

## **MINUTES BUDGET & FINANCE COMMITTEE**

**JANUARY 4, 2012**

Jean Soine called the meeting to order at 5:30 p.m. Other members present were Dennis Zimmerman, Elliott LaBeau, and Renee Eckerly. Absent was Belinda Ludwig.

New member Elliott LaBeau was welcomed.

**Motion was made by Eckerly to approve the minutes of the December 12, 2011, Budget & Finance Committee meeting. Seconded by Zimmerman and unanimously carried.**

### **ELECTION OF OFFICERS**

**Motion was made by Zimmerman to elect Soine as Chairperson; Zimmerman as Vice Chairperson; and Eckerly as Secretary. Seconded by Soine and unanimously carried.**

### **MEETING SCHEDULE**

The Committee discussed keeping the same meeting schedule as the second Monday of each month at 5:30 p.m.

### **MEMBER RESIGNATION/APPOINTMENT**

**Motion was made by Zimmerman to accept the resignation from Kirk Johnson and recommend such to the City Council. Seconded by Eckerly and unanimously carried.**

**Motion was made by Zimmerman to appoint Elliot LaBeau and recommend such to the City Council. Seconded by Eckerly and unanimously carried.**

### **IQM2 INTELLIGENT MEETING MANAGEMENT SOFTWARE**

Eckerly reported that this software would allow agendas and minutes to be done much more efficiently. Welling and Eckerly sat in on a webinar with the company. Stearns County also utilizes this software. Eckerly spoke to Marlys Tanner, Stearns County regarding the software. Tanner made the following comments:

- Very easy to learn
- You can tailor the software
- Had a few minor issues, but Technical Support was great
- Have two people be the wizards
- Have been using the software for 1 ½ years and 6 months on the minute module
- Contact Dorie Dahlberg, Stearns County for the IT side of the installation
- There is some front end work before the installation
- Very reasonable price
- Search capability on old minutes

- Saves a lot of time and would never go back
- Really love the product

The Company reduced the cost from \$850.00 to \$640.00 per month for Minute Traq and Media Traq and there is no contract. This is a pay each month so you can cancel anytime. The City can put all the City's minutes on the web and they would be searchable across all committees so anyone could find all the action on any subject. The City could also stream meetings on the web, so community would be able to see without having to have Mediacom. Equipment for such is included in the price.

The Committee discussed that the cost needs to be less. The Committee recommended contacting the Company and see if they would come down to \$500.00 per month for 2 years and to determine what the savings would be to the City.

### **DRAFT 2012 FEE SCHEDULE**

The Committee discussed that the garbage section lists option for every other month this should be every other week. No other changes were recommended.

**Motion was made by Zimmerman to approve Fee Schedule with noted change for 2012 and recommend such to the City Council. Seconded by Eckerly and unanimously carried.**

There being no further business, the meeting was adjourned at 6:05 p.m.