

City of Winsted
 City Council Work Session
 Lewis Room
 Tuesday, March 20, 2018
 5:30 p.m.

Present: Mayor Steve Stotko
 Council Member Patty Fitzgerald
 Council Member Mike Henrich
 Council Member Tom Ollig
 Council Member George Schulenberg

Staff Present: Mr. Daniel Tienter, City Administrator
 Mr. Anthony Hammes, Assistant to the City Administrator

1) Call to Order

Mayor Stotko called the meeting to order at 5:30 p.m.

2) Information Technology Service, Request for Proposals

Mr. Daniel Tienter, City Administrator, gave an update on the Request for Proposals (RFP) for the City's information technology service. He stated that City staff released the RFP and directly solicited proposals from fifteen (15) vendors, with a total of four (4) responses.

Mr. Tienter stated that City staff conducted additional review on the two (2) most cost competitive responses, which included analysis of the proposed cost and contact with the local government references identified in each proposal.

Mr. Tienter reviewed the cost summaries with the City Council members.

Information Technology Services Request For Proposals (RFP), Cost Summary				
Vendor	Initiation Fee(s)		Maintenance and Support Fees	
	Low	High	Annual	Monthly
Guidance Point Technologies	\$ -	\$ -	\$ 10,530.00	\$ 877.50
Computer Integration Technologies (CIT)	Waived	\$ 1,180.00	\$ 14,160.00	\$ 1,180.00
Techstar Information Technologies (IT) Solutions	\$ -	\$ 1,955.00	\$ 23,460.00	\$ 1,955.00
Marco Technologies, LLC	\$ -	\$ 1,989.00	\$ 23,868.00	\$ 1,989.00

Mr. Tienter reviewed the table below which is adjusted based on the City's average of 2.03 hours of service per week.

Information Technology Services Request For Proposals (RFP), Cost Summary, Revised Labor Estimate				
Vendor	Initiation Fee(s)		Maintenance and Support Fees	
	Low	High	Annual	Monthly
Computer Integration Technologies (CIT)	Waived	\$ 1,180.00	\$ 14,160.00	\$ 1,180.00
Guidance Point Technologies	\$ -	\$ -	\$ 14,250.60	\$ 1,187.55
Techstar Information Technologies (IT) Solutions	\$ -	\$ 1,955.00	\$ 23,460.00	\$ 1,955.00
Marco Technologies, LLC	\$ -	\$ 1,989.00	\$ 23,868.00	\$ 1,989.00

Mr. Tienter stated that Computer Integration Technologies (CIT) is located in Woodbury, Minnesota and that Guidance Point Technologies is located in St. Michael, Minnesota.

The City Council Members discussed the positives and negatives of authorizing an agreement with CIT. Mr. Tienter stated that the agreement would last three (3) years and that the City has the option to end the agreement at any time upon a sixty (60) day written notice.

3) Other

a) Resolution of Gratitude – City of Eagan

Mr. Tienter stated that the City has adopted a Resolution of Gratitude and Appreciation to the City of Eagan and the Eagan Fire Department for their exceptional accommodation during the process to replace Ladder Truck No. 1.

b) Winsted Lake

Mr. Tienter informed the Council that the Public Works Department has trimmed the lake bank on Winsted Lake. He stated that City staff will perform trimming continuously over time, with some amount of trimming being done each year.

c) 2018 Legislative Visit

Mr. Tienter stated that he along with Council Member Fitzgerald and Council member Henrich had attended on behalf of the City Council. He stated that they had met with Representative Glenn Gruenhagen on the City's 2018 Legislative Platform.

4) Adjournment

Council Member Fitzgerald motioned to adjourn the Work Session. Council Member Schulenberg seconded the motion. Motion carried 5-0.

The Work Session was adjourned at 6:00 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

Anthony Hammes
Assistant to the City administrator
City of Winsted