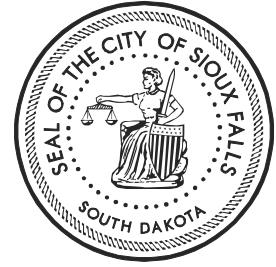


MINUTES

Monday, April 5, 2010



Fiscal Committee

4:49 p.m.
Carnegie Town Hall
235 W.10th Street

Members Present: Vernon Brown and J. Pat Costello. Absent: Committee Chair Gerald Beninga

Staff Present: Debra A. Owen, City Clerk; Denise D. Tucker, CMC, Assistant City Clerk

Guests: Michelle Erpenbach, Sue Aguilar, Megan Luther, Jon Klemme, Eugene Rowenhorst, Kenny Anderson Jr., and Mike Hall

1. Call To Order

Costello called the meeting to order at 4:49 p.m.

2. Approval of Minutes

A motion was made by Jamison and seconded by Costello to approve the minutes from Monday, March 1, 2010. Costello called for a voice vote on the motion and all members voted yes. **Motion Passed.**

3. Reports and Updates

A. Digital Imaging Update

- Mike Hall, Director of Central Services
- Jon Klemme, IT Manager

A handout was presented with the final four companies being considered to provide the city with a Document Management Software program. The companies listed are: Active Data Systems, File Director; Sire Technologies, Sire; Cities Digital, LaserFiche; and RJS Software Systems, WebDocs. Klemme said the companies will be scheduled to present an onsite oral presentation. Department representatives will be present and will score each presentation. Scott Rust, Purchasing Manager, will tally the scores to determine who gets the contract. Klemme said they are steering clear of the Election, when they schedule the visits.

Costello asked, once the selection is made if the company will have to show proof of work. Klemme said it will depend on availability. Costello asked when implementation would be. Klemme said this summer. Brown asked about the budget for the project. Klemme said \$100,000.00. Brown asked if all of the companies' proposals were in the range. He was told yes.

A set of the RFP proposals were made available to the committee. Owen said the City Clerk's Office had a set. Anderson Jr. said he was impressed with the city's IT

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staff. And that this was a difficult task to do on a short timeline. He also stated that all of the companies being considered were top of the line.

4. Open Discussion

There was none.

5. Adjournment

Costello adjourned the meeting at 4:54 p.m.

Denise D. Tucker, CMC
Assistant City Clerk