absolute Technology as a possible vendor.

Mayor Edwards: disclosed that he has used Absolute Technology in his businesses for several years with really good work.

RCraft made a motion to approve Absolute Technology Contract. RWuest seconded.

Roll Call Vote:

RWuest: yes

RCraft: yes

CChase: no

AO'Brien: yes

Motion carries.

Mayor opened again for public comment. Deputy Clerk alerted there were no public left on the Zoom call. AO'Brien wanted to apologize to Sue Supp for cutting her off earlier in the meeting.

7. ACTION ITEM – ADJOURN

AO'Brien made motion to adjourn. RWuest seconded. All in favor.



Dan Edwards, Mayor



Teresa Janzen, Deputy Clerk