

SPECIAL CITY COUNCIL MEETING MINUTES
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JANUARY 28, 2019

1. Call to Order: 4:00 p.m. Council Chambers

- Mayor Erickson called the Cokato City Council to order Monday, January 28th, 2018 at 4:05 p.m. in the council chambers. Members present were Mayor Erickson, Council Members Martinson, Sebring and Harju. Member Amundsen was absent. Also present was City Administrator Smythe, and, by phone and web, presenters Patrick Gadiant and Clay Baer from OPG-3.

2. Laserfiche Demonstration – OPG-3

- Clay Baer and Patrick Gadiant conducted a product demonstration online of the Laserfiche product suite. The product suite includes software that can digitize city records, organize them into a records management hierarchy, make them key word searchable, and store them in the cloud for council, staff, or general public retrieval via the internet. In addition, the product includes a forms management suite that can convert forms used by the city, such as building permit applications, into online forms that can be submitted digitally, with workflows established for approval. Vendor used the City of Red Wing's website as an example of a city using this technology to streamline several processes, making the city more accessible for residents.
- Council members had a number of questions about how the product works, who would have access, how much training was provided, long-term costs of the product, how security updates would be completed, how the online forms would work with our existing system, along with other questions.
- Following the product demonstration, Council directed staff to look into other vendors that offer this product suite in order to obtain additional price quotes for cost comparison purposes. Topic to be reconsidered at the next regular meeting.

3. Adjournment

- **Motion** by Sebring to adjourn, seconded by Martinson, all voted aye.
- Meeting adjourned at 5:03 p.m.

Attest:

Approved by:

Annita M. Smythe, City Administrator

Gordon W. Erickson, Mayor