

**MINUTES
SPECIAL BUDGET & FINANCE COMMITTEE**

DECEMBER 8, 2014

Jean Soine called the meeting to order at 4:30 p.m. Other members present were Kay McDaniel, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator. Elliot LaBeau was absent. Also present were Mike Clark, Optimum Communications, Inc. and Kristi O'Brien, Marco.

Motion was made by Ludwig to approve the minutes from the October 20, 2014 and March 24, 2014 Budget & Finance Committee meetings with one correction in Council Chamber money transfer amounts. Seconded by McDaniel and unanimously carried.

CITY PHONE SYSTEM

Optimum Communications, Inc.

Clark distributed an updated quote for a Toshiba system in the amount of \$12,484.80 for 23 phones. The City currently has 8 phone lines. The lease would be for 23 payments and 13 voicemails or pay it out right for \$430.73 with interest. The service agreement is 1 year in platinum – free. A service agreement for additional years would be approximately \$1,500.00 - \$2,000.00 or \$125.00 per hour, no trip charge. Others businesses in the community that have this type of phone system include: Paynesville Area Schools, Teals, Ted's RV, and M & M Lumber (limited version). OCC can remote in with administration PC for an additional \$600.00 after the first year. The timeline would be a week to 10 days turn around and then installation.

Marco

O'Brien reviewed a quote. Eckerly will check into T-1 line versus Mediacom at \$300.00 per month voice of IP. System features:

- Allow for people to work from home with a voice over IP handset which is an additional cost
- Unified voicemail messaging
- Expandable features that can be utilized at a later time
- Web portal to get reports up to a week
- Can perform call recording
- Start with basics and move up from there
- Training – cut over date with statement of work would be the next step if selected
- Will teach the call flow
- Will remove the (4) trim line and 3 with additional buttons as they were not the correct phone for the City Hall
- \$984.00 software assurance and voice support which includes a server and hand sets
- It was asked how long they would be on site – 30 minutes down
- Time line – 6 weeks, but could be done quicker
- Louis Industries has this phone system

SERVER

A quote to replace the server is estimated at \$31,398.00. Eckerly will check on APC, sonic wall, switches, and when it was purchased. Eckerly told O'Brien that the quote was too high and to try again.

EMERGENCY MANAGEMENT DIRECTOR COMPUTER

Motion was made by McDaniel to approve the purchase of a computer for the Emergency Management Director and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

CITY PHONE SYSTEM CONTINUED

Motion was made by Soine to purchase a new City Phone System from OCC and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

NEXT MEETING

The next meeting is scheduled for Monday, January 12, 2015 at 4:30 p.m.

There being no further business, the meeting was adjourned.