

**CITY COUNCIL SPECIAL MEETING  
JANUARY 23, 2014 @ 12:00 PM  
CITY HALL CONFERENCE ROOM  
MINUTES**

**A. CALL TO ORDER**

*Mayor James Kacsh* called the Council Special Meeting to order at 12:00 pm on January 23, 2014 in the City Hall Conference Room.

**B. ROLL CALL**

Present for roll call were *Mayor James Kacsh* and Council members *Kristen Carpenter, Tim Joyce, Bret Bradford, EJ Cheshier* and *David Reggiani*. Council members *David Allison* and *James Burton* were present via teleconference. Also present were City Manager *Randy Robertson* and City Clerk *Susan Bourgeois*.

**C. APPROVAL OF AGENDA**

*M/Reggiani S/Joyce* to approve the agenda.  
With no objection the agenda was approved.

**D. DISCLOSURES OF CONFLICTS OF INTEREST - none**

**E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Audience Comments regarding agenda item - none

**F. UNFINISHED BUSINESS**

2. Contract approval with Arctic Information Technology for Total Care managed information technology services

*M/Joyce S/Cheshier* to direct the City Manager to enter into a contract with Arctic IT, to provide TotalCare managed services and associated work for an annual sum of Eighty Six Thousand Dollars and no cents (\$86,000).

*Joyce* said this had come up at the last Council meeting but was referred to staff to get a little more clarity on a couple of items in the contract. *Mayor Kacsh* had mentioned that the answers to those questions had been sent to Council members. *Bradford* said he had some concerns with some of the answers they had received. He wanted to know why we were sole-sourcing without an RFP. He said the answer given was that we had a longstanding relationship with them. *Bradford* cited Code (5.12.150) saying that to award a sole source we had to pass a resolution – not just direct the Manager. *Reggiani* said he gravitates toward process. This is a multi-year contract that is valued at \$160 - \$170 thousand; last year's contract was just shy of \$100 thousand. He opined that it was prudent to stick within our code and it is prudent to see this go out to an RFP. *Reggiani* went on to say that maybe a stop-gap month-to-month contract was an option since this seems to be a "time is of the essence" scenario. *Joyce* said he saw the benefit as a cost savings on the longer term vs. month-to-month. Certainly, he believes, the direction was to go out for an RFP before the new building move-in. *Mayor Kacsh* said we are in a contract, this just gives us a better deal. *Carpenter* said she is ok with this; if we need a resolution to follow our code, then that's ok too. *Cheshier* said he has no expertise in this field; he doesn't know any of the competition; he has to rely on staff for this. *Allison* said he is ok with this contract; he doesn't think we'll get many responses to an RFP. He opined we need to continue on with these guys until we get something else in place; we need IT services and IT is not cheap. *Allison* also wished that people with these concerns would have expressed them at budget time and not now; we were told this was coming, we budgeted for it. *Burton* agreed with *Allison* on the frustration concerns regarding wishing these questions had come up sooner. *Joyce* said he would withdraw his motion if the second agreed; *Cheshier* agreed and the motion to approve the contract was withdrawn.

*M/Joyce S/Burton* to continue with Arctic IT on a month to month basis.

*Reggiani* said if he were to make a motion he would refer to staff and they could decide what's best to bring back to Council. Like he mentioned earlier, he'd be in favor of an RFP.

*Joyce* said he would withdraw if the second agrees; *Burton* agrees.

*M/Carpenter S/Reggiani* to direct staff to bring a contract with Arctic IT to the next Council meeting as a sole source contract for FY 2014.

*Jen Prowell* of Arctic IT was on the phone for this meeting and she expressed to Council that Arctic IT would be willing to do a one year contract at the same rate from 1/1/14 through 12/31/14 – i.e. they were willing to honor the reduced rate. *Robertson* also asked if Arctic could wait two more weeks so Council could handle this at their next regular meeting on February 5, 2014. *Prowell* agreed to that, she said Arctic would continue as they always have to support the City because the City followed through on its promised infrastructure upgrades.

Vote on motion: 7 yeas, 0 nays. Burton-yes; Joyce-yes; Cheshier-yes; Bradford-yes; Carpenter-yes; Reggiani-yes and Allison-yes. Motion passes.

**G. EXECUTIVE SESSION** - this was not necessary

**H. AUDIENCE PARTICIPATION** - none

**I. COUNCIL COMMENTS**

*Carpenter* thanked *Jen Prowell* for being present today at the meeting.

*Bradford* thanked staff for getting the answers to the questions he asked.

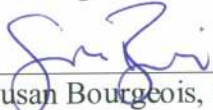
*Joyce* said he knows we have gone through this with Arctic IT, they are a longtime supporter and vendor for the City and this is nothing really that's new but if there's a process that has to be followed then we'll do that.

**J. ADJOURNMENT**

*M/Joyce S/Bradford* to adjourn.

Hearing no objection, the meeting was adjourned at 12:47 pm.

Approved: August 6, 2014

Attest:   
Susan Bourgeois, CMC, City Clerk

