

MAYER CITY COUNCIL WORK SESSION MINUTES – APRIL 9, 2018

Call Work Session to order at 7:33 p.m. by Mayor Dodge.

PRESENT: Mayor Dodge, Council Members Boder, Butterfield, McNeilly, and Stieve-McPadden

ABSENT:

STAFF: City Administrator McCallum and Deputy Clerk Gildemeister

ALSO PRESENT: None

1. **Discussion on Laserfiche:** City Administrator presented two proposals from OPG-3, Inc. for digital document management. The City Administrator discussed the need to locate, access, and control files across the organization and moving toward digital laserfiche would be the best course of action. A laserfiche system would allow employees to access information more quickly and connect department files all in one system. Proposal one includes the installation of core laserfiche software, web components, audit web components, workflow components, and training at a cost of \$8,988.00. This option allows the City to own the software and manage in house. Proposal two is a cloud based system and includes a Rio LF Cloud Subscription, labor install and configuration, and training at a cost of \$2,320.00 and an annual cost of \$1,580.00. Council agreed to continue to look into laserfiche and asked Staff to get a more detail and bring back for further discussion.
2. **Discussion on Extra Lighting for City Hall Parking Lot:** Council discussed the need for additional lighting for the City Hall/Community Center parking lot. Council stated that the parking lot is not lit very well and would like to see what it would take to get additional lighting installed. City Administrator did receive one quote from AME Electric for the installation of one light pole and a photo eye light on the south side of lot in the amount of \$4,740.00. Council asked Staff to get three quotes and details and bring back for further discussion.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 7:47 p.m.

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Mike Dodge, Mayor

Attest: \_\_\_\_\_  
Janell Gildemeister, Deputy City Clerk