



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, December 20, 2023

CITY HALL, 700 EDISON STREET

7:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Minutes from the November 8 and 15, 2023 Meetings
2. Request to enter into five-year contract with Flock Safety for six license plate reading cameras to maintain a price of \$2500 per camera over the life of the contract.
3. Recruitment Academy recommendation for a new Police Officer hire to replace an existing vacancy
4. Jeff Marciniak Request for Reimbursement of \$1,766.22 for Field Preparation for a Field that was not Available to Plant
5. Request to Write Off Block Grant Loan of \$1,447.00 for 1805 Fifth Avenue as Home Being Sold on a Short Sale
6. General Fund Expenditures Report as of 12-13-23
7. Budget Transfers Between Accounts for 2023
8. 2023 Carry Forwards to 2024
9. Write Off Accounts Receivable Balances as Unable to Collect for Johnnie Petronella Jr for \$485.98, Jonathan Zaverousky for \$845.93, and Jacob Walton for \$2,837.61
10. Approval For the Upgrade to the City's Mail Server From On-Premise to the Cloud Provided By The Dirks Group
11. Discussion of Snow Removal on Sidewalks Downtown (Referred by Mayor Brand)
12. Discuss Insurance Options for Events Not Having Insurance Requirements Waived (Referred by Mayor Brand)
13. Discussion of School Resource Officer Agreement (Referred by Mayor Brand)
14. Discussion of Department Head 2024 Goals and Performance Evaluations (Referred by Mayor Brand)
15. Discussion of Council Goals for 2024 (Referred by Mayor Brand)
16. Discussion to Change the Rules so a Council Person Could Vote Remotely without being Physically Present at Council Meeting for a Maximum of Four Meetings with no more than Three Persons being Absent at One Meeting with Remote Access (Referred by Alderperson Kassis)
17. 2023 Budget Review, Close Out Guidelines (Referred by Mayor Brand - Discussion Only)
18. Discussion on 2025 Budget (Referred by Mayor Brand)
19. Discussion/Review of 2018 Comprehensive Plan (Referred by Mayor Brand)

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-

3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: December 14,2023

TERENCE BRAND



To: Mayor and City Council
From: Dan Duley, Chief of Police
Date: December 20, 2023
Re: Request to enter into five-year contract with Flock Safety for six license plate reading cameras to maintain a price of \$2500 per camera over the life of the contract.

The Antigo Police Department currently has six Flock Safety license plate reading cameras deployed on main thoroughfares into Antigo on a two-year contract at a cost of \$2500 per camera through 2024.

Flock Safety has now offered a five-year contract for current customers to lock in the current price of \$2500 per camera for the next five years. Flock Safety current pricing for new customers/cameras is \$3000 as of April 2023.

With the five-year contract, Antigo Police Department would save \$500 per camera or \$3000 per year on the six license plate reading cameras beyond 2024.

Flock Safety is requiring the contract be accepted by December 31, 2023.

Funding for the cameras would be through the operating budget and is included in the 2024 budget as a line item.

I am looking for approval to enter into a five-year contract with Flock Safety to maintain our current pricing of \$2500 per camera on our Flock Safety license plate reading cameras.

If you have further questions, please feel free to contact me.



To: Mayor and City Council
From: Dan Duley, Chief of Police
Date: December 20, 2023
Re: Recruitment Academy recommendation for a new Police Officer hire to replace an existing vacancy

The Antigo Police Department currently has one police officer vacancy due to a member leaving to go to another department.

Under current hiring conditions and receiving limited applicants it is becoming increasingly difficult to find qualified candidates for police officer positions and many departments are now sponsoring new hires through recruit academy.

Based upon recent practice, the Police Chief is recommending allowing for the hiring of an individual officer in need of sponsorship by the City of Antigo for the Police Academy.

The candidate would be short the 60 college credits required by the Wisconsin Training and Standards board at the time of hire, but with the completion of Recruit Academy would be approximately 10 credits short with the ability to obtain those credits within 5 years.

The hiring of this candidate would be contingent upon approval of the Fire and Police Commission, passing the medical and psychological examination.

The candidate would be hired and be sponsored through the 18-week police academy at North Central Technical College (NCTC) then placed in the 12-week field-training program.

The State Training and Standards Bureau would cover the cost of the police academy with successful completion and the City of Antigo would be responsible for the wages and benefits derived from the Police Department operating budget, during the academy phase. The candidate would also be required to sign the new hire agreement establishing a pay-back criteria for a portion of the hiring and training costs (100%, 75%, or 50%) if he does not successfully complete recruit academy or leaves employment within three years.

I am requesting approval to hire the candidate and sponsor the candidate through the police academy at North Central Technical College.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: December 20, 2023
Re: Jeff Marciniak Request for Reimbursement of \$1,766.22 for Field Preparation for a Field that was not Available to Plant

Jeff Marciniak rents the land on Hogan Street near Highway 64 where the solar farm is going. Included is a letter from Mr. Marciniak requesting reimbursement of \$1,766.22 for the preparation work that was done in the fall of 2022. He was not able to plant this field in 2023 so he is requesting reimbursement.

If approved, this would need to be forwarded to Council for action.

To whom it may concern;

12-12-2023

In the fall of 2022 I was told the construction of the Solar Farm on the 25 acre field on Hogan Street would begin in the fall of 2023. I hired Insight FS to apply a mixture of Roundup and 24D and disked the field in preparation for the next years crop. In the spring of 2023 The City informed me that the Solar Farm was fast-tracked and construction would begin before any crop planted would be harvestable. I did not plant the field.

I am asking that the city credit the money back towards land rent. The cost of chemical and application was \$1,016.22. The custom rate for disking is \$30 per acre which would be \$750. for a total of \$1,766.22.

Sincerely,



Jeff Marciniak
715-610-1672

RECEIVED

DEC 12 2023

Kaye Matucheski

From: Susan Maier <smaier@msa-ps.com>
Sent: Wednesday, November 29, 2023 10:52 AM
To: Kaye Matucheski; Jeanne Jensen
Cc: Kari Justmann
Subject: [External] Mark Cahak 1805 5th Ave., Antigo
Attachments: Commitment and invoice (4) (1).pdf; Accepted Offer 1805 5th Ave.pdf; SLS statement 11-2023.pdf

Good morning,

Mark's daughter, Lyndsay, contacted me regarding her dad's housing loan with the city. He has been in a nursing home since May and will not be returning to his home. He has a \$1,447.00 housing loan with the city. She has asked if the loan can be forgiven as the home is set to be sold as short sale on 12/1/23. She didn't realize he had a loan with the city. The primary mortgage holder has agreed to the short sale. I requested copies of the title report, offer to purchase and current mortgage statement (see attached). The home has been on the market for 99 days and only one offer was received. Apparently the home is in very poor condition and the roof is actively leaking in several places and has been for a significant amount of time.

Please let me know if you have any questions and how you would like to proceed. Kari will be back in the office on Monday, 12/4/23 however, the closing is set for 12/1/23.

Thank you,
Sue



Susan Maier | Housing Specialist

MSA Professional Services, Inc.

100% Employee Owned

+1 (920) 392-5143



Attachment: Mark Cahak Block Grant Email from MSA (6537 : Block Grant on 1805 Fifth Avenue)



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: December 20, 2023
Re: General Fund Expenditures Report as of 12-13-23

Enclosed is a budget expenditure update for the general fund (Fund 100) and ambulance (Fund 270) as of 12-13-23. There is one more payroll for 2023 plus any other expenditures that departments submit. Invoices for 2023 can be turned in until February 1, 2024, and will be charged back to the 2023 budget if applicable.

You will see some of the departments overspent in some areas and under in others. These numbers are always a best estimate at budget time and then need to be adjusted depending on how the year goes. There is a separate agenda item for the budget transfers but I wanted to provide this overview of all of the accounts.

Should you have any questions, please feel free to contact me.

EXPENDITURE BUDGET THROUGH 12-13-2023

FUNCTION AREA	2023 BUDGET incl. Carry Forwards	2023 EXPENDED as of 10-31-23	2023 PERCENT % EXPENDED			
COUNCIL						
Council	46,825	49,652	106.04%			
Legal	135,633	129,627	95.57%			
Donations	80,800	63,900	79.08%			
TOTAL COUNCIL	263,258	243,179	92.37%			
ADMINISTRATION						
Codification of Ordinances	11,177	4,630	41.42%			
Labor Attorney Fees	22,750	75,766	333.04%			
Bank Charges/Cash Short/Over	26,500	26,689	100.71%			
Mayor	29,527	25,607	86.73%			
Administrative Services	178,750	193,161	108.06%			
Clerk-Treasurer	421,425	398,855	94.64%			
Elections	26,939	15,823	58.74%			
Information Services	319,304	312,825	97.97%			
Safety Coordinator	12,576	10,669	84.83%			
Accounting and Auditing	25,000	22,071	88.28%			
Cable Television	0	0				
Contractual Assessing Services	33,000	29,720	90.06%			
General Buildings/City Hall	99,320	90,029	90.65%			
Taxes	4,500	588	13.07%			
General Insurance	15,571	16,215	104.13%			
Bldg Inspector/Zoning Admin	222,444	193,619	87.04%			
Director of Public Works	268,911	286,703	106.62%			
Economic Development	73,700	74,047	100.47%			
WelFit Participation Fee	2,000	5,874	293.72%			

FUNCTION AREA	2023 BUDGET	2023 EXPENDED	2023 PERCENT %			
Employment Practices Liability	6,447	4,933	76.52%			
Unemployment Comp Assessmn	0	0				
125 Plan	0	0				
Severance Reserve	111,213	64,213	57.74%			
TOTAL ADMINISTRATION	1,911,054	1,852,037	96.91%			
POLICE	2,157,552	2,006,855	93.02%			
TOTAL POLICE	2,157,552	2,006,855	93.02%			
FIRE/AMBULANCE						
Fire Protection	631,418	631,720	100.05%			
Ambulance **	2,147,780	1,360,064	63.32%			
TOTAL FIRE/AMBULANCE	2,779,198	1,991,784	71.67%			
STREET DEPARTMENT						
Flood Control	28,888	1,568	5.43%			
Street Commissioner	163,908	159,274	97.17%			
Street Shop Operations	223,186	198,361	88.88%			
Street Machinery Operations	303,698	269,855	88.86%			
Street Maintenance	378,411	375,369	99.20%			
Street Construction	13,271	0	0.00%			
Snow & Ice Control	242,067	244,967	101.20%			
Tree & Brush Control	52,106	37,921	72.78%			
Weed Control	31,220	6,973	22.34%			
Street Signs & Markings	124,118	110,227	88.81%			
Bridges	13,345	1,435	10.76%			
Alleys & Boulevards	47,745	25,024	52.41%			
Parking Lots	34,619	37,010	106.91%			
Street Dept. Outside Labor	15,865	23,662	149.15%			
Street Dept. Other Dept Labor	16,420	11,736	71.48%			

FUNCTION AREA	2023	2023	2023			
	BUDGET	EXPENDED	PERCENT %			
Spring Clean Up	32,790	20,503	62.53%			
Celebrations	29,134	21,213	72.81%			
TOTAL STREET DEPARTMENT	1,750,791	1,545,099	88.25%			
PARK/REC/CEMETERY DEPT						
Cemeteries	48,381	27,298	56.42%			
Parks & Playgrounds	290,994	258,205	88.73%			
Ball Parks	37,753	53,347	141.31%			
Park & Rec Administration	147,286	145,901	99.06%			
Recreation Programs	17,200	10,766	62.60%			
Office & Shop	35,427	47,227	133.31%			
Machinery Operations	46,483	47,060	101.24%			
PRC Dept Other Dept Labor	0	0				
Splash Pad	13,406	3,771	28.13%			
Parks Snow & Ice	26,526	40,873	154.09%			
Ice Skating Rinks	17,971	9,352	52.04%			
Skate Park	2,000	0	0.00%			
Campground	9,848	15,227	154.62%			
Forestry	22,383	43,989	196.53%			
TOTAL PARK/REC/CEMETERY	715,658	703,016	98.23%			
MISCELLANEOUS						
Demolition of Buildings	248,900	44,488	17.87%			
Street Lighting	163,936	133,288	81.30%			
Animal Pound	3,000	0	0.00%			
Contingency Fund	50,000	29,875	59.75%			
TOTAL MISCELLANEOUS	465,836	207,650	44.58%			
TOTAL OPERATING BUDGET	10,043,347	8,549,620	85.13%			

FUNCTION AREA	2023 BUDGET	2023 EXPENDED	2023 PERCENT %			



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: December 20, 2023
Re: Budget Transfers Between Accounts for 2023

When a budget is prepared, estimates are used between function areas within a department based on previous amounts. There are times that the estimate is off because there were additional or less expenses than anticipated. In order to correct these estimates, budget transfers are needed to indicate where the funds are actually spent.

A list of budget transfers for 2023 is included in the packet. We need approval for these items plus I am requesting that if any other routine transfers are needed between the Committee meeting and the Council meeting, that I have approval to add these to the list.

Should you have any questions, please feel free to contact the department manager or me.

2023 BUDGET TRANSFERS

FUND TO	ACCOUNT	AMOUNT		FUND FROM	ACCOUNT	DESCRIPTION
100.510.51110.54190	City Council	\$2,830.00		100.510.51990.59000	Contingency Fund	Advertising Costs Higher than Budget
100.510.51415.52280	Administrative Services	\$14,500.00		100.510.51990.59000	Contingency Fund	Search Firm for New Administrator
100.510.51930.54130	General Insurance	\$650.00		100.510.51990.59000	Contingency Fund	WC Premium Higher than Budget
100.520.52210.51190	Fire Dept-Severance	\$500.00		100.510.51990.59000	Contingency Fund	Resignation Payout not Budgeted
100.530.53340.53500	Snow & Ice Control	\$3,000.00		100.510.51990.59000	Contingency Fund	Cost of Salt Higher than Budget
100.530.53450.53260	Parking Lots	\$2,500.00		100.530.53530.53280	Spring Clean Up	Move Unused Funds to Parking Lots
100.530.53510.51100	Street Outside Labor	\$8,000.00		100.530.53370.51100	Street Signs/Markings	Move Labor Budget to Actual
100.550.55220.51120	Ball Parks-Seasonal	\$16,594.00		Park, Recreation & Cemetery Dept. transfers will be made after the last payroll of 2023 - with the possibility of needing to use Contingency Funds to balance.		
100.550.55330.51100	PCR Office-Wages	\$3,600.00				
100.550.55330.51160	PCR Office-Wages PT	\$6,200.00		PRC		
100.550.55330.52280	PCR Office-Contr Ser	\$5,000.00		PRC		
100.550.55330.53540	PCR Office-Repairs	\$2,300.00		PRC		
100.550.55340.53300	PCR Mach-Equip Rep	\$1,000.00		PRC		
100.550.55430.51100	PCR Snow - Wages	\$6,300.00		PRC		
100.550.55430.51100	PCR Snow-PT Wage	\$2,200.00		PRC		
100.550.55430.51440	PCR Snow-Retiremnt	\$800.00		PRC		
100.550.55430.51480	PCR Snow-Soc Sec	\$800.00		PRC		
100.550.55430.51500	PCR Snow-Health	\$1,700.00		PRC		
100.550.55430.53140	PCR Snow-Advert	\$2,000.00		PRC		
100.550.55430.53260	PCR Snow-Operating	\$900.00		PRC		
100.550.55460.52190	PCR Campgrn-Water	\$1,100.00		PRC		
100.550.55460.53260	PCR Campgrn-Oper	\$4,500.00		PRC		
100.560.56710.52190	Ec Dev-Water	\$400.00		100.510.51990.59000	Contingency Fund	Utility Bill not Budgeted
100.560.56730.51100	Forestry-Wages	\$2,700.00		100.000.00000.15190	Grant Receivable	Waiting for Grant Reimbursement
100.560.56730.53850	Forestry-Tree Remov	\$19,000.00		100.000.00000.15190	Grant Receivable	Waiting for Grant Reimbursement
	TOTAL	\$91,744.00				

2023 BUDGET ADJUSTMENTS

Increase			Increase		
100.530.53120.52230	PW Lead Serv Line	\$19,900.00	100.000.00000.15190	Grant Receivable	Offset Expenditure with Expected Grant
100.580.58640.59870	Welfit Particip Fee	\$3,900.00	225.620.62001.59010	Health-Trans to GF	Reimb for Employees Participation
219.620.62001.52290	TIF 6 - Engineering	\$2,200.00	219.490.00000.49250	Fund Balance Applied	Amendment Services for Donor TIF

Attachment: 2023 Budget Transfers (6539 : Budget Transfers)

235.605.60005.51100	Sld Waste-Salaries	\$1,650.00	235.490.00000.49250	Fund Balance Applied	Addtl Monitoring Sanitary Landfill
235.605.60006.52280	Sld Waste-Contr Serv	\$510.00	235.490.00000.49250	Fund Balance Applied	Unexpected Fees
235.605.60008.52280	Sld Waste-Contr Serv	\$11,600.00	235.490.00000.49250	Fund Balance Applied	Addtl Contractual Work
235.610.61001.51100	Recycling - Labor	\$4,000.00	235.490.00000.49250	Fund Balance Applied	More Labor for Recycling
235.610.61001.51500	Recycling - Health	\$2,200.00	235.490.00000.49250	Fund Balance Applied	Addtl Health for Increased Labor
235.610.61001.52280	Recycling - Contr Ser	\$5,400.00	235.490.00000.49250	Fund Balance Applied	Addtl Contractual Work
240.620.62001.59900	BG-Rehabilitation	\$27,000.00	240.480.00000.48570	Loan Repayments	Addtl Payments & Addtl Loans
253.620.62001.59070	CWF/SDWLP Lead	\$201,526.00	253.430.00000.43585	CWF Grant Income	Rec Grant Received & Trans to Expend
258.620.62001.59350	CDBG CL19-04 Grant	\$25,000.00	258.430.00000.43585	CDBG 19-04 Expenditure	Rec Grant Received & Trans to Expend
274.620.62001.51630	EMS Fdg Assist-Flex	\$42,000.00	274.490.00000.49250	EMS Fund Bal Applied	Expenditures for EMS Flex Grant
278.620.62001.56020	Hotel/Motel-Contrib	\$11,000.00	278.490.00000.49250	Fund Balance Applied	Addtl Contributions from Reserve
278.620.62001.59010	Hotel/Motel-Trans GF	\$4,100.00	278.410.00000.41340	Room Tax	Incr Revenue and Incr Transfer
278.620.62001.59620	Hotel/Motel-Trans PI	\$8,200.00	278.410.00000.41340	Room Tax	Incr Revenue and Incr Transfer
415.640.64001.56010	Fds	\$46,206.00	415.490.00000.49250	Fund Balance Applied	Addtl Transfer from Joint Projects CIP
415.640.64001.56110	Grant	\$20,000.00	415.490.00000.49250	Fund Balance Applied	For Search Grant Expenditures
442.640.64007.53080	CIP-Joint Projects	\$1,510.00	442.490.00000.49250	Fund Balance Applied	For County Joint Project from CLOSE
470.620.62001.53760	Sp Assesm-Uncollect	\$17,700.00	470.490.00000.49250	Fund Balance Applied	Write Off of Uncollectible Accounts
470.620.62001.57230	Sp Assesm-Nuisance	\$15,400.00	470.490.00000.49250	Fund Balance Applied	Costs for Abating Nuisances
470.640.64001.57210	Sp Assesm-Sidewalk	\$12,300.00	470.490.00000.49250	Fund Balance Applied	Costs for Sidewalks Being Assessed
470.640.64001.57220	Sp Assesm-Drwy	\$1,800.00	470.490.00000.49250	Fund Balance Applied	Costs for Driveways Being Assessed
610.620.62001	Library-Exp Trust	\$29,600.00	610.490.00000.49250	Fund Balance Applied	Expenditures from Donations
613.620.62001.53530	PR-Exp Trust	\$38,400.00	613.490.00000.49250	Fund Balance Applied	Expenditures from Donations
614.620.62001.53410	Law Enf-Exp Trust K9	\$37,000.00	614.490.00000.49250	Fund Balance Applied	Expenditures from Donations
615.620.62001.53530	Purchases	\$8,000.00	615.490.00000.49250	Fund Balance Applied	Expenditures from Donations
	TOTAL	\$323,086.00			
12/14/23:kmm					



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: December 20, 2023
Re: 2023 Carry Forwards to 2024

As the budget is done, there are always line items that are not expended in the current year due to many reasons such as: building a line item for a larger purchase, unable to complete the project or purchase in the current year, etc. Any funds that are remaining for these reasons need to be carried forward to the next year to make sure the funds are available when the purchases can be made and so that the funds do not have to be budgeted again.

A list from the department managers will be distributed as it is still being put together showing the line item, dollar amount, and reason for carry forward. I would ask the same as in previous years, if an item is missed on this list that we be allowed to add it to the final list that will be on the resolution for the January Council meeting.

If you have any questions on these, please feel free to contact the department manager or me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: December 20, 2023
Re: Write Off Accounts Receivable Balances as Unable to Collect for Johnnie Petronella Jr for \$485.98, Jonathan Zaverousky for \$845.93, and Jacob Walton for \$2,837.61

The City Attorney and the City Clerk-Treasurer's Office have been trying unsuccessfully to collect accounts receivable balances from the following people:

- Johnnie Petronella Jr, \$485.98, for damage from an accident on Fifth Avenue and Langlade Road on October 2, 2021.
- Jonathan Zaverousky, \$845.93, for damage from an accident on Hwy 45 and Tenth Avenue on December 31, 2021.
- Jacob Walton, \$2,837.61, for damage from an accident on Fourth Avenue and Superior Street on June 25, 2022.

The City Attorney has questioned if the City would like to pursue further collection resulting in additional cost to the City with very little chance of collection. It is staff's recommendation to write off these three balances. Collection would be pursued after these are written off if the opportunity arises.

If approved to be written off, a resolution will need to be forwarded to Council. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: AJ Jansen, Comm. & Tech.
Date: December 20, 2023
Re: Approval For the Upgrade to the City's Mail Server From On-Premise to the Cloud
Provided By The Dirks Group

Our current email server resides in house and requires a monthly maintenance contract for patches and updates by The Dirks Group.

The Dirks Group has recommended that we upgrade to a cloud-based email server to enhance security as on-premise email servers have become less-secure requiring more patches.

I am recommending accepting the The Dirks Group proposal for a cloud based email server not to exceed the budgeted amount of \$10,500.



Professional Service,
Personal Attention,
and Proven Results

Prepared For

City of Antigo
AJ Jansen
700 Edison Street
Antigo, WI 54409
ajjansen@antigo-city.org
www.antigo-city.org

Prepared By

BJ Farra
Phone: 715-841-9702
Email: bfarra@dirksgroup.com

Quote #026562 Version #1

Office 365 (Monthly)		Price	Qty	Extended
	Microsoft 365 Exchange Online Plan 1 - 1 User - 1 Month	\$4.80	19	\$91.20
	50 GB mailbox per user			
	*Microsoft Office Not Included			
	Microsoft 365 Business Standard - 1 User - 1 Month	\$15.00	51	\$765.00
	Desktop Applications Included: Outlook, Word, Excel, PowerPoint, OneNote, Publisher, Access			
	Cloud Services Included: Exchange, OneDrive, SharePoint, Microsoft Teams.			
	Microsoft 365 Exchange Online Kiosk - 1 User - 1 Month	\$2.40	1	\$2.40
	Utilized for the integration and management of Azure Active Directory.			
Office 365 (Monthly) Subtotal				\$858.60

Email Migration Tool		Price	Qty	Extended
	Email Migration Tool Expense (One Time Purchase)	\$25.00	86	\$2,150.00
Email Migration Tool Subtotal				\$2,150.00

Attachment: CoA - Office 365 Migration - #26562 v1 (6579 : Mail Server Upgrade)



Professional Service,
Personal Attention,
and Proven Results

Labor Estimate	Hours	Cost/Hour	Cost
*Labor will be billed on a time and materials basis. The Dirks Group estimates 30-35 service hours for the email migration to Microsoft 365 at a rate of \$195.00 per hour during normal business hours Mon-Fri	35.00	\$195.00	\$6,825.00
Total Hours	35.00	Total Cost	\$6,825.00

Recap	Amount
Office 365 (Monthly)	\$858.60
Email Migration Tool	\$2,150.00
Labor Estimate	\$6,825.00
Total	\$9,833.60

Prices are subject to change - Quotation is for product only, services are additional unless stated otherwise - This is not an invoice - Please do not remit payment for products or services from this quote - Product totaling \$5,000 or greater requires a 50% deposit at time of order - Merchandise returns are subject to a 15% restocking fee. The Dirks Group retains ownership of all product until invoices are paid in full.

CONFIDENTIAL - Customer shall treat as confidential any and all documentation and information in a tangible form which is made available to customer. Such documentation and information is proprietary to The Dirks Group, LLC and shall not be reproduced, disclosed to any third party, or used for any purpose (other than for providing services here in) without the prior written consent of The Dirks Group, LLC. All such documentation and information shall be promptly returned to The Dirks Group, LLC.

Acceptance

City of Antigo

Signature _____

Printed Name: _____

Date: _____

Attachment: CoA - Office 365 Migration - #26562 v1 (6579 : Mail Server Upgrade)