

**Special Village Board  
September 22, 2016**

President Bradley called the meeting to order at 6:00 p.m., at East Side Community Center, 6156 Douglas Avenue.

Board Present: Trustee Prott, Trustee Wanggaard, Trustee Dobbs, Trustee Wishau and President Bradley.

Absent: Trustee Trentadue and Trustee Willing were excused

**1. Document Imaging Presentation / Impact Networking**

Christensen informed the board that the village has been looking at Docuware through Impact Network for digitalizing documents. The program is integrateable with Obc or webconnections as well as into screens using a connector. The presentation included how documents, such as invoices, are scanned to a network folder which is automatically sucked into the system or it can be manually brought in. There is a direct sync from quickbooks to the system for vendors, etc. It also includes intelligent index which reads an invoice and picks out the vender name and automatically fills in the information once an invoice is created a few times. After it's in the system, it can be coded by the sender, and approved and booked into Quickbooks. The dollar amounts of the PO's can be split by different amounts and accounts through workflow manager. This also works with GIS. Permits can be submitted from the public for staff review through a link. The link can be on the village's website. It also has the capability for the public to search for documents. Staff training is unlimited.

They discussed what's included in the price quote and if all the village needs have been covered. Christensen explained that the advantage to this system is that staff can implement the system and documents are easily managed in the cloud. They discussed the security of the cloud and the fact that it is probably more secure than the village's current server. There was discussion about if there would be conversion fees for new software. That will be spelled out in the contract. They also discussed the copier service that's included in the Agreement.

This system can integrate with an EDI but as a completely different system.

**2. Resolution 2016-98 - Resolution Authorizing The Village Of Caledonia To Enter Into An Agreement With Impact Networking To Provide Electronic Workflow For Documents, Printing Hardware Management, And Legacy Document Imaging**

Motion by Trustee Prott to approve Resolution 2016-98 subject to including language in the contract to include data ownership and conversion policy at end of contract.

Seconded by Trustee Wanggaard. Motion carried.

**3. Adjournment.**

Motion by Trustee Wanggaard to adjourn. Seconded by Trustee Dobbs. Motion carried. Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Karie Torkilsen  
Village Clerk