

MINUTES
SPECIAL MEETING OF THE TOWN COUNCIL,
TOWN OF CASTLE VALLEY
MONDAY, SEPTEMBER 26, 2011 At 6:30 P.M.
CASTLE VALLEY COMMUNITY CENTER
2 CASTLE VALLEY DRIVE

Town Council Members Present: Mayor Erley and Council Members Hill, Henry, and Drogin. **Absent:** Council Member Williams.

Others Present: Ron Drake.

Recorder: Denise Lucas

1. Call to Order: 6:43 P.M.
2. Open Public Comment.

Ron Drake mentioned that the County is changing to a narrow band frequency for their radios. Ron intends to collect all of the Fire Department radios in Castle Valley tomorrow and take them into Moab for reprogramming.

3. Discussion and Possible Action re: Opening Bids of the Invitation to Bid Respondents for the New Computer System.

As of the November 22, 2011 cut-off date for bids we only received one bid. Mike Baird, our current computer consultant, submitted a bid for labor only. He pointed out that it would be less expensive for the Town to purchase the hardware directly than to purchase it through his company.

Mayor Erley pointed out that a number of the recommended hardware purchases on the list supplied by Mike were actually under his personal authorization limit as Mayor of \$600.

Council Member Hill questioned if taking the bid apart piece-by-piece (i.e., labor, separate pieces of hardware, etc.) violates our Purchasing Policy.

Mayor Erley said that our Town attorney, Gerry Kinghorn, advised that we should note that we had posted for bids on the website, bulletin boards and Times Independent and that we had only received one bid, and that was for labor only. He also recommended we note that, given our tax-exempt status and the possibility of municipal discounts, we most likely could purchase the recommended equipment more cheaply than going through a sole source

provider for the entire software/hardware package.

Mayor Erley commented that the Town becoming a Municipal Water Provider and being able to dovetail with the State's water rights database are the primary reasons for this project.

4. Discussion and Possible Action re: Awarding the Contract for the New Computer System.

Council Member Drogin motioned to award the "labor only" portion of the contract for the new computer system to Mike Baird, and to accept his suggestions for the proposed computer equipment. Council Member Hill seconded the Motion. Mayor Erley and Council Members Hill, Drogin and Henry approved the Motion. The Motion passed unanimously.

Mayor Erley said that he reviewed the list of computer hardware provided by Mike Baird, and did some preliminary pricing on-line. He estimates that the computer equipment alone will cost somewhere between \$7,000 and \$7,500. Council Member Henry motioned to authorize Mayor Erley and Treasurer/Council Member Hill to purchase computer equipment, as recommended by Mike Baird in his bid for the new computer system for Castle Valley, at a cost not to exceed \$7,500, and specified that these purchases be completed by November 1, 2011. Council Member Drogin seconded the Motion. Mayor Erley and Council Members Hill, Henry and Drogin all approved the Motion. The Motion passed unanimously.

Council Member Hill motioned to adjourn the meeting. Council Member Henry seconded the Motion. Mayor Erley and Council Members Hill, Henry and Drogin all approved the Motion. The Motion passed unanimously.

Adjournment: 7:22 P.M.

APPROVED:

ATTESTED:

David D. Erley, Mayor

Denise Lucas, Town Clerk