

VILLAGE OF GERMANTOWN
AUDIO-VISUAL AD HOC COMMITTEE MEETING MINUTES
February 25, 2021

CALL TO ORDER: The meeting was called to order at 6:06 pm by Trustee Rick Miller.

ROLL CALL: Present: Trustee Miller, Trustee Pieper and Manager Tucker. Also present: Clerk Treasurer Braunschweig and Attorney Sajdak.

NEW BUSINESS:

- A. Approval of February 3, 2021 Minutes. Pieper/Tucker. Unanimous.
- B. Discussion with Possible Recommendation for the Audio Visual Equipment in the Village Board Room.

Trustee Miller began the meeting with a summary of our previous meeting and the reasons for our follow up meeting. While we had decided to recommend HBS at our previous meeting, Trustee Pieper could not attend that meeting and after reviewing all of the materials, watching meeting videos and researching products, she did not support the committee's recommendation for HBS. Because of this, she moved to table the recommendation at the previous board meeting, to allow the committee more time to discuss. The group agreed that CCCP was no longer in the running and that the choice would either be Heartland Business Systems (HBS) or Global Sight and Sound.

Trustee Pieper shared her professional experiences with HBS, which have not been positive. Additionally, she said that if we have to add electrical work onto the cost of the HBS' proposal, their cost would be almost the same as Global Sight and Sound's, which means that there would be no cost savings in going with HBS. Because of the similar costs, the equipment and the company's reputations would be more important. Trustee Pieper shared that the HBS proposal included a split system, while Global's is a matrix system. This means that for HBS, all of the feeds would be the same, while Global could allow the room feed to be different than online or the monitors, depending on needs; this allows more versatility and customization and allows for more inputs. Trustee Miller and Manager Tucker agreed that this was a very interesting feature previously overlooked.

Trustee Miller asked if there would be additional costs for electrical work with Global; the committee agreed this should be asked. Trustee Miller asked for input from Attorney Sadjak, who has had experience with HBS's work in Franklin. Attorney Sadjak shared that he still feels the Franklin microphones are not good and that they are not easy to use, which could be a big problem for Germantown. The committee also all agreed that they liked the hand-held microphone that is included in Global's proposal but is not in the HBS proposal.

Manager Tucker expressed concerns about changing recommendations mid-stream and whether there are any legal issues related to that. Attorney Sadjak said that in an RFP process for non-construction projects, we are not obligated to choose the lowest bidder and can change our recommendations during the process.

The group agreed that hybrid meetings are here to stay, so the ability to hold a good hybrid meeting is paramount. Trustee Pieper said she was impressed with Menomonee Falls' hybrid meetings, which was designed by Global Sight and Sound. Trustee Miller expressed concerns with Global's ongoing support; Manager Tucker agreed. Trustee Pieper suggested we request a statement of work that provides specific requirements for support turn around and training. The group discussed the service and warranty provisions provided by Global and HBS, which were similar.

The committee discussed what equipment will be reused/replaced in each of the proposals. More would be reused in Global's proposal, and the group was undecided on whether this was good or bad. They agreed that Global reusing the four preview monitors might not be a good idea. The group discussed some of the specific pieces of equipment in Global's proposal.

Trustee Pieper asked about next steps. Trustee Miller asked for Clerk Treasurer Braunschweig's opinion. She said her biggest concern is that we be able to have the meetings on cable, website and webex because all three are equally important. Trustee Pieper and Trustee Miller suggested the committee change its recommendation to Global; Manager Tucker agreed, assuming that reassurance could be made about support and training. The group agreed that because there are still some open questions for Global, a recommendation would not be made at the March 1 Village Board meeting. Manager Tucker asked Trustee Pieper to negotiate with Global to get the changes requested for support/training and to get more clarity on the electrical work involved. Trustee Pieper will be asking that these things be included in a revised Statement of Work, which would then be presented to the Village Board with a positive recommendation from the Ad Hoc Committee.

ADJOURNMENT.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:03 p.m.

Respectfully Submitted,

Michelle Tucker