



Date: September 15, 2026
Department: Clerk/Treasurer
Presenter: Sarah Greenwald, Assistant Clerk
Subject: Civic Center Audio/Video System Upgrade

Purpose:

Council is being asked to approve a total budget of up to \$8,000 for upgrades to the Civic Center audio/video system and authorize staff to submit a \$6,000 funding request to the Alpine Travel and Tourism Board at its October 15, 2026 meeting.

Background:

The need for a more permanent audio/video setup at the Civic Center became apparent as the Town prepares to hold the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing at the Civic Center due to the anticipated attendance and need for additional public meeting space.

The Civic Center does not currently have a permanent audio/video setup comparable to the system used for Town meetings at Town Hall. When meetings are held at the Civic Center, equipment must be moved, configured, and returned to Town Hall afterward, resulting in additional labor and scheduling limitations. The proposed upgrade would provide a more permanent and flexible setup, including a PTZOptics Move 4K camera and eight microphone discussion units. The Civic Center's existing wireless microphones can also be incorporated into the system.

Staff intends to request \$6,000 from the Alpine Travel and Tourism Board at its October 15 meeting to assist with the equipment costs.

Alternatives:

Option A — Approve the Civic Center audio/video system upgrade and authorize the Travel and Tourism funding request.

- **Benefits Include:** Improves the Civic Center for Town meetings, conferences, conventions, trainings, presentations, and other events while reducing the need to move equipment between facilities.

Option B — Continue using the existing system and move equipment between Town Hall and the Civic Center as needed.

- Benefits Include: Avoids purchasing additional equipment at this time.
- Challenges Include: Requires additional technician time for setup and reinstallation and limits the Civic Center's ability to efficiently host larger meetings and events.

Fiscal Impact:

Council is being asked to authorize a total project budget of up to \$8,000. Staff would submit a \$6,000 funding request to the Alpine Travel and Tourism Board, with the Town responsible for project costs not covered by the grant.

Strategic or Community Impact:

A permanent audio/video system would allow the Civic Center to better accommodate large public hearings and Town meetings while also expanding its usefulness for conferences, conventions, trainings, presentations, organizational meetings, and other community or visitor-oriented events.

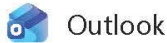
Improving the Civic Center's meeting technology would make the facility more versatile and better equipped to serve residents, businesses, organizations, and visitors while reducing the need to relocate equipment from Town Hall for larger gatherings.

Key Questions:

1. Does Council wish to authorize up to \$8,000 for the Civic Center audio/video system upgrade?
2. Does Council wish to authorize staff to submit a \$6,000 funding request to the Alpine Travel and Tourism Board at its October 15, 2026, meeting?

Suggested Motion:

I move to approve a budget of up to \$8,000 for upgrades to the Civic Center audio/video system and authorize staff to submit a funding request to the Alpine Travel and Tourism Board in the amount of \$6,000 for consideration at its October 15, 2026, meeting.



Audio Technica equipment for Civic Center

From David Burchard <comtech.dave@gmail.com>

Date Tue 9/1/2026 1:59 PM

To Monica Chenault <clerk@alpinewy.gov>; Sarah Greenwald <sgreenwald@alpinewy.gov>

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

In order to host meetings in the Civic Center the town has two options that I can provide.

1) Remove the equipment that is installed in your rack and install it in the rack at the civic center along with some cabling and configuration changes. Then after the meeting I can restore it all back at the town offices and test. The last time we did this it cost 18 hours to move, configure and then restore at the town office. I could likely accomplish it in 12 hours this time however I'm not sure I can have it ready for back to back meetings the day after. **10 x 100=\$1200**

2) The two devices that could be purchased and permanently installed at the civic center would take about 4 hours to install. Then we would only need to move the existing microphones off of the table and one camera off the wall. There is already a camera mount and wiring at the civic center from last time.

ATDM-0604 6 channel mixer= \$1,399

ATUC-50 Discussion Unit Controller= \$1,949

4 hours labor to install those items on the network at Civic Center. \$400

2 hours to move camera and microphones =\$200

2 hours to move everything back to civic center and verify working. \$200

\$3,948 This is only an estimate (I will only bill for actual hours used)

Once this duality is completed the meetings could happen at either location for about \$400 or less if your staff learns the setup and moves it themselves.

The recommended camera for the civic center is the PTZOPTICS Move 4K.

\$2400 unless I can find a wholesale distributor.

The microphone discussion units with 18" goosenecks are \$681 each.

The existing wireless microphones at CC can be connected to this system.