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