

**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.