

**MINUTES
SPECIAL BUDGET & FINANCE COMMITTEE**

AUGUST 21, 2013

Jean Soine called the meeting to order at 6:00 p.m. Other members present were Kay McDaniel, Elliot LaBeau, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator.

Motion was made by McDaniel to approve the minutes from the July 15, 2013 Budget & Finance Committee meeting. Seconded by Ludwig and unanimously carried.

2014 BUDGET

Eckerly reviewed the 2014 budget that is at 4% with an increase of \$22,552.00.

Motion was made by McDaniel to approve the 2014 Preliminary Budget and recommend such to the City Council. Seconded by Ludwig and unanimously carried.

PURCHASE OF COMPUTERS FOR MOTOR VEHICLE & ADMINISTRATION

The State of MN (MNLARS) and DNR are upgrading their access to the internet based software. The requirements are Internet Explorer version 9 or 10 and an operating system software of Windows Vista SP2, 7 or 8. The other requirement is that everyone must log in individually each time they wait on a customer for data privacy. The State is also requiring that the computer that they provide to take the pictures for driver's license be used for nothing else. With the new requirement, Eckerly would like to add a computer to the front counter to allow faster customer service. There is one computer at the front counter that can be upgraded. There are 4 Administrative computers (Belinda, Melissa, Amber and Jennifer) that will not allow the new requirements and are extremely slow and inefficient.

Eckerly requested to purchase:

- 1 Dell Inspiron All-In-One 20" Touch computer for \$599.99 (Cash Drawer)
- 5 Dell Optiplex 7010 for \$699.00 (Motor Vehicle, Belinda, Amber, Melissa and Jennifer).
- 1 HP LaserJet Pro P1102w Printer for \$99.99 for Jennifer because her current printer will not work with a new computer operating system.

Capital Improvement funds:

- Purchase 3 and a printer from Fund 121 Administration balance as of July 31st \$12,034.79.
- Purchase 1 from Fund 121 Motor Vehicle balance as of July 31st \$27,593.78.
- Purchase 1 from Fund 121 Cable balance as of July 31st \$27,593.78.

Motion was made by LaBeau to approve the purchase of 1 Dell Inspiron All-In-One 20" Touch computer for \$599.99 (Cash Drawer), 5 Dell Optiplex 7010 for \$699.00 (Motor Vehicle, Belinda, Amber, Melissa and Jennifer) and 1 HP LaserJet Pro P1102w Printer for \$99.99 plus sales tax and shipping and to utilize Capital Improvement funds in the total amount of \$4,194.98 and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

There being no further business, the meeting was adjourned at 7:10 p.m.