

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee as a quorum of members will be present; but no business of
that committee will be considered)
Wednesday, May 22, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda

Members: Rick Dodd, Chairperson; Jeff Garetson, Martin Havlovic, Doug Klapper, Rita Maass

1. Roll call
2. Approval of minutes from May 13, 2013 meeting
3. Review and possible recommendation on bids received for exterior water tower painting
4. Review and possible recommendation on bids received for splash pad shelter design/build (phase 1)
5. Review and possible recommendation on bids received for demolition of 310 DeWitt Street
6. Review and possible recommendation on proposals for replacement of city hall copier
7. Adjournment

Rick Dodd, Chairperson

Updated 5/20/13 11:20am

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, May 13, 2013 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Members: Rick Dodd, Chairperson, Jeff Garetson, Doug Klapper, Rita Maass
Member Excused: Martin Havlovic

Others Present: Administrator Murphy; Finance Director Mohr; Clerk Moe; Mayor Tierney;
Craig Sauer from Portage Daily Register

1. Roll Call

Meeting called to order by Chairperson Dodd at 6:00 p.m.

Present: Dodd, Garetson, Klapper, Maass

Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

2. Approval of minutes from May 9, 2013 meeting

Moved by Maass to approve the minutes of the May 9, 2013 meeting; second by Klapper. Motion passed 4-0 on a roll call.

3. Selection of Vice Chair

Klapper nominated Maass second by Garetson. Maass was selected as Vice Chair on a 3-0 roll call with Maass abstaining.

4. Discussion and possible recommendation of quotes for Replacement of Administration Office Copier/Scanner/Printer

Administrator Murphy reviewed the various quotes. After discussion by the committee a decision was made to lease the Kyocera 3500I for \$108.36 per month for 4 years including maintenance allowing for 8300 pages per month from Markent. This decision was based on the life of a copier as opposed to the length of the borrowing term. Funding for 2013 is to come out of contingency and is to be budgeted for 2014 forward. Motion by Maass to approve the 4 year lease with Markent at the specifications noted above for the Kyocera 3500I, second by Klapper. Motion passed 4-0 on a call of roll.

5. Discussion and possible recommendation of quotes for Replacement of Conference Room Chairs

Administrator Murphy reviewed the various quotes. After discussion by the committee it was decided to look into a sturdier chair. With the decision to lease the copier there will be some additional capital money available to support this option. Administration will investigate further and bring choices back to the committee.

6. Review 2013 Q1 Revenue/Expense Statements

Finance Director Mohr reviewed the information pointing out various items. Chairman Dodd requested a high level summary. Changes will be made in future meetings.

7. Discussion and possible recommendation of Revised Procurement Policy

Administrator Murphy reviewed the various areas of updates to the current Procurement Policy with intentions of improving and streamlining purchasing. The committee approved with the following additions:

- a. Under section I. adding fourth requirement that if the lowest bid wasn't selected it would be brought back to the Finance Committee with an explanation.
- b. Under section II. D. a. changing the part that would allow the City Engineer to have the authority to approve CCO's that increase the contract award by 15% not to exceed the original budget amount. This is to be consistent with the city's bidding process
- c. Under section VIII. Change the wording to Petty Cash/Working Cash Drawer as appropriate to reflect the actual usage of the money.

Motion by Maass to approve the Revised Procurement Policy with the above noted changes, second by Klapper. Motion passed 4-0 on a call of roll. Mayor Tierney recommended putting in place a regularly scheduled audit of petty cash.

8. Discussion and possible recommendation regarding soliciting proposals for City Insurance Policies

Administrator Murphy inquired into the guidelines the committee would like to use for the solicitation of proposals for the City Insurance Policies. This would be for the city's business, liability, workers comp type insurance. The committee recommended soliciting bids for the same level of insurance the city currently carries.

9. Status of 2012 Audit

Finance Director Mohr stated that the auditors indicated they would have a draft if not final audit by the end of May.

10. Discussion and possible recommendation regarding 2014 Budget Review/Approval Process & Goals

Administrator Murphy and Finance Director Mohr indicated the process will be similar to what has been done in the past with an earlier start. The proposed schedule will be circulated and brought back to the committee for approval. Budget guidelines will be established by the committee in the next meeting.

11. Discussion and possible action on designation of surplus property

The list of surplus property was reviewed. The committee recommended adding the current administration's copier/scanner/printer that will be disposed of as part of leasing the new copier/scanner/printer. Motion by Klapper second by Garetson to

approve the list of surplus property with the addition of the copier/scanner/printer.
Motion carried 4-0 on a call of roll.

12. Report of approved Subordination

Finance Director Mohr reviewed the Subordination for 250 W. Edgewater St. that was approved on 5/2/13 per the city's guidelines.

13. Adjournment

Moved by Garetson to adjourn; second by Klapper. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 7:38 p.m.

Jean Mohr
Finance Director

5/15/2013

			<u>Purchase</u>	<u>Lease Cost Overall</u>	<u>Monthly Service Cost Overall</u>	<u>Lease Per Month</u>	<u>Service Per Month</u>			<u>5-yr Cost Purchase</u>	<u>5-yr Cost Lease</u>
							<u>Base Rate</u>	<u>Overage</u>	<u>Total</u>		
Gordon Flesch	<u>Canon iR Adv. 4035</u> 35 pgs/min Two trays Color scan to email & file Staple/Finisher Installation & Training Maint. Includes 6000 pages per month		\$5,619.00	\$7,255.20	\$2,088.00	\$120.92	\$34.80	\$13.34	\$48.14	\$7,707.00	\$9,343.20
					\$4,976.40 w/overage	5 year \$1 buyout					
										5-yr Cost Purchase	5-yr Cost Lease
Konica Minolta	<u>bizhub 363</u> 36 pgs/min Four trays Staple/Finisher Flat copier output (fewer jams) Printer Driver w/Booklet formatting Fax: print or sent as PDF to email User boxes Secure print Will provide hands on demo Option: 2/3 hole punch Option: Scan reconition of Word or Excel docs Maint. Includes 3000 pages per month		\$6,022.41	\$6,629.40	\$1,926.00	\$110.49	\$32.10	\$56.71	\$88.81	\$7,948.41	\$8,555.40
					\$5,328.60 w/overage	5 year Fair Mkt Value Lease \$1 buyout					
			\$654.08	Addl \$11.49/mo							
			\$629.00	Addl \$13.90/mo							

5/15/2013

<u>Purchase</u>	<u>Lease Cost Overall</u>	<u>Monthly Service Cost Overall</u>	<u>Lease Per Month</u>	<u>Service Per Month</u>			<u>5-yr Cost Purchase</u>	<u>5-yr Cost Lease</u>
				<u>Base Rate</u>	<u>Overage</u>	<u>Total</u>		
			Lease & Mntc				Purchase-5yr	Lease-5yr

5/15/2013

		<u>Purchase</u>	<u>Lease Cost Overall</u>	<u>Monthly Service Cost Overall</u>	<u>Lease Per Month</u>	<u>Service Per Month</u>			<u>5-yr Cost Purchase</u>	<u>5-yr Cost Lease</u>
						<u>Base Rate</u>	<u>Overage</u>	<u>Total</u>		
Impact	Kyocera 3500I 35 pgs/min Two trays Maint. Includes 8300 pages per month	\$5,026.00	\$9,368.40		\$156.14 5 year includes full coverage maintenance: Parts, labor, installation, training and supplies				\$7,914.40	\$9,368.40
		\$577.68 Annual Maintenance							5-yr Cost Purchase	5-yr Lease Cost
					Lease Cost	Mntc Cost				
Markent	Kyocera 3500I 35 pgs/min Staple/Finisher Two drawers Color scanner 3 year warranty Maint @ \$.0038/page	\$4,104.00	\$4,520.88 3 Year	\$0.00	\$125.58 3 year	\$31.54			\$ 4,104.00	\$ 7,314.00
			\$5,201.28 4 year	\$1,513.92	\$108.36 4 year	\$31.54				4-yr Lease Cost
					\$90.36 5 year	\$31.54				3-yr Lease Cost
										\$5,656.32