

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: December 5, 2023, 7:30 a.m. City Hall Board Room

Members present: Lance Leonhard (C), Gary Olsen, Katie Rosenberg, Kurt Gibbs, Jason Hake, Maryanne Groat, Chet Strebe

Members Absent:

- 1) **Call Meeting to Order:** The meeting was called to order by Lance Leonhard at 7:33 a.m.
- 2) **Public Comment:** There was no public comment.
- 3) **Approval of the Minutes of the November 7, 2023 CCITC Board Meeting:**
Olsen/Strebe moved/seconded to approve the minutes of the November 7th meeting. **Carried.**
- 4) **Educational Presentations and Board Discussion**
 - a) TDX Dashboard Data Review – Wesly Yuds reviewed the data with the Board.
 - b) Project Updates
 - Courtroom Update – Project is complete. Courtroom 2 was completed on Friday December 1st.
 - Fiber Project – Construction is complete. The project was overbudget due to encountering rock.
 - ERP Project – Currently focused on loading beginning balance and getting ready for year end.
- 5) **Operational Functions required by Statute, Ordinance, Resolution or Existing CCITC Policy:**
 - a) Discussion and possible action on City Hall lease agreement. -The lease is for a five-year term. It can be terminated with a one-year notice. The lease includes a 3% increase from 2023-2024 and 2% in subsequent years. **Olsen/Gibbs moved/seconded** to approve City Hall lease as presented. **Carried.**
 - b) Discussion and possible action approving changes to the CCITC Service Level Agreement relating to procurement policy – Director Klein proposed changes to the service level agreement related to procurement. It includes language outlining which procurement rules would be followed for purchases for each of the Commission members. **Olsen/Gibbs moved/seconded** to approve the changes to the service level agreement. **Carried.**
- 6) **Announcements**
 - a) Next meeting is January 9, 2024 at 7:30 am in the City Hall Board Room and via WebEx.
- 7) **Adjournment**
Gibbs/Strebe motioned and seconded to adjourn. **Carried** The meeting adjourned at 8:02 am. /a/ Gary Olsen, Secretary