

Minutes of a Meeting of  
SERVICES, UTILITIES AND EQUIPMENT REPLACEMENT COMMITTEE

held August 17, 2015

6:45 p.m.

Present: Councilman Paul Vincent, Chairman  
Councilman Dave Tadych  
Councilwoman Karen Lieske

Also Present: Renee Mahoney, Don Landers

Audience: Dick Majewski, Richard Fink, Mark Chernisky, Bill Selong, Alex Dade, Marty Mace, Lydia DeGeorge, Pam Cottam, Russell Thompson

Councilman Vincent called the meeting to order at 6:45 p.m. and thanked everyone for their attendance. Mr. Vincent advised that tonight's meeting will include review of quotations for microphone installation equipment at city hall, and review of quotations for online municipal codes and the printing of hard copies of the codification of the municipal codes.

**Microphone Project**

Director of Finance Mahoney submitted a memorandum dated August 14, 2015 advising that "the League of Women Voters has donated \$10,000 to assist in funding a microphone system with the hopes of providing audio of recorded meetings to citizens and to also provide amplified sound in Council Chambers. Currently the City does have recorded audio via the City website. The quality of the audio could be improved form what is available now."

"Council solicited one quote from a vendor to obtain an estimate on project cost. The initial estimate was over \$20,000, which would have provided a system (\$17,000) and increased web capacity (\$4,000). Due to the cost of such project and the need for the City to invest its own money above what was provided by the League of Women Voters, I determined a need to look at additional options."

Mrs. Mahoney stated that she found two companies on the state purchasing bidders list. One is Jefferson Audio Video Systems, Inc. (JAVS) and the other is CourtSmart Digital Systems, Inc., who has not yet submitted their final quotation. A local company, AudioCraft/Video, also supplied a quotation of \$9,637.43, for a microphone system for the Council Chambers only.

The first company to submit a quotation was Leritkal Productions. This is the original company Council contacted to quote the project. The current quotation is \$16,900 which is for a mixer installed in Council Chambers that would record all audio, 12 gooseneck microphones, and choir style microphones in the Conference room. It would also include an iPad to control microphones and recording. The mixer would record and be able to transfer to a USBWAV file which can

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then be compressed into an MP3 file for better data storage. Installation costs are included. Mrs. Mahoney has contacted Leritkal Productions for a reduced quote for just Council Chambers.

Mrs. Mahoney's memo concludes with her recommendation "to continue recordings in the Committee Room using the portable digital recorder the City already has and to purchase the installed NoteWise system (\$11,179) in Council Chambers. The City purchased a compact digital recorder a while ago and has just started using it. It produces a better sound than the previously used recording device and is sufficient to adequately produce a digital recording that can be posted to the website. The installed system in Council Chambers would allow for a clear recording of any meetings held in Council Chambers and offer an amplification system. The NoteWise system offers a better recorded product in that residents would be able to jump to a specific speaker if they choose rather than listen to the whole recording. The City would have a laptop available for use by this system so it is probable a new laptop would not need to be purchased."

Mrs. Mahoney gave a demonstration of the sound produced with the new digital recorder. She recommended that this recorder be used for the committee room, without the need to wire the committee room further. Her efforts then turned to just wiring the Council Chambers.

Mr. Vincent noted that portable microphones will be necessary in the Council Chambers for the Directors when they address the audience.

Mr. Vincent stated that the Council met previously to discuss their goal for the microphone system, and worked with the Director of the League of Women Voters. Audience members in the Council Chambers have stated that they are not always able to hear the Council representatives and administration. The solution would be to place speakers in the back of the room.

Mrs. Mahoney noted that she received a quotation from Leritkal Productions in the amount of \$14,500 to install microphones only in the Council Chambers.

Mrs. Lieske asked if there is any place Council could listen to recordings in a Council Chamber room that Leritkal has done to compare the quality of the sound, since the difference between installing microphones in both rooms is only \$2,400.

Mrs. Mahoney stated that other companies have produced less expensive quotations. Mrs. Mahoney stated that she does not believe Leritkal Productions has experience doing Council Chambers. She believes the other company, JAVS, is experienced with Council Chambers. JAVS has provided four different solutions. The quotation for Council Chambers only from JAVS for their NoteWise System is \$11,179.00. The system has six channels, with two people each sharing a channel. Minor notes could be added to the recording as well. The quotation includes speakers to be installed in the back of the room. They provided two different ideas, one being a portable system. The portable system could be moved to the Dwyer Memorial Center if necessary. Mrs. Mahoney's recommendation is the installed system with the NoteWise Software which is \$11,179.00, which compares to the Leritkal Productions quotation of \$14,500. Because

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the Council Chambers is so small, there would be a feedback problem with speakers in the front of the Council Chambers and the back of the Council Chambers.

Alex Dade asked if a quotation was received from JAVS for both the committee room and the Council Chambers. Mrs. Mahoney stated that she did receive a quotation for both rooms.

Mrs. Mahoney stated that JAVS has two different types of software. They have the NoteWise Software and an analogue software, which is more robust. It would eventually allow video. The Council Chambers only with the analogue software is \$13,265, and for Council Chambers and the committee room is \$15,953. The representative stated that he would be willing to come before Council and do a demonstration of both software systems. Mrs. Mahoney expressed that she does not know if she can justify spending the money for the analogue software, since the goal was to get a clear audio recording on the website. Mr. Vincent stated that he would like the option at a later time for video. Mrs. Lieske agreed, noting that there could be some reason to video tape certain events.

Mr. Tadych asked if Mrs. Mahoney has heard the recordings played in the Council Chambers. Mrs. Mahoney or Mr. Vincent have not heard the recordings in the Council Chambers. Mr. Tadych expressed that it would be wise to have a demonstration before purchasing the equipment. Flat microphones are included in the quotation from JAVS, rather than gooseneck microphones. Mr. Tadych again expressed that he would like a demonstration of the sound. Mrs. Mahoney noted that the system is used in court rooms.

Discussion followed concerning live streaming of the audios, which will not be considered. Mrs. Mahoney stated that recordings will not be streamed live due to the possibility of inappropriate language, such as swearing. Mr. Dade noted that the FCC does not control what is posted on websites.

Mr. Dade asked if the \$15,900 quotation from JAVS is for both the committee room and the Council Chambers. Mrs. Mahoney responded affirmatively. The software in this package also includes the capability of adding video. Mrs. Mahoney stated that their video is the one that is attached to the microphones with the camera going through. She stated that she does not know how much the cameras are, but thinks they are expensive. Mr. Vincent agreed, but noted that many cities are doing video and some day that may be a possibility for Bay Village. Mrs. Lieske added that if we would have the capability of doing it that would make sense over having to get a whole new system. Mr. Dade noted that the League is paying two third of the cost.

Mr. Vincent stated that he likes the portability of using the equipment at the Dwyer. Although it may not be used very often, it would be nice to have it for town hall meetings. Mrs. Mahoney stated that with the portable system the speakers would be on stands in the back of the room. Mrs. Mahoney prefers a more professional system installed in the Council Chambers. Mr. Vincent questioned whether the speakers could be hung rather than placed on stands.

Mrs. Mahoney stated that she would compare the AudioCraft System, the system proposed by the Bay Village resident, to the Leritkal System. Mrs. Mahoney stated that the AudioCraft

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Solution is one microphone short. The bid is for nine microphones and a hand held microphone for \$9,367 for Council Chambers only. There is no software included and the microphones are of the gooseneck type.

Mr. Tadych asked if we have forgotten to ask for anything in these quotations since we don't really have a set of printed specifications. Mrs. Mahoney stated that she does not believe anything has been omitted.

Mr. Vincent asked when JAVS can come out for a demonstration. Mrs. Mahoney stated that if she creates a purchase order they can begin. Mr. Tadych and Mrs. Lieske stated that they would like to hear the sound. Neither JAVS nor CourtSmart are Ohio vendors, but they are on the State of Ohio purchasing list.

Mr. Vincent noted that Leritkal Productions includes a great deal of detail in their quotation. Mrs. Mahoney stated that they do not detail out how much each item costs. Mr. Vincent asked if Mrs. Mahoney could request that information.

Mrs. Lieske commented that the first page of JAVS quotation says that Council will provide a work station for NoteWise software recommended requirements. Mrs. Lieske asked if we meet all of those requirements. Mrs. Mahoney stated that this is in her recommendations that the City would provide a laptop for use. Mr. Tadych asked how old the laptop is. Mrs. Mahoney stated it is five years old.

The NoteWise software has an annual fee of \$600.00 per year, and an annual fee of \$665.00 for the analogue software. It does include upgrades.

Mr. Vincent stated that he will check to see if any of the local area courts are using the NoteWise system. Mrs. Mahoney stated that she received recommendations from Toledo, Lucas County, and a third reference.

Mr. Tadych asked what other local cities are using. He asked if we have inquired with other communities. Mr. Tadych stated that Avon Lake has both their committee room and Council Chambers wired, and it might be interesting to check with them to see how it is working, how much it cost, and who are the people that are offering it.

Mrs. Mahoney stated that the City has used only 2% of the capacity of Copy.com to place the audio recordings on the web site. Mrs. Mahoney stated that she believes we could use 100 hours before we reach the capacity of 15 gigabytes.

Mr. Vincent noted that a Records Retention policy would have to be filed in compliance with the Ohio Sunshine Law to determine how long the recordings are to be kept. Mr. Tadych stated that he would like to see a trial of the system. Mrs. Mahoney noted that NoteWise.com does not have a sample recording. Mr. Tadych commented that if we have a donation of funds we should do the due diligence to make sure what we are buying is the correct thing, without confusing the issue.

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Mr. Dade noted that if these quotations were received because they are on state term contract all that really means is that they have gone to the state purchasing office and done all the paper work. There is no technical review. It gives you the ability to use one of these vendors without doing a public bid.

Mr. Vincent stated that it does seem that having a software recording seems better than uploading an Mp3. Mr. Dade noted that on some software you can even search for words; that is not included in this software.

Mr. Vincent stated that Mr. Tadych has a good point in saying that we don't want to confuse the issue too much, but we want to do a good job in finding good, competent equipment. Mrs. Mahoney stated that she does not know if it is necessary to find more vendors; she has gone through five vendors. Mr. Tadych asked if any of those five vendors are used in other cities around us. Mrs. Mahoney stated that CourtSmart is used in Rocky River, but they did not get back to Mrs. Mahoney with their quotation. She noted that the representative from JAVS can come in and do a demonstration to see the difference in the software. Mrs. Lieske asked Mrs. Kemper to check with clerks in other cities to learn of their systems. Mrs. Lieske stated that she would like to listen to the sound. Mrs. Mahoney said she can have the JAVS representative send her a sound.

Mr. Tadych stated that he does not think Council has all the answers to move forward.

**Quotations for Codification Services**

Mr. Vincent asked the members of the committee if they use the online codes for their work.

Mrs. Lieske stated that she has used the online code a few times, but not consistently. Mr. Tadych stated that the history of the City with the company that they have been using for years is a good history.

Mr. Vincent noted that he uses the code reference exclusively on-line, and does not use the printed version. He has been impressed with the different options of Municode. When you upload their system, you can find a redline version of the code and you can actually see what has been done over a period of time. You can also steal codes from all their customers across the board, which is a huge asset when trying to learn how to deal with many municipal problems. Municode is user-friendly with a smart phone and an iPad.

Quotations were sought from the existing supplier of the code, the Walter Drane Company, and Municode.

Walter Drane Company.....	\$3,615.07
Municode.....	\$1,934.00

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Mr. Vincent suggested the committee review Municode's website. Mrs. Lieske noted that she likes the research capability of Municode.

Discussion of these topics will continue after seeking further information, most probably on September 14, 2015. Mr. Tadych noted that it would be nice to obtain additional donations for the recording/microphone equipment.

Mr. Vincent thanked everyone for their attendance and cooperation. The meeting adjourned at 7:20 p.m.

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Paul Vincent, Chair

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Joan Kemper, Secretary