CITY OF BOULDER
P.O. BOX 68
BOULDER, MONTANA 59632
CITY COUNCIL MEETING MINUTES
SPECIAL MEETING
MONDAY, April 1, 2024

CALL TO ORDER:
Council President called the meeting to order at 9:04 a.m.

ROLL CALL:
Elected officials present: Russell Giulio, Drew Dawson, Patricia Lewis (by Zoom), Tim Graff, and Mike Taylor

Others participating: Rosemary Perna (*Accounting Assistant*), Peter Fox (*ArcaSearch*) by Zoom, Chris Whalen *(dADA)*by Zoom, Sam Menon (*Global Archives)* by Zoom

Dawson stated that each company would have five minutes to present their proposals. Following the presentation, there would be the opportunity for the Council and Perna to ask questions.

The first presentation was from Sam Menon with Global Archives. Alex, the production lead discussed the optical character recognition of their proprietary software and the ability for the public to access the data remotely. It was stated that the price on the provided proposal included returning the documents to their original condition including staples and paperclips being put back.

Secondly, Chris Whalen from dADA presented. Whalen stated that his product could be hosted on the cloud as well as a private server. Discussion about moving the records to the dADA facilities in Boise Idaho included security measures taken to ensure the safety of the documents. Whalen assured the Council that the documents would be under lock and key for the entirety of the trip. The Council questioned Whalen about any local examples they could provide since their company is based out of state. Whalen gave the example of Hamilton, Montana local government. The Council asked how the future retention of records would be handled. Whalen explained that the pricing structure varies based on the amount of data uploaded to either the cloud or on the server. The rate would be an annual flat rate.

Lastly, Peter Fox from ArcaSearch gave a remote demonstration of the database and search tools available with ArcaSearch. Fox stated that they were based out of St. Cloud, Minnesota but he was based out of Montana. The company works with many Montana municipalities including their current project with Jefferson County. How the archives are updated was addressed. PDF documents would be sent to ArcaSearch and the company would add them to the database using optical character recognition (OCR). ArcaSearch also provides hard drive records that are stored at their facilities to back up the records.

Concluding the presentations, the Council discussed what action needed to be taken. Dawson suggested that more information was needed to determine how the City of Boulder should digitize the records. Dawson made a motion to develop a Request for Proposal (RFP) concluding the budget season. Tayor thanked the participants for attending the meeting and suggested that only RFPs be accepted from the three vendors present at the meeting. Dawson questioned the legality of that action. Tayor seconded the motion, and the motion carried with 4 aye votes.

ADJOURNMENT: With no further business, the meeting was adjourned at 9:53 a.m.

DATE: _April 15, 2024_

[signature]
Mayor

Attest: _[signature]_
City Clerk

Accounting Assistant