

# **Finance Committee Meeting Minutes**

## **August 21, 2007**

**Chairman Larsen** called the meeting to order at 7:15 p.m. and the Clerk confirmed that appropriate notice was given.

**Members present:** Mayor Sullivan and Aldermen Larsen, Cochrane and Antonneau

**Staff Present:** Gard, Kitsembel, Gallo, Maurer, Duffy, Lamp, Frye, Molitor, Beguhn and Coenen

**Others present:** Aldermen Hollatz, Miller and Snyder

### **2. Consider/recommend Purchase of Office Copier for the Clerk's Department**

Coenen reported that our current copier has over 2,153,000 copies made. Once the number of copies made reaches 1 million, the yearly maintenance fee goes up because the number of maintenance calls typically becomes more frequent. Our maintenance contract is now \$3,816 a yr. which averages to \$954 a quarter. The Clerk's Dept. received quotes on 4 different copiers from 3 different companies. We are recommending the Konica 750 because this copier has approximately 25% more productivity capacity than the others, and during our heavy copier usage times and with future City growth in mind, productivity and speed are the most desirable features. The Konica also offers more standard features, i.e. larger paper capacity & the ability to hold more toner. It is also very user friendly. Konica is a State Bid Contract vendor which assures us the best possible price. Konica also offers the best maintenance agreement. With the 750 the yearly contract will be \$1,500 which averages to \$375 a quarter and includes supplies, parts and labor. This equals to a savings from our current contract of \$579 a quarter or \$2,316 a year. The other vendor's maintenance agreements are determined by the number of copies made (a set fee times the number of copies) and does not include all supplies, parts and labor. This over time will end up costing the City more than the Konica agreement. Kubichek has been a very good vendor in response to service calls and the Konica brand of copier has served us well. This copier purchase is a \$20,000 capital improvements carry-over budget item and the recommended copier purchase quote from Kubichek is \$13,687.32.

Motion by Cochrane to recommend the purchase of the Konica 750 copier from Kubichek in the amount of \$13,687.32; second by Antonneau. Motion carried 3-0.

### **3. Consider/act on Purchase of Video Projector and Monitors for Council Chambers**

Molitor reported that staff has been working on the design and costs for installing a projector system in Council Chambers. A large screen will be mounted at the front of the room and activated by electronic movement. It will be used mainly for viewing by the audience of presentations given by staff and developers. Additionally, there will be 7 shared monitors placed around the Council station and a projector mounted on the ceiling. The system is PC capable and there is an internet connection in the chambers. We received 2 bids and staff is recommending the low quote from Advance Communication in the amount of \$7,755.00. They also have knowledge of our current system. \$12,000.00 was budgeted for this project.

Motion by Cochrane to recommend the purchase of the video projectors and monitors for Council Chambers from Advance Communication in the amount of \$7,755.00; second by Antonneau. Motion carried 3-0.

### **4. Consider/act on Vouchers**

Motion by Cochrane to approve the vouchers in the amount of \$3,915,624.00; second by Antonneau. Motion carried 3-0.

Motion by Cochrane to adjourn; second by Antonneau. Motion carried 3-0. The meeting adjourned at 7:27 p.m.

Minutes taken by  
Diane Coenen, City Clerk  
Ald. Cochrane, Secretary