

**Town of Georgetown
Regular Meeting
April 21, 2025
At 6:30 P.M.**

Pledge of Allegiance

Roll Call:

Council members present: Chris Loop, Brandon Hopf, Jason Parrish, Doug Wacker, and Matt Nolan. Also attending: Julia Keibler, Haley James, Bob Woosley, Reny Keener, Kristi Fox, and Travis Speece.

Approval of Minutes

Brandon Hopf made a motion to approve the regular Town Council Meeting Minutes from March 17, 2025. Seconded by Jason Parrish and approved 4-0-1. Chris Loop abstained since he did not attend the meeting.

Matt Nolan Made a motion to approve the Special Town Council Meeting Minutes from April 8, 2025. Seconded by Doug Wacker and approved 3-0-2. Jason Parrish and Brandon Hopf abstained since they did not attend the meeting.

Agenda Items

Bid Opening for 2025 Roadway Paving Quotes

Bob Woosley opened all the bids. This is for our 2025 Community Crossing Matching Grant.

Mac Construction:	\$419,790.00
Libs Paving:	\$354,648.00
Temple & Temple:	\$428,291.67
C & R Construction	\$375,429.00

Bob Woosley recommended approval to the lowest bidder, Libs Paving, contingent upon a thorough review of all documents submitted.

Doug Wacker made a motion to approve Libs Paving for \$354,648.00 contingent upon Bob Woosley's thorough review of documents. Seconded by Chris Loop and approved 5-0.

Bid Opening for East Lift Station Coating/Lining Installation Project

Bob Woosley opens all the bids. This project is for the East Lift Station.

	<u>Coating System Installation Cost</u>	<u>Bypass Pumping Cost</u>	<u>Total Cost</u>
Green Line Linings LLC	\$16,864.00	\$18,500.00	\$35,364.00
Riley's Excavating	\$69,700.00	\$10,400.00	\$80,100.00
Advanced Rehab Technology	\$42,025.00	\$0.00	\$42,025.00

Bob Woosley recommends approving the lowest bidder, Green Line Linings contingent upon Bob Woosley's thorough review of all documents submitted.

Jason Parrish made a motion to take the bids under advisement. Seconded by Brandon Hopf and approved 5-0.

Clerk Treasurer- Julia Keibler

Haley James completed the pool class she was approved to attend at last month's meeting. She has submitted mileage and a meal reimbursement.

Chris Loop made a motion to approve reimbursing Haley James for her mileage and meal for a total of \$157.74. Seconded by Matt Nolan and approved 5-0.

Software Solutions Platform Quote

Brandon Hopf made a motion to approve the Software Solutions quote for \$1,800.00 for Nexbillpay setup services. Seconded by Matt Nolan and approve 5-0.

Ordinance G-25-03 An Ordinance Establishing the T22021 TIF District Fund

This Ordinance is to establish the new fund for the TIF District we just created. It is also known as The State Road 64 TIF.

1st Reading

Matt Nolan made a motion to approve Ordinance G-25-03, An Ordinance Establishing the T22021 TIF District Fund. Seconded by Chris Loop and approved 5-0.

2nd Reading

Doug Wacker made a motion to approve Ordinance G-25-03, An Ordinance Establishing the T22021 TIF District Fund. Seconded by Jason Parrish and approved 5-0.

New Business/Agenda Item

We had six people who contacted Chris Loop or Town Hall regarding never receiving their utility bill in the mail or they received it late. They would like their late fee penalty removed. We were contacted by:

David Isaacs, 106 Old Corydon Ridge Rd, \$4.88

Herb Brightwell, 8960 High Street, \$4.75

Kyle Ott, 1457 Georgetown-Greenville Rd, \$4.70

Charles Tanner, 8161 Autumn Dr, \$7.46

Jennifer Jewell, 8269 Crimson Creek Ct, \$10.36

Kristin Perkis, 1010 Brookstone Ct, \$9.97

The total for this is \$42.12.

Chris Loop made a motion that the late penalty amounts for those utility customers are waived given the difficulty with mail delivery totaling \$42.12. Seconded by Jason Parrish and approved 5-0.

Chief of Police -Travis Speece

A/C Unit Replaced

The A/C went out at the police station and was approved via email for Travis Speece to get it repaired. Book Heating and Cooling completed the work for \$6,984.00.

Brandon Hopf made a motion to approve the emergency repair of the Police Departments Heating and Cooling with the low quote from Book Heating and Cooling of \$6,984.00 and for this to be paid from the Rainy Day Fund 2236 as first preference or the General Fund as a backup. Seconded by Chris Loop and approved 5-0.

Front Window Replacement

Chris Loop made a motion to approve a budget not to exceed \$1,200.00 for Travis Speece to repair and replace the front window of the Police Department and for this to be paid from the Gaming Fund. Seconded by Doug Wacker and approved 5-0.

Town Manager- Reny Keener

A press release will be going out on Thursday about the Caesars Grant.

We did reach our goal for the Patronicity Grant of \$50,000.00. We are still waiting for some funding. We can continue to collect money until we begin construction.

We are working with Destination Georgetown to create a video about the Georgetown Park Improvement Project to apply for the Kubota Grant of \$25,000.00. They started filming last week at the park.

The pumper truck was used 35 times last month.

At the Special Meeting a tank came out of the ground and Jeckers was approved to do the work. The tank was located at 9180 Nina Dr and the charge was \$5,500.00.

Picnic Tables

The tables have arrived, and we will start to assemble them. One of the concerns was bolting down the equipment. The picnic tables are 250 pounds apiece. Reny Keener will check into options.

Corporate Softball League

The league will start in May, and we have four teams signed up so far, but we would like to have five or six.

Speed Limit Sign at the Park

Bob Woosley will see if we can make a change order to add in a few speed bumps in the 2025 CCMG Paving Grant to put at the park on Lois Lane. Reny Keener will order signs and post that the speed limit is 5 mph.

Brookstone Stop Signs

This was approved at last month's meeting and those stop signs have come in. Odyssey is finalizing the painting and putting the signs on for us. The signs will look like the rest of the ones in the neighborhood. They should be up in the next two weeks.

Transcriber Software

We have been trying to decide between two companies, BIS Digital or River Systems. Chris Loop would like Reny Keener to make sure the system we choose can host the meeting. Chris Loop is worried that our website does not have the capability.

The cost for River Systems is \$4,508.00 and a monthly fee of \$561.00. Over three years it will be \$20,196.00. They use Zoom Government to run the system for an additional \$166.15 a month.

Doug Wacker made a motion to approve the contract for BIS Digital for \$6,080,00 for the recording equipment for Town Hall and for this to be paid from the Gaming Fund. Seconded by Jason Parrish and approved 5-0.

Town Attorney- Kristi Fox

G-25-04, An Ordinance Regulating the Use of Town Parks and Repealing and Replacing G-94-04

1st Reading

Brandon Hopf made a motion to approve G-25-04, An Ordinance Regulating the Use of Town Parks and Repealing and Replacing G-94-04. Seconded by Chris Loop and approved 5-0.

2nd Reading

Chris Loop made a motion to approve G-25-04, An Ordinance Regulating the Use of Town Parks and Repealing and Replacing G-94-04. Seconded by Matt Nolan and approved 5-0.

G-25-05, An Ordinance Permitting and Regulating Mobile Food Vendors and Repealing and Replacing G-23-08

1st Reading

Jason Parrish made a motion to approve G-25-05, An Ordinance Permitting and Regulating Mobile Food Vendors and Repealing and Replacing G-23-08. Seconded by Chris Loop and approved 5-0.

2nd Reading

Doug Wacker made a motion to approve G-25-05, An Ordinance Permitting and Regulating Mobile Food Vendors and Repealing and Replacing G-23-08. Seconded by Matt Nolan and approved 5-0.

Resolution of Lease for 1618 Canal Lane

Jason Parrish made a motion to table this item since we have not closed on the property yet. Seconded by Chris Loop and approved 5-0.

Litigation

This item is regarding the Charles Morgan Case.

Chris Loop made a motion to consent to settle for litigation and have our insurance take care of this item. Seconded by Brandon Hopf and approved 5-0.

Redistricting Ordinance

Kristi Fox and Bob Woosley are going to work together and try to map everything to avoid getting a survey done. If Bob Woosley and Kristi Fox cannot accomplish this, they would like approval to hire a surveyor.

Doug Wacker made a motion to approve allowing Kristi Fox and Bob Woosley to work together on the redistricting maps and to also be allowed to hire a surveyor if necessary. Seconded by Brandon Hopf and approved 5-0.

Town Engineer - Bob Woolsey

Maplewood Business Park Lift Station Improvements – Change Order #5

Floyd County Storm Water board has agreed to split the cost of this project 50/50 if the Commissioners approve this at their May meeting. It is a drainage improvement project for the Fire Department property. The Total cost of this change order is \$15,250.00 and the Town will pay \$7,625.00. The Town will pay the full amount but the County will reimburse us their half.

Matt Nolan made a motion to approve Change Order #5 in the amount of \$15,250.00 with Riley's Excavating contingent upon the Floyd County Commissioners agreeing to pay their half and for this to be paid from Wastewater Capital Improvement Fund. Seconded by Brandon Hopf and approved 5-0.

Marci Lane Drainage Project – Change Order #1

Work should be starting for this project around May 12th. A lot of the homeowners voiced concerns that the pipe needed to be extended to Lisa Lane. Since our bids came in lower, we can add this work in and not go over budget. We will be extending the 30" pipe 114 feet.

Doug Wacker made a motion to approve Change Order #1 for the Marci Lane Drainage Improvement Project of \$15,872.00. Seconded by Chris Loop and approved 5-0.

INDOT Form for the Sidewalk Improvement Project

Jason Parrish made a motion to approve the INDOT Consultant Consent form to remain in effect until 12-31-26 and to allow Chris Loop to sign. Seconded by Brandon Hopf and approved 5-0.

7005 Windsong Ct- Drainage Issues

This property owner sent in recent flooding pictures. They have a drainage pipe that runs in their back yard. We looked at this property back in 2011, 2022, and 2023. Bob Woosley will meet on site with the owner and look for a solution.

Floyd County Sewer District

Floyd County is wanting to establish an Ordinance to establish a sewer district board that will help homeowners who are on septic and their systems fail. After the homeowner has tried all other options, they have an option called a "rescue system". This is only for existing homes not future developments, and the property has to be within 300 ft. Bob Woosley thinks we would only have 5-8 homes that could be eligible for this. The question is, does the Town want to be included? If we are included, we have to send notice to all residents of the Town.

Doug Wacker made a motion to approve joining the Floyd County sewer district contingent upon Bob Woosley's review to determine if we have properties that are eligible. Seconded by Jason Parrish and approved 5-0.

Plan Commission

We are ready to review the new Zoning Ordinance with Don Lopp for May. We are going to move all the board meetings for the month of May, all to the same day, Tuesday May 13, 2025.

BZA: 4:30PM

PC: 5:30PM

RDC: 6:00PM

TC: 6:30PM

Redevelopment Commission

Nothing to report.

Old Business

Buyout of Printers

Chris Loop made a motion to approve a return fee of \$639.46 and to establish a budget not to exceed \$700.00 to ship the printers back and for this to be paid from the General Fund. Seconded by Brandon Hopf and approved 5-0.

New Printers- Reny Keener

Doug Wacker made a motion to accept the original bid from M&M for \$192.64 a month and to allow Kristi Fox to review the contract and allow Chris Loop to sign outside of a public meeting. Seconded by Chris Loop and approved 5-0.

New Business/Agenda Items**Harrison County Interlocal Agreement -Riverboat**

Brandon Hopf made a motion to allow Chris Loop to sign on behalf of the Town the Interlocal Cooperation Agreement for Riverboat Revenue. Seconded by Matt Nolan and approved 5-0.

Mylar Plat- Springs of Old Georgetown

Matt Nolan made a motion to allow Chris Loop to sign the Mylar Plat for the Springs of Old Georgetown. Seconded by Brandon Hopf and approved 5-0.

Credit Request for Georgetown Southern Baptist Church

The church had a leak of almost 200,000 gallons in two months' time. A credit request was submitted, and the leak has been fixed. He was requesting additional relief because it spanned several months.

Chris Loop made a motion to apply a 6-month average to Georgetown Southern Baptist Church for February, March, and April, 2025 sewer bills. Seconded by Matt Nolan and approved 5-0.

Claims Docket

Doug Wacker made a motion to approve the Claims Docket and Purch. Seconded by Brandon Hopf and approved 5-0.

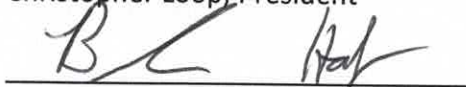
Adjournment

Jason Parrish made a motion to adjourn the meeting. Seconded by Brandon Hopf and approved 5-0.

Minutes approved by:



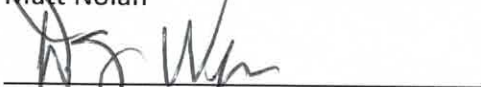
Christopher Loop, President



Brandon Hopf, Vice President



Matt Nolan



Doug Wacker



Jason Parrish

Attest:



Julia Keibler, Clerk Treasurer



VIP WebPortal - NexBillPay

Prepared For:

Georgetown, Town of (IN)

Julia Keibler
PO Box 127
Georgetown, IN 47122

P: (812) 951-3012

E: julia.keibler@georgetown.in.gov

Prepared by:

Software Solutions

Darin Hopkins
8534 Yankee Street, Suite 2B
Dayton, OH 45458

P: 800.686.9578

E: dhopkins@mysoftwaresolutions.com

Quote

Date Issued:

04.04.2025

Expires:

04.30.2025

Products & Services		Qty
NexBillPay Setup Services		
Remote Setup and Training Services for NexBillPay		1
VIP Web Portal Implementation (NexBillPay)		1
NexBillPay Setup Services Subtotal		

Additional Terms

The purchase of this product will add \$1,800 to the existing Software Solutions annual support fees. It will be billed when NexBillPay goes live.

Terms of Payment: 100% due with invoice after live.

To proceed with this order, please return the signed quote to Karen Steele.
Email: ksteele@mysoftwaresolutions.com or Fax: 513-932-4058

Acceptance

Printed Name: CHRIS LOOP

Signature: [Signature]

Title: TOWN COUNCIL PRESIDENT

Purchase Date: 4-21-2025

Purchase Order Number: _____



Town of Georgetown (IN)

Proposal

Streaming Solution

01-22-2025

Mr. Reny Keener
9111 State Road 64
Georgetown IN 47122
(812) 951-3012
reny.keener@georgetown.in.gov



1350 NE 56th Street, Suite 300
Ft. Lauderdale, FL 33334



Sales: (800) 834-7674
Support: (800) 715-1234



Email: info@bisdigital.com
Web: www.bisdigital.com



Proposal Information

Title of Proposal:

Streaming Solution

Proposal Total:

\$6,080.00

Intended Recipient Name (Attention To):

Mr. Reny Keener

Delivery Address:

9111 State Road 64
Georgetown IN 47122

BIS Digital Proposal Reference ID:

P-2301339

Drop-off Location (Building Name):

Town Hall

Submitting Organization Information

Name:

Business Information Systems, Inc. DBA: BIS Digital

UEI Number:

L443F978GK46

Address:

1350 NE 56th Street, Suite 300
Fort Lauderdale, FL 33334

Phone:

(800) 834-7674
(954) 493-7377

Email:

sales@bisdigital.com

Account Manager Phone:

(800) 834-7674 x 9512

Website:

www.bisdigital.com

Fax:

(877) 858-5611

Account Manager:

Eric Young

Date:

January 22, 2025



January 22, 2025

Mr. Reny Keener

9111 State Road 64
Georgetown IN 47122

reny.keener@georgetown.in.gov

Dear Mr. Keener,

Thank you for considering BIS Digital for your audio and video needs. We are pleased to submit our proposal in response to your request.

Attached to this proposal, you will find detailed information about our products and services, as well as pricing and terms. We believe that our proposal represents the best value for Town of Georgetown (IN), and we look forward to the opportunity to work with you.

If you have any questions or would like to discuss this proposal further, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Young'.

Eric Young
Account Manager
eric.young@bisdigital.com



Proposal Terms and Conditions

Proposal ID	P-2301339
Effective Period	This proposal is valid through 07-21-2025.
Tax Status	Sales tax will be added to an invoice unless a Tax-Exempt Form is on file with the BIS Digital corporate office.
Deposit	All orders above \$5,000 require a 50% deposit. Once the deposit for an order is received by BIS Digital, installation scheduling and shipment of goods will occur.
Payment Terms	Payment for the delivery of goods is due upon the transfer of possession of the goods to the buyer or its agent. Payment of services is due when all services have been fully performed in accordance with the terms of the agreement. The buyer shall promptly inspect the goods or services upon receipt and shall notify BIS Digital of any defects or non-conformities. An ACH number will be provided for payment.
Cancellation	In the event a customer cancels or postpones an order after a deposit has been received, BIS Digital reserves the right to invoice for hardware, software, shipping costs, and any other materials procured for the order. Restocking Fee: A 20% restocking fee will be charged for all canceled orders.
Limited Warranty	New software supplied by BIS Digital are covered for 90 days from the date of installation. New hardware supplied by BIS Digital are covered for 90 days from the date of delivery. Manufacturer Warranties do not cover On-Site Technical Support, Shipping costs, or Software upgrades.
Software Assurance	Annual Software Assurance entitles users to software upgrades at a fixed fee assessed at time of purchase.
Substitutions	Unforeseen supply chain disruptions or component shortages may impact the availability of goods. As a result, some items may require substitution and may be subject to price and/or delivery time variances. In these instances, BIS Digital will consult with the customer about options and alternatives.



Proposal P-2301339 Accepted By

Full Name (Print):

Title:

Signature:

Date:

PLEASE NOTE:

By signing above and or providing a purchase order number below, your organization is agreeing to the appended scope of work, pricing, disclaimers, terms, and conditions, and is authorizing BIS Digital, Inc. to order, install, and bill for ALL materials and applicable services listed in this proposal: P-2301339.

Accounts Payable Information

Full Name (Print):

Phone Number:

Email Address:

Fax Number:

Purchase Order Required for Purchasing?

Purchase Order Number:

YES

NO



Company Overview

BIS Digital has been in the audio and video industry since 1982 and possesses a wealth of experience in providing integrated solutions for entities of all sizes. Headquartered in Ft. Lauderdale, Florida, the company has over 90 employees with direct sales and service representatives throughout the US.

Our primary business is the sale, service, and support of multi-channel digital audio/video recording software for the judicial and courtroom systems; city/county governments; public safety and interview rooms; and private enterprises. Other areas of expertise include software-based enterprise room control, AV electronic hardware and software integration, video presentation technology and tv broadcast systems, and digital sound/audio reinforcement.

In addition to our comprehensive AV solutions, we provide a range of video conferencing options for remote video arraignment and other court conferencing needs, in either hosted or non-hosted formats. We also offer remote language translation connectivity and digital dictation, as well as meeting agenda automation, live streaming, web hosting, and on-demand systems. From concept to completion, we have provided these technologies to over 6,000 customers.

The strategic direction for BIS Digital has been to develop solutions that operate in an open architecture environment, are user-friendly, and can be accessed on PCs, tablets, and smartphones. We work with award-winning manufacturers to design fully integrated AV capabilities for optimal workflow and efficiency. All our solutions are developed to work seamlessly with our core DCR audio and video recording software and any current case management software being utilized in the courts and other spaces today.

As such, our team has a deep understanding of the unique requirements in these settings and the importance of reliable and effective AV systems. Our priority is to work closely with our clients to ascertain their specific needs and design a system that meets them. With that said, to us, technology integration and support is more than a project. It's a partnership. It's why we also offer ongoing maintenance and support for our AV systems, as well as providing training and technical assistance to users. We strive to build long-lasting relationships with our clients and exceed their expectations at every opportunity.



Corporate Data

Years in Business

43

Number of Employees

90

Geographic Reach

US + 6 Countries

Certifications

BIS Digital is a Certified Reseller and Authorized Support Agency for the following manufacturers (including but not limited to):

- ASC
- Ashly
- Atlona
- Audio-Technica
- Axis
- Biamp
- Dante
- Extron
- Philips
- QSC
- Shure
- Sony
- Televic
- Williams Sound
- WolfVision

Owner / CEO

Steve Coldren

Vice President

Kirk Ambrose

CFO

Isabel Valle

Manager of Operations

Gary Jones

Regional Sales Director

Jade Coldren

Account Manager

Eric Young

System Engineer

Matt Chetcuti

Project Manager

Rosie Socolovitch

BIS-4000430 - Ship Equipment + Software + Remote Installation (ESRI)

Town of Georgetown (IN)

Rep Name: Eric Young

Date: 01-21-2025

By signing below, I certify that I am an authorized signer for Town of Georgetown (IN) and have reviewed and approve the Scope of Work provided by BIS Digital. I understand that this Scope of Work defines the equipment requirements for the project, and certify this document accurately captures the needs of my organization. I also acknowledge that any changes to the Scope of Work must be approved in writing by all parties involved.

Client Name _____ Signature _____ Date _____

Ship Equipment + Software + Remote Installation (ESRI) Description / Notes:

- BIS will provide and install:
 - DCR2 Digital A/V Recording Software with Word Integration and AI Transcription via Microsoft Azure.
 - DCR2 LiveStream License
 - USB Microphone Kit to capture audio for stream
 - USB Camera to capture video for stream
 - Remote support

Client will provide:

- PC for recording software and microphones and camera

Will any BIS Digital provided equipment need to match existing equipment?

No - All BIS Digital provided equipment can be standalone and does not need to match any existing equipment.

System Training Required?

No - This scope does NOT require system training.

System:

Council Room

Multiple Rooms?

No - This scope does NOT consider multiple rooms.

Applicable Room Name(s):

Council Chambers

Will BIS Digital provide ongoing support?

Remote Support

Audio Sources:

	Location	Status	Placement	Type	Make/Model	Record Channel	Public Address	Stream Online	Use in VTC	Chairman	Voting	Request to Speak
A1	Dais	Provide 4 New	Desk-sitting	Boundary Mic				✓				

Video Sources:

	Location	Status	Placement	Type	Make/Model	Cam Shot	Cam Dist. to Target	Cam Target	Record Channel	Route to NVR	Stream Online	Use in VTC
V1	Dais	Provide 1 New	Desk-sitting	USB Camera		Wide		Dais				

Live Streaming and Broadcast Layout, Presets, and Sources:

Destination	Preset Layout	Source 1	Source 2	Source 3	Source 4	Include Audio	Lower Thirds Overlay	Switching
DCR Live Stream	Single View (1 Source)	V1				✓		

Additional Equipment:

Desktop/Laptop	Location		Status	Make / Model	Ports Available
	Dais				
			Use 1 Client-Provided		

Is the client planning to record with DCR?
 Yes - BIS Digital is introducing recording via DCR.

DCR PC:

Location	Status	Type	Recording Light	Recording Sign	Web Clock Sign	Start/Stop Light Switch	Physical Start/Stop Button	Physical Bookmark Button	3rd Party Control
DCR PC	Use 1 Client-Provided	Laptop							

DCR File Storage (in addition to C: Drive):

Location	Status	Type	Storage Capacity	Use Case	Minimum Retention Time (Years)
HD1	Use 1 Client-Provided	Internal Hard Drive (SSD)			

DCR License:

Status	Existing Audio Channels	Existing Video Channels	New Audio Channels	New Video Channels	Real-time Captioning	Docket Integration	Hosted Streaming	Network Monitor	Network Control	RTSP Streaming	Screen Capture	Transcription Assistant	Virtual Courtroom	Web Access	Web Clock
Provide 1 New			2	1			✓					✓			

Is there a Network Approval Process?

Yes

Will an IT Administrator or someone with knowledge of the network be available throughout the project?

Yes – Client confirmed contact information below.

Haley James buildingdept@georgetown.in.gov (812) 951-3012

Key System Technology

Digital Council Recorder (DCR2)

DCR is a multi-channel audio and video recording platform specifically designed to address the limitations of most recording systems. It allows for up to 32 separate audio channels and up to 8 separate video channels to be recorded and stored in a single file. DCR can be used with a PC or portable system, or remotely capture audio and video from a centralized or non-centralized system without traditional digital USB mixers. It can also be accessed through a standard internet browser or network connection.

The recording can be saved to two locations simultaneously such as a hard drive, network drive, CD, DVD, or other PC-compatible storage media and locations on separate or shared networks. In addition, DCR offers file attachments, sealing of the recording, remote monitoring, and optional features such as remote control operation, case management integration, post-recording management, and virtual conferencing. The solution is compatible with most traditional laptops and tower PCs that run Windows 7 or higher.

In addition to its core recording capabilities, the DCR platform includes several other prominent features. Codec independence allows users to choose the size of the recording file and easily adopt new audio recording codec technology. The platform's equipment agnosticism allows it to capture sound systems, in-person participants, telephone participants, video, and VTC participants simultaneously. Confidence monitoring allows users to see level meters and listen to the audio recording as it is being written to the PC's hard drive, ensuring the best possible quality. Users can also embed notes directly into the audio/video files for easy management and faster retrieval, most notably through the use of bookmarks, DCR's most comprehensive feature.

Bookmarks allow operators to enter notes while a recording is in progress. Each bookmark includes a time stamp and links directly to the audio/video segment. The platform also provides automatic notes indicating the start, pause, and stop of the file and includes information on the time, speaker, and metadata. Users can utilize bookmarks to enter unique identification data relevant to their needs including but not limited to personal information (such as a name or title), officer's badge number, agenda topic, recording ID, etc. They can also attach any digital file type to the aforementioned examples or upload it as a standalone bookmark. Predefined Bookmarks allow for prefilled data to be entered during a recording (such as docket information from an agency's case management system). Whereas Text Substitution allows users to create shortcuts for commonly used words or phrases. In any case, bookmarks can be edited during or after recording.

Integrated into a system, DCR can be set to create a new audio file in specific instances, such as when a hearing starts or a light switch is turned on automatically naming the file based on requirements. Similarly, it can be set to close a file when a hearing ends or a light switch is turned off. If the recording is interrupted, the operator can easily and quickly resume the session. Files can be also started, paused, stopped, and resumed without creating a new file if needed.

Digital Council Recorder also integrates with Microsoft Word to record minutes of meetings and automatically links the bookmarks of the audio recording to the document. This allows users to easily navigate through the recording by clicking on timestamps, words, or links within the notes and be taken to the corresponding location within the digital recording. The integration also allows users to quickly log roll calls, motions, and votes. And through the DCR Player, users can also play, pause, stop, fast forward, rewind, and jump to a specific point in time in the audio file while working in the Word document.

DCR Player

DCR handles retrieval, playback, and exporting with DCR Player, which was designed with transcription in mind and is feature-rich to make the process as efficient as possible. DCR Player is 508 compliant and has been certified for use with Magic Screen Magnifier, JAWS Speech Software, and Dragon Software. It is currently supported on Windows, Android, iOS, and Mac OS devices and is also compatible with any USB foot pedal.

DCR Player allows operators to locate recordings by searching for identification data or by searching for any



word or phrase in the bookmarks. Users can play, pause, stop, fast forward, rewind, and jump to specific points in the DCR file and navigate through the recording using bookmarks, jump-to-time, or a progressive slider bar.

The player includes a visual indication of the current point in the audio file, the total runtime of the entire file, and the file name. It allows users to listen and control the audio of each participant separately from the others. Or combine any number of channels and use built-in noise-filtering to eliminate ambient background noise during playback. It can even filter out ultra-low frequencies below 125 Hz to reduce noise from microphone bumps. The player also has auto gain control to maintain a constant audio level during playback, treble and base audio level controls, and variable pitch control to speed up or slow down playback without changing the pitch.

As for exporting, DCR Player allows users to export any part of a file to a WMA, WMV, WAV, MP3, MP4, AVI, PDF, or DCR file with any combination of channels, video, and bookmarks (as long as the format supports it). Music formats break down bookmarks into song tracks and allow users to listen to recordings from CDs, DVDs, USB storage devices, and hard drives. When creating MP4s, DCR Player will also create a separate meta-data file. This includes an HTML file that can be viewed in a browser and allows for playback of the video, audio, and use of bookmarks.



Installation Overview

BIS Digital is committed to delivering high-quality AV systems that meet the needs of our clients; our installation process is an integral part of this commitment. The following section is a general overview of the steps we take to ensure a seamless experience. Note: The final schedule is determined with the client after a proposal is accepted and a purchase order is received.

Our installation process begins with careful planning and design to ensure that the AV system meets the needs of the end users and is properly integrated into the space. This includes conducting site surveys to assess the physical space and infrastructure, as well as working with clients to understand their specific needs and requirements. In circumstances where we are not able to conduct a technical walkthrough pre-quotation or believe the project would benefit from an additional review, we will coordinate a site survey at the client's earliest convenience. This allows us to properly assess the physical space and infrastructure, and solidify whether any site preparations need to be made in advance, such as providing lockable storage or installing power outlets as needed to support the AV system. Product orders will commence immediately following this final site review meeting and can take 2-3 weeks, depending on manufacturing and shipping times.

Once the site is prepared, BIS Digital will connect and configure all hardware and software components of the AV system. All work will be performed by BIS Digital Technicians only, with no subcontractors. This may include installing and configuring audio processors, amplifiers, and control systems, as well as integrating the AV system with other building systems as applicable. Installation times can range from two days to two weeks per room depending upon the complexity of the system and environment. Custom programming and support will be provided by BIS Digital programmers, who will be available throughout the installation period and for routine performance upgrades and maintenance through remote service. BIS Digital follows all local building codes and regulations when performing work and ensures that all components are installed safely and securely.

After all elements are installed and tested, our technicians will provide user training to ensure that all end users are comfortable operating the AV system. The scope of training will vary depending on the complexity of the project and the number of users who need to be trained. This may include hands-on training sessions, demonstrations, and the creation of user manuals or other documentation as needed. Ongoing training can also be provided through an on-site service or remote service agreement if desired. Our goal is to ensure that all end users have the knowledge and skills they need to effectively use and maintain the AV system.



Support and Service Overview

At BIS Digital, we are committed to meeting our customers' service and support requirements and honoring all product warranties. We also offer comprehensive maintenance programs that include on-site and remote support, service, and training in addition to warranty fulfillment. Complete details are available upon request.

We have a 24/7 toll-free service hotline staffed by experienced technical service representatives, as well as options for placing service calls directly on our website or by phone. In most cases, we can resolve issues over the phone or in a video conference, but there may be times when an on-site visit is necessary. We use hosted customer relationship management (CRM) software to track the performance of our supported systems and our customers' services. Our technicians receive service calls through our internal service coordinator, and the cost of service coverage depends on the customer's service agreement. When a service call is completed, an automated email is sent to the customer with the results.

To ensure that we're responding quickly and efficiently to our customer requests and service issues, we've also implemented a Service Level Management Escalation Policy that outlines how we handle different levels of severity and how we communicate with our customers. Sometimes, we may need to escalate issues for technical or managerial reasons. Technical escalations involve bringing in additional expertise to resolve technical problems as quickly as possible, while managerial escalations involve higher levels of decision-making authority to address procedural or behavioral obstacles that may be holding up the resolution of a situation.

To optimize these systems, we ask every customer to contact the Technical Support Center first:

(800) 715-1234
Support@BISDigital.com

In the event a BIS Digital technical support representative does not respond in a prompt manner (within 8 business hours), customers can escalate their service issue to the contacts below.

Account Manager – Eric Young
(800) 834-7674 x 9512

Technical Services Manager – Gary Jones
(800) 834-7674 x 4513

Director of Operations – Mitch Wise
(800) 834-7674 x 9516



Bill of Materials

Account Name:

Town of Georgetown (IN)

Quote Name:

ESRI - JAN 2025 - Streaming Solution - Council Chambers - Town Hall - Town of Georgetown (IN)

Quote Number:

Q-8024062

Quote Amount:

\$6,080.00

Date:

1/22/25

Quote Expiration Date:

7/23/25

Account Rep:

Eric Young

Account Rep Email:

eric.young@bisdigital.com

Account Rep Phone:

(800) 834-7674 x9512

Item	Product Code	Qty	Unit Price	Total Price
DCR2 2ch Digital A/V Recording Software (incl. 12 month SAS)	DCR2-2S	1.00	\$2,500.00	\$2,500.00
DCR Transcription Assistant License Per Room (Billable Client-Provided Microsoft Azure Account Required)	DCR-TA-AL	1.00	\$200.00	\$200.00
DCR Built-in Live Streaming (Webserver) via RTSP/RTP Annual License	DCR-BLS-AL	1.00	\$1,240.00	\$1,240.00
4K USB Camera (Series 2)	BIS-CAM-USB-4K-S2	1.00	\$700.00	\$700.00
Portable USB Conference Microphone Kit	BIS-M-CMUSB	1.00	\$355.00	\$355.00
Remote Setup Installation and Training (per system)	SIT-R	1.00	\$585.00	\$585.00
Annual REMOTE SUPPORT (Hardware Replacement NOT Included) - Contract to be Issued Upon Installation	NMNT-REM	1.00	\$500.00	\$500.00

Total (Before Tax): \$6,080.00



Terms and Conditions

Effective Period	This Quote (Q-8024062) is valid through July 23, 2025
Tax Status	Sales tax will be added to an invoice unless a Tax-Exempt Form is on file with the BIS Digital corporate office.
Payment Terms	Deposit: All orders above \$5,000 require a 50% deposit. Once the deposit for an order is received by BIS Digital, installation scheduling and shipment of goods will occur. Balance: For installations, the remaining balance is to be paid on the completion of the installation. For orders, the remaining balance is to be paid on the delivery of goods at the customer site.
Cancellation	In the event a customer cancels or postpones an order after a deposit has been received, BIS Digital reserves the right to invoice for hardware, software, shipping costs, and any other materials procured for the order. Restocking Fee: A 20% restocking fee will be charged for all cancelled orders.
Limited Warranty	New software supplied by BIS Digital are covered for 90 days from the date of installation. New hardware supplied by BIS Digital are covered for 90 days from the date of delivery. Manufacturer Warranties do not cover On-Site Technical Support, Shipping costs, or Software upgrades.
Software Assurance	Annual Software Assurance entitles users to software upgrades at a fixed fee assessed at time of purchase.
Substitutions	Unforeseen supply chain disruptions or component shortages may impact availability of goods. As a result, some items may require substitution and may be subject to price and/or delivery time variances. In these instances, BIS Digital will consult with the customer about options and alternatives.



Quote (Q-8024062) Accepted By

Full Name (Print):

CHRIS LOOP

Title:

TOWN COUNCIL PRESIDENT

Signature:

[Signature]

Date:

04-21-2025

PLEASE NOTE:

By signing above and or providing a purchase order number below, your organization is agreeing to the above price, terms, and conditions, and is authorizing BIS Digital, Inc. to order, install, and bill for the equipment listed herein.

Accounts Payable Information

Full Name (Print):

Julia Keibler

Phone Number:

812-951-3012

Email Address:

julia.keibler@georgetown.in.gov

Fax Number:

812-951-2034

Purchase Order Required for Processing?:

YES

☒ NO

Purchase Order Number:

CHANGE ORDER

Order No. 5

Date: 4/18/2025

Agreement Date: _____

NAME OF PROJECT: Maplewood Business Park Lift Station Improvements

OWNER: Town of Georgetown

CONTRACTOR: Riley's Excavating LLC

The following changes are hereby made to the CONTRACT DOCUMENTS:

- 1. Rip Rap Channel:** The existing grass swale running alongside the lift station holds water and is difficult for the property owner to maintain. In an effort to resolve this issue the approximately 200 LF x 12 ft of the channel will be regraded and replaced with rip rap. In addition, a driveway culvert that is damaged will be fixed as part of this work.*

Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$ 322,222.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER \$ 337,730.75

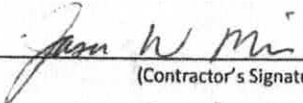
The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$15,250.00

The new CONTRACT PRICE including this CHANGE ORDER will be \$ 352,980.75

Change to CONTRACT TIME:

The CONTRACT TIME will be increased by 76 calendar days. The date for completion of all work will be May 15, 2025 (date).

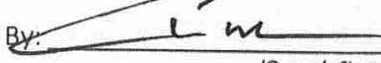
Approvals Required: To be effective this Order must be approved by the Federal agency if it changes the scope or objective of the PROJECT, or may otherwise be required by the SUPPLEMENTAL GENERAL CONDITIONS.

Requested By: 
(Contractor's Signature)

April 18, 2025
(Date)

Recommended By: 
(Engineer's Signature)

April 18, 2025
(Date)

Accepted By: 
(Owner's Signature)

APRIL 21st 2025
(Date)

CHANGE ORDER

Order No. 1

Date: 4/17/2025

Agreement Date: 12/19/2024

NAME OF PROJECT: Marci Lane Drainage Improvements Project

OWNER: Town of Georgetown

CONTRACTOR: C & R Construction

The following changes are hereby made to the CONTRACT DOCUMENTS:

- 1. Extension of 30" Storm Piping:** The proposed 30" storm piping will be extended an additional 114 LF to move the upstream end of the line closer to Lisa Lane. This work is being done to alleviate the possibility of standing water in the side yard of 8130 Lisa Lane. In addition, 3 inlets are being changed to beehive inlets in an effort to eliminate the potential for clogging due to the presence of trees in the area.

Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$ 102,525.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER \$ 102,525.00

The CONTRACT PRICE due to this CHANGE ORDER will be (increased)/(decreased) by: \$15,872.00

The new CONTRACT PRICE including this CHANGE ORDER will be \$ 118,397.00

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased)/(decreased) by 0 calendar days. The date for completion of all work will be August 1, 2025 (date). LC

Approvals Required: To be effective this Order must be approved by the Federal agency if it changes the scope or objective of the PROJECT, or may otherwise be required by the SUPPLEMENTAL GENERAL CONDITIONS.

Requested By: [Signature] 4/18/25
(Contractor's Signature) (Date)

Recommended By: [Signature] April 17, 2025
(Engineer's Signature) (Date)

Accepted By: [Signature] 4/21/25
(Owner's Signature) (Date)