

SPECIAL COUNCIL MEETING
AUGUST 17, 2020
5:00 PM

The Aug. 17, 2020 special council meeting was called to order by Mayor Lowell Helget at 5:00 PM. Those present include Helget, John Mueller, Sam Hesse, Theresa Beckman, Mike Rothmeier, City Manager Joe Stremcha, and City Clerk Amy Vogel. Absent was City Attorney Paul Muske. Others present were Jill Riederer, Linda Roiger, Jake Bloedow and Scott Gartner.

The Pledge of Allegiance was performed.

Motion by Rothmeier, second by Hesse to adopt the agenda. All ayes.

Stremcha stated that the city received about \$154,000 in CARES Act funding to be spent on COVID-19 items. About \$56,000 has already been allocated between wages for those that were sent home without work, wages for COVID-19 related duties, PPE purchases and economic costs. He would like to retain about \$15,000 for contingencies on expenses already incurred but not reported for August leaving about \$83,000 to spend on other COVID-19 technology solutions and \$5-15,000 towards economic development funds to provide outside seating for businesses.

Bloedow explained that updating the domain and WAN is one of the most important items to allow for a more secure system with firewalls, allow all locations to communicate with each other and build in a vpn tunnel from each remote location back to city hall so that all machines would be managed and policies enforced under the domain. Security breaches in general have increased all over since COVID-19 began. The cost is \$24,000.

The second important technology improvement would be moving to Office 365 and Teams. This would help with working remote to have virtual meetings and access files remotely. Currently email is hosted by Kemske. Going to Office 365 allows for the emails to be hosted locally and that cost be used to implement Office 365. Teams would allow staff to communicate whether they are working in the office or remotely. Staff would have their files available to them whether working in the office or remotely and file sharing will not be a problem. The cost to implement this is \$24,000. The monthly cost is \$12.50/user.

Council reviewed proposals to make the community and/or library able to conduct virtual meetings for both audio and visual. With COVID-19, virtual meetings have become the norm. The current method doesn't work the best as it is hard to hear some of the participants. The 3 main community center rooms would cost \$43,545.76 plus shipping and handling. The multi-purpose room is estimated at \$35,305.66 plus shipping and handling. The library is at \$42,758.24 plus shipping and handling. Installing this equipment would be a great improvement for center users. It was discussed that improving the community center should be more important than the library as it is used more. It was suggested to see if the system from the medical center could be used at the library.

There was discussion about renovating city hall with these funds to allow for better social distancing. However, this is a budgeted item so it cannot be used.

Gartner introduced CivicCMS and CivicClerk to the council. CMS is a website design software that will allow for residents to be more informed and engaged and use remotely so that there is less traffic to city hall. It will also be accessible by all devices including smartphones, tablets and wide screen monitors. Their product is very easy for staff and residents to use and is protected from hackers. With the ability to train 4 staff, together they can work on keeping it fully updated. The first-year cost is \$10,300 for development and annual maintenance fees. The next two years would be \$2,500 each for a total of \$15,300 over the 3 years. They offer flexible payment options over the 3 years.

CivicClerk is a software solution to make agendas and minute-taking more streamlined and available to residents without having to enter city hall or being at a council meeting in person. It creates more transparency. Time will be saved in assembling, printing and distributing packets. Labor, copier and paper cost savings will be realized. There will be a need to purchase devices to view the packets on. When drafting minutes, time will also be saved as it is possible to take notes electronically. Development is \$1,500 and \$3,000 is the annual maintenance cost.

Gartner suggested that multiple staff members should attend the training sessions, if approved, so that they are familiar with how to work the software. Dept heads could do their own updates but the update would have to be approved by the main user. It takes 3-4 months to complete the website. He noted that all Civic products are integrated together. Council questioned whether staff would have time to keep this updated. It is thought that once it is updated, it may be easier to keep it updated.

Staff is scheduled to view what GovOffice has to offer as they are the current provider for the website. There were scheduling conflicts along the way.

Another option for using the funds is for EDA business development grants to develop outdoor seating to allow restaurants to remain open.

Council members discussed their top priorities including the website, security, council packets, economic development and then setting up the community center for audio and video so that virtual meetings are always available.

Motion by Rothmeier, second by Hesse to approve the domain and WAN upgrade for \$24,000 to improve security. All ayes.

Motion by Rothmeier, second by Beckman to approve going to Office 365 for \$24,000 to assist with remote working and meetings. All ayes.

Motion by Rothmeier, second by Beckman to approve the EDA business development grant using between \$5-15,000 depending on the SMIF grant. All ayes.

Motion by Beckman, second by Hesse to approve the website re-design and software and the Clerk portion not to exceed \$15,000. All ayes.

Motion by Beckman, second by Rothmeier to use the balance of the CARES funding towards the audio and video installation at the community center in the main rooms. All ayes.

It was noted that the ambulance dept has their own CARES funds that they are using to purchase PPE and other requirements due to COVID-19.

Motion by Beckman, second by Mueller to adjourn at 6:45 PM. All ayes.

Lowell Helget, Mayor

Amy A. Vogel, City Clerk