

**CITY OF ANTIGO
FINANCE, PERSONNEL & LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
MARCH 16, 2016**

Members Present: Mayor Bill Brandt, Alderpersons Balcerzak, Kassis, T. Bauknecht, Darling, and Bugni

Members Absent: None

Others Present: Sarah Repp, Park, Recreation and Cemetery Supervisor; Jim Pike, Communication and Technology Supervisor; and Jaime Horswill, Utility/Clerical Assistant.

This meeting of the Finance, Personnel & Legislative Committee was called to order on the above date at 6:00 p.m. in the Multi-Purpose Room, City Hall. Mayor Bill Brandt served as Chairperson and Jaime Horswill, Utility/Clerical Assistant, recorded the minutes thereof.

1. Approval of Minutes from the February 17, 2016 Meeting

Bugni moved, Darling seconded, to approve the minutes from the February 17, 2016, meeting as previously distributed. Carried 6-0.

APPROVED

2. Request for Waiver of Insurance Requirements and Event Permit Fee for Langlade County Salvation Army Rummage Sale

Salvation Army of Langlade County provided a Waiver Request Application Form for waiver of the Special Event Fee and Insurance Requirements for the City Wide Rummage Sale on June 4, 2016. The event will be held at the Hudson Street Shelter with freewill donations to benefit the Langlade County Salvation Army.

The application form noted that all funds raised are a part of the Salvation Army funds used in Langlade County. All items left over will be donated to C.A.R. in Antigo.

Kassis moved, Bugni seconded, to approve the request to waive the insurance requirement and event permit fee for Langlade County Salvation Army Rummage Sale as presented. Carried 6-0.

RESOLUTION TO COUNCIL

3. Request for Waiver of Event Permit Fee for Antigo Fillies Youth Softball Tournament

Antigo Fillies Fastpitch provided a Waiver Request Application Form requesting waiver of the Special Event Fee for their Antigo Fillies Youth Softball 2016 Tournament to be held July 8-10, 2016.

The Antigo Fillies are looking to host eight teams for each of the following levels: 10U, 12U, and 14U. It is a weekend tournament benefitting restaurants, hotels, shopping outlets, etc.

Darling moved, Balcerzak seconded, to approve the request to waive the event permit fees for the Antigo Fillies Youth 2016 Softball Tournament as presented. Carried 6-0.

RESOLUTION TO COUNCIL

4. Purchase of Copy Machine for City Hall

Jim Pike, Communication and Technology Supervisor, provided a memo advising that the City recently solicited proposals to address the need for a new color copy machine/printer. Six bids were received with the Ricoh Aficio MPC4503 from E.O. Johnson Company being the low bid at \$6,419. They also had the lowest maintenance cost at \$0.0065, (black/white), and \$0.045 (color) per copy or print.

Mr. Pike's memo concluded by noting that based on the proposals submitted and after review from staff, he would like to recommend that the bid be awarded to E.O. Johnson Company.

A bid sheet was included:

<u>Bidder</u>	<u>Model</u>	<u>Price</u>	<u>Warranty</u>
Marconet	Konica Minolta	\$7,640 w/o trade \$7,390 w/trade	Blank
Office Tech.	Sharp MX-5140N	\$8,744 w/o trade	Mnt. Agmt
E.O. Johnson	Ricoh Aficio	\$6,419 w/o trade	90 Days
En Pointe Tech.	HP Color LaserJet	\$7,997	Ltd 1 yr
Clermont Prnt	Sharp MX-5140N	\$9,187 w/trade \$9,187 w/o trade	6 months
Rhyme	Sharp MX-4050N	\$6,751 w/o trade \$6,751 w/trade	30 days partial

Mr. Pike noted the maintenance agreement costs work out to be approximately \$650 a quarter based on the number of copies made.

Darling moved, Kassis seconded, to approve the purchase of the E.O. Johnson printer/copier and maintenance agreement for the copy machine for City Hall as presented. Carried 6-0.

APPROVED

5. Additions to Records Retention Ordinance

Kaye Matucheski, Clerk-Treasurer, provided a memo advising that the City of Antigo ordinances include a records retention schedule to allow for destruction of records after the required number of years to keep them. There is no mention of Fire Department records in this ordinance. The Fire Chief has received approval from the Wisconsin Historical Society to destroy these records in the future without notification to them. She would like to update the ordinance to reflect this approval.

Add the following to Ordinance #2-932, Retention and Destruction of Records:

Fire/Ambulance Records

Fire Incident Reports	FIS + 7 years	W - SHS Notice
Fire Inspections	FIS + 7 years	W – SHS Notice
Fire Training	FIS + 7 years	W – SHS Notice
EMS Training	FIS + 7 years	W – SHS Notice
Truck Checks	No Need to Retain	

FIS + 7 years = records must be kept for 7 years past the current fiscal year
W – SHS Notice = State Historical Society has waived the required notice

Kassis moved, Balcerzak seconded, to approve the additions to records retention ordinance as presented. Carried 6-0.

ORDINANCE TO COUNCIL

6. Any Other Matters Authorized by Law to be Considered

NONE

7. Adjournment

Darling moved, Bugni seconded, to adjourn the meeting at 6:05 p.m. Carried 6-0.

APPROVED

Mayor Bill Brandt

Date