

**Village of North Hudson  
Finance/Village Board Meeting**

**October 6, 2020**

**Issue Statement  
By: Melissa Luedke**

**Topic**

Purchase of laptops for General Government office and Public Works Director.

**Background**

Due to COVID-19, Finance, Village Board, and other committee meetings have been held via Zoom. The General Government department currently one has one (1) laptop computer which is primarily used by the Deputy Clerk for minute taking. That one was purchased in 2011. It is not compatible with Zoom and is now outdated in regards to Windows. It has Windows 7 which is no longer supported. The Village Administrator does not have any type of device to attend Zoom meetings and has been utilizing a laptop from the PD department for meetings as available.

The Public Works Director is also in need of a laptop for Zoom meetings and other uses with Public Works. He currently had an iPad but that is needed for the GIS system. The laptop could also be used for meetings that are held in-person and via Zoom where an additional computer may be needed.

In addition, if someone were to become ill and the building would need to close for a period of time, these laptops could be utilized for employees to work from home.

The cost for each laptop is:

\$1138.40 for a Dell Latitude 3510 with 8GB RAM, Win10 Pro, MSOffice 365. The total for all four laptops is approximately, \$4553.60. **However, the costs are 100% reimbursable through the Routes to Recovery Grant that is being offered due to COVID-19.**

**Recommendation**

Motion to purchase four (4) laptops in an amount not to exceed \$4,600 for the General Government office and Public Works Director to be used for electronic meetings and to work from home in the event the building may need to be closed for a period of time due to COVID-19, and submit expense through the Routes to Recovery Grant for reimbursement.