CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM	**Wednesday, December 21, 2016**
CITY HALL	**6:00 PM**

Call to Order

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

1. Approval of the Minutes from the November 16, 2016 Meeting
2. Request for Waiver of Permit Fee and Insurance Requirement by Antigo Disc Golf Club
3. St Charles Place MHC LLC Request for Sewer Credit Due to Leak at 1601 Tenth Avenue, Lot C17
4. Consider Increasing Dog Licensing Fees to Coincide with Langlade County and Determine an Effective Date
5. Agreement for Auditing Services with Schenck, SC for 2016-2018
6. Write Off Unpaid Accouts Receivable Charge of $35.00 For Tatro Dirt Works
7. Furniture Purchase/Installation for Remodeling of DPW Reception Area under the Exceptions to Bidding Process (State Contracts) of the City's Purchasing Policy
8. Purchase and Installation Proposal for the Reception Area Countertop and Storage Area associated with the Remodeling of the DPW Reception Area

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 Jaime Horswill, 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 15,2016 BILL BRANDT

"Antigo Area on the go"

To: Mayor and City Council

From: Julie Zack, Administration & Clerical Assistant

Date: December 21, 2016

Re: Request for Waiver of Permit Fee and Insurance Requirement by Antigo Disc Golf Club

The Antigo Disc Golf Club is planning a disc golf tournament to raise funds and donate items to the Antigo Community Food Pantry. The first round of the event is planned to take place at the City of Antigo Disc Golf Course on January 1, 2017. This is a non-profit event benefiting the community by gathering donations for the food pantry. The tournament will begin here in Antigo and the second round will be held at the disc golf course at the Veterans Memorial Park at Jack Lake.

The disc golf club is requesting the Finance, Personnel and Legislative Committee grant a waiver of the event permit fee and waive the required insurance coverage for the portion of the event to be held at the City of Antigo Disc Golf Course. I have attached the paperwork submitted by the club for your review and consideration.

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events
Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: *Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.*

New Events
Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. **Name of group/organization/individual) requesting wavier(s):**
Antigo Disc Golf Club

2. **The following waivers are being requested and submitted for consideration (Please check all that apply):**
- ☐ **Shelter / Concession Reservation Fee** ($40.00 / $50.00 Resident or $60.00 / $75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.
- ☒ **Special Event/Parade Fee** ($25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.
- ☐ **Street Use** ($25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.
- ☒ **Insurance** – If you are not requesting an insurance waiver please include insurance with application
  - Insurance documentation must be on file with the City of Antigo prior to the event date
  - The City of Antigo must be listed as additional insured
  - $1,000,000 general liability coverage is required
  - The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.

3. **Name of Event:** 1st Annual Antigo Disc Golf Club Ice Bowl

4. **Description of Event** (please attach an additional sheet if necessary):
Disc Golf tournament to raise funds and donate food for Antigo Community Food Pantry. One round @ Antigo Disc Golf course and one @ Jack Lake

5. **How event is benefitting the community** (are funds being reinvested into the community...etc):
All proceeds and at least 10 non-perishable food items per participant will go to Antigo Community Food Pantry

6. **City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed) :**
NONE

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge): [signature] **Date:** 11/17/16

For Office Use Only:

FPL: Submitted______	PCR Submitted:______	Council Submitted: ______
FPL: Approved______	PCR Approved: ______	Council Approved: ______

Antigo
Antigo Area on the go

APPLICATION FEE
$25.00

CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: 11/17/16 AGENT NAME: Zachary Brown

MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: 725 7th Ave, Antigo STATE: WI ZIP: 54409

EMAIL: zsbrown88@gmail.com

PHONE#: 715-610-3990 WORK/CELL NUMBER#: 715-610-0613 (Spouse)

SPONSORING ORGANIZATION: Antigo Disc Golf Club

ORGANIZATION'S EXECUTIVE OFFICER: Zachary Brown PHONE: 715-610-3990

EVENT DATE(S): 1/21/17 START TIME: 0800 AM PM END TIME: 5:30 AM PM

NAME OF EVENT: 1st Annual ADGC Ice Bowl

REASON FOR EVENT: Raise money/food items for Antigo Community Food Pantry, have friendly competitio

PERSON(S) RESPONSIBLE FOR DATE/SITE Zachary Brown

Must be present at the event and on the premises for the reservation date for the duration of the event.

ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 20

TYPE: ☐ Parade/Walk/Run ☒ Special Event ☐ Street Use/Closure

For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: ____________

ASSEMBLY POINT ____________ DISBANDING POINT ____________

PARADE/WALK/RUN ROUTE: ____________

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: City of Antigo Disc Golf Course

STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNCIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE ________ (NUMBER) HUNDRED BLOCK(S) OF ____________ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY: ____________

PLEASE ANSWER YES OR NO TO THE FOLLOWING:

1. ARE YOU SERVING ALCOHOLIC BEVERAGES? ☐ YES ☒ NO
   YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL FERMENTED MALT BEVERAGES
2. ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION ? ☐ YES ☒ NO
   EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS) ☐ YES ☒ NO
   PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. **You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.**
2. **Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.**
3. **Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.**
4. **Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)**

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

☐ TRAFFIC CONTROL

☐ BARRICADES

☐ TRASH BARRELS

☐ EMS SERVICES ON SITE

☐ OTHER; PLEASE LIST: ______________________________

POLICE: 715.627.6411
FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754
PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. CERTIFICATE TO BE ON FILE FOR $1,000,000 IN GENERAL LIABILITY COVERAGE
2. THE CITY OF ANTIGO (WITH ADDRESS LISTED) MUST BE LISTED AS AN ADDITIONAL INSURED
3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

NAME OF YOUR LIABILITY INSURANCE CARRIER ______________________________

☒ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE ______________ DATE 1/12/16

"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: December 21, 2016

Re: St Charles Place MHC LLC Request for Sewer Credit Due to Leak at 1601 Tenth Avenue, Lot C17

The City received a letter from John Boehm, Officer Manager of DuBois Investments, regarding a water leak on the owner's side of the meter for the service at Lot C17. The information that we received is included in the meeting packet and includes a picture of the mobile home park meter. Where the leak is marked is the owner's side of the meter so the water usage would have registered on the meter. As you can see from the picture, the water would have gone into the ground and not our sewer system.

Mr. Boehm is requesting a credit for the sewer charges for this leak. Using the average, the credit would be $250.78 for sewer. It is my understanding that a water utility employee did inspect the area of the leak.

If you have any questions, please feel free to contact me regarding this information. If approved a resolution would need to be forwarded to Council.

DI LLC
DuBois Investments

Email: john.duboisinvestments@yahoo.com

Phone (715) 457-2475 Fax (715) 457-2481

TO: City of Antigo

FROM: John Boehm

Date: 11/8/2016

Over the past two billing dates (possibly portion of third billing date) of 9/22/20 and 10/20/2616 we have noticed a very high water use at St Charles Place located at 1601 W. 10th Avenue Lot C17 Antigo, WI. St Charles Place MHC LLC is asking for sewer forgiveness during the two months of this leak. Lot C17 is the only tenant on this water meter (the other C16&C18 are vacant sites) the typical water/sewer use has been in the single digit, and for the past two billing dates it was in the double digits. Antigo water department did discover a major leak in the City manholes where I believe the excess water drained from this location. Please grant us the sewer forgiveness for the water usage for this major leak.

CITY WATE METER

LEAK

Thank You

John Boehm
Office Manager
DuBois Investments

CITY OF ANTIGO

City Hall Office Hours:
Monday - Thursday 7:30 am - 4:30 pm
Friday 7:30 am - Noon

Brush and Mulch Site is open through November 12
Wednesdays 12:00 pm - 7:00 pm and Saturdays 8:00 am - 4:00 pm

Reduce, Reuse, Recycle

PLEASE SEE OTHER SIDE FOR ADDITIONAL BILLING INFORMATION

BILL DATE: 10/20/2016
NAME: ST CHARLES PLACE MHC, LLC
SERVICE ADDRESS: 241 S SUNSET DR-C16-C18

ACCOUNT NUMBER: 009166-013

METER ID 60003549

Current Meter Reading	1,165
Previous Meter Reading	1,133
Water Usage	32
Sewer Usage	32

BILLING PERIOD

Current Read Date	10/19/2016
Previous Read Date	09/19/2016
Type Of Reading	Actual

PREVIOUS BALANCE		$201.18
PAYMENT RECEIVED		$201.18
PAST DUE BALANCE		**$0.00**
ADJUSTMENTS		$0.00
ADDITIONAL BILLING		$0.00
TOTAL CURRENT CHARGES		**$271.24**
Water	$103.97	
Sewer	$148.21	
Public Fire	$19.06	

TOTAL AMOUNT DUE BY 11/11/2016	**$271.24**
TOTAL AMOUNT DUE AFTER 11/11/2016	**$279.38**

A 3% LATE PENALTY WILL BE ADDED TO CURRENT CHARGES IF PAYMENT IN FULL IS NOT RE... BY DUE DATE

...GO WATER & SEWER...

CITY OF ANTIGO

City Hall Office Hours:
Monday - Thursday 7:30 am - 4:30 pm
Friday 7:30 am - Noon

Brush and Mulch Site is open Wednesdays 12:00 pm - 7:00 pm and Saturdays 8:00 am - 4:00 pm

Annual Consumer Confidence Report on water quality is available
in our office and www.antigo-city.org.

Reduce, Reuse, Recycle

PLEASE SEE OTHER SIDE FOR ADDITIONAL BILLING INFORMATION

BILL DATE: 09/22/2016
NAME: ST CHARLES PLACE MHC, LLC
SERVICE ADDRESS: 241 S SUNSET DR-C16-C18

ACCOUNT NUMBER: 009166-013

METER ID 60003549		**BILLING PERIOD**	
Current Meter Reading	1,133	Current Read Date	09/19/2016
Previous Meter Reading	1,112	Previous Read Date	08/16/2016
Water Usage	21	Type Of Reading	Actual
Sewer Usage	21		

PREVIOUS BALANCE		$87.55
PAYMENT RECEIVED		$87.55
PAST DUE BALANCE		**$2.63**
ADJUSTMENTS		$2.63
ADDITIONAL BILLING		$0.00
TOTAL CURRENT CHARGES		**$198.55**
Water	$74.49	
Sewer	$105.00	
Public Fire	$19.06	

TOTAL AMOUNT DUE BY 10/14/2016	**$201.18**
TOTAL AMOUNT DUE AFTER 10/14/2016	**$207.14**

A 3% LATE PENALTY WILL BE ADDED TO CURRENT CHARGES IF PAYMENT IN FULL IS NOT RECEIVED BY DUE DATE

CITY OF ANTIGO

City Hall Office Hours:
Monday - Thursday 7:30 am - 4:30 pm
Friday 7:30 am - Noon

Summer Sprinkler Credit ends with this bill.

Brush and Mulch Site is open Wednesdays 12:00 pm - 7:00 pm and Saturdays 8:00 am - 4:00 pm

Annual Consumer Confidence Report on water quality is available
in our office and www.antigo-city.org.

Reduce, Reuse, Recycle

37.55

PLEASE SEE OTHER SIDE FOR ADDITIONAL BILLING INFORMATION

BILL DATE: 08/18/2016
NAME: ST CHARLES PLACE MHC, LLC
SERVICE ADDRESS: 241 S SUNSET DR-C16-C18

ACCOUNT NUMBER: 009166-013

METER ID 60003549		BILLING PERIOD	
Current Meter Reading	1,112	Current Read Date	08/16/2016
Previous Meter Reading	1,107	Previous Read Date	07/19/2016
Water Usage	5	Type Of Reading	Actual
Sewer Usage	5		

PREVIOUS BALANCE		$66.70
PAYMENT RECEIVED		$66.70
PAST DUE BALANCE		**$0.00**
ADJUSTMENTS		$0.00
ADDITIONAL BILLING		$0.00
TOTAL CURRENT CHARGES		**$87.55**
Water	$28.61	
Sewer	$39.88	
Public Fire	$19.06	

TOTAL AMOUNT DUE BY 09/09/2016 **$87.55**

TOTAL AMOUNT DUE AFTER 09/09/2016 **$90.18**

A 3% LATE PENALTY WILL BE ADDED TO CURRENT CHARGES IF PAYMENT IN FULL IS NOT RECEIVED BY DUE DATE

Antigo
"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: December 21, 2016

Re: Consider Increasing Dog Licensing Fees to Coincide with Langlade County and Determine an Effective Date

At the November 15, 2016 Langlade County Board meeting, the County authorized increasing the dog license fees as follows:

	2016	**2017**
Spayed or Neutered Dog	$ 3.00	$ 6.00
Unspayed or Unneutered Dog	$ 8.00	$16.00
Kennel License (up to 12 dogs)	$35.00	$70.00

The City keeps 50 cents for each license that we issue and the remaining funds are paid to the County. We can then request reimbursement from the County for any stray dog charges that we pay to the Humane Society.

A copy of the County resolution is included with this memo noting the County will keep $1,000 from the dog licenses and the rest will be paid to the Humane Society.

The City of Antigo has a separate ordinance for dog license fees which are the same the County 2016 fees. We would have to take separate action to increase the fees. We would still only keep 50 cents and turn the rest over to the County.

Because this information was not given to us in time to act for all of the 2017 license year as we start licensing in mid-December, my suggestion would be to consider this for the 2018 license year. Otherwise, there will be different charges for the license depending when the resident obtained it.

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

LANGLADE COUNTY

RESOLUTION #80-2016

INTRODUCED BY: FINANCE COMMITTEE

INTENT: TO INCREASE DOG LICENSE FEES AND ALLOW THE EXCESS AMOUNTS TO BE SENT TO THE HUMANE SOCIETY AT THE END OF THE YEAR.

WHEREAS, the Finance Committee met with the Humane Society Board regarding funding sources for their operations, and

WHEREAS, the County currently remits to the Humane Society all but $1,000 of the dog license fees that are collected in the County. Per Statute, the County must retain $1,000 annually from the dog license fees, and

WHEREAS, Wis. Stats. §174.03 states, "The governing body of any county may by a majority vote of the members present at any regular meeting raise the minimum dog license tax on dogs within its jurisdiction and the governing body of any town, village or city may by resolution raise the minimum dog license tax on dogs within its jurisdiction.", and

WHEREAS, the Finance Committee recommends doubling the dog license fees to be $6 per spayed and neutered dogs, $16 for unsprayed and unneutered dogs, and $70 for a kennel license for up to 12 dogs, and

WHEREAS, the addition funds collected by these license increases will be paid to the Langlade County Humane Society at the end of every year.

NOW THEREFORE, BE IT RESOLVED, by a majority vote of the Langlade County Board of Supervisors to approve increasing the dog license fees to $6 per spayed and neutered dogs, $16 for unsprayed and unneutered dogs, and $70 for a kennel license for up to 12 dogs, and

NOW THEREFORE, BE IT RESOLVED, that the fee rate will take effect with the 2017 tax collection process, and

BE IT FURTHER RESOLVED, that the County will continue to send all but $1,000 of the dog license fees annually to the Humane Society.

FINANCE COMMITTEE:

Don Scupien, Chairman

Vernon Cahak

Douglas Nonnenmacher

Ronald Nye

Pete Pennington

"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: December 21, 2016

Re: Agreement for Auditing Services with Schenck, SC for 2016-2018

The agreement with Schenck, SC for audit services needs to be renewed for the 2016-2018 audit years. I have requested renewal pricing from them but have not yet received it. I have reminded them that I need this for the meeting so I will be distributing the information by the meeting or sooner.

They plan to start the audit in mid-January so I have asked that the item be on the agenda without the supporting documentation so this can be considered for approval to meet the audit timeline.

Should you have any questions, please let me know. I will get the information to you as soon as I receive it.

Antigo

"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: December 21, 2016

Re: Write Off Unpaid Accouts Receivable Charge of $35.00 For Tatro Dirt Works

There has been an outstanding charge of $35.00 from October of 2015 for Tatro Dirt Works for a permit. Numerous attempts have been made to collect this charge without success. After discussing this with the City Attorney, he advises that it would not be cost effective to file small claims action for the $35.00. Therefore, we are requesting approval to write this charge off of the existing accounts receivable. If an opportunity would arise at a later date to collect this, we would do so.

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

“Antigo Area on the go”

To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: December 21, 2016

Re: Furniture Purchase/Installation for Remodeling of DPW Reception Area under the Exceptions to Bidding Process (State Contracts) of the City's Purchasing Policy

Two proposals were solicited for remodeling the DPW reception area that identified the use of modular furniture panel's and a complimentary workstation. The cost for this approach was then compared to purchasing individual office furniture in lieu of the modular systems. The result was a more professional looking design that still addressed our needs but at a lower cost. Portions of the modular system would have required wall anchoring and would not have been as portable as furniture would be.

Clermont Printing submitted a solution that allowed the City of Antigo to utilize an existing State contract from Global Furniture for the purchase and installation of the desired layout. A copy of the schematics and pricing are attached for your consideration under the Exception to Bidding (State Contracts) portion of the City's Purchasing Policy.

The cost for the proposed furniture totals $8,276 and includes the set-up and installation through the State Contract with Global Furniture. The recommended purchase is within the remaining balance of the 2016 budgeted amounts for the previous office renovations completed at City Hall this year. The Committee recommendation on this effort will be forwarded to Council; funding will be carried over into 2017 budget allowing for delivery and installation to be completed in 2017.

INQUIRY NO.: City of Antigo

DATE: 12/13/16

DELIVERY: 4 - 6 weeks

TERMS: net 30

PRICES QUOTED ARE F.O.B.: Antigo

APPROVED BY: JWS

TO:

City of Antigo

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Global Zira Series work area as drawn. (See Attached) Per state contract 505ENT-M15-OFFURNITUR-17 (extended thru 6/30/17) Global suggested retail $14,270.00		$ 8276.60
	Norwinn Custom Convience/Work Area Closed overstorage w/tackpanel 12" x 95" 24"x 95" work surface w/24" x 36" closed cabinet flush end panels 42" x 82" custom work surface w/closed cabinet 36" x 36", flush end panel. both cabinets have 2 adjustable shelves. laminate, finish color TBD. (see attached)		$ 3900.00
	Norwinn 36" x 144" laminate counter 2" drop self edge to match above.		$ 625.00
	The above product will be delivered to the City Hall and installed, all necessary hardware and supplies are included.		

Clermont
Printing & Office Products

515 Clermont St. • Antigo, WI 54409
Phone: 715-623-7606
Toll Free: 1-800-800-6186
Fax: 715-623-7607

State of Wisconsin
Office Furniture Contract

Global Contract #505ENT-M15-OFFURNITUR-17
Scope: Global, GLOBALcare & OTG
Contract Period: 8/15/14 - 8/14/16
Pricing: 2013 Price Lists (Global 10/1/13; GLOBALcare 10/1/13; OTG 10/1/13)

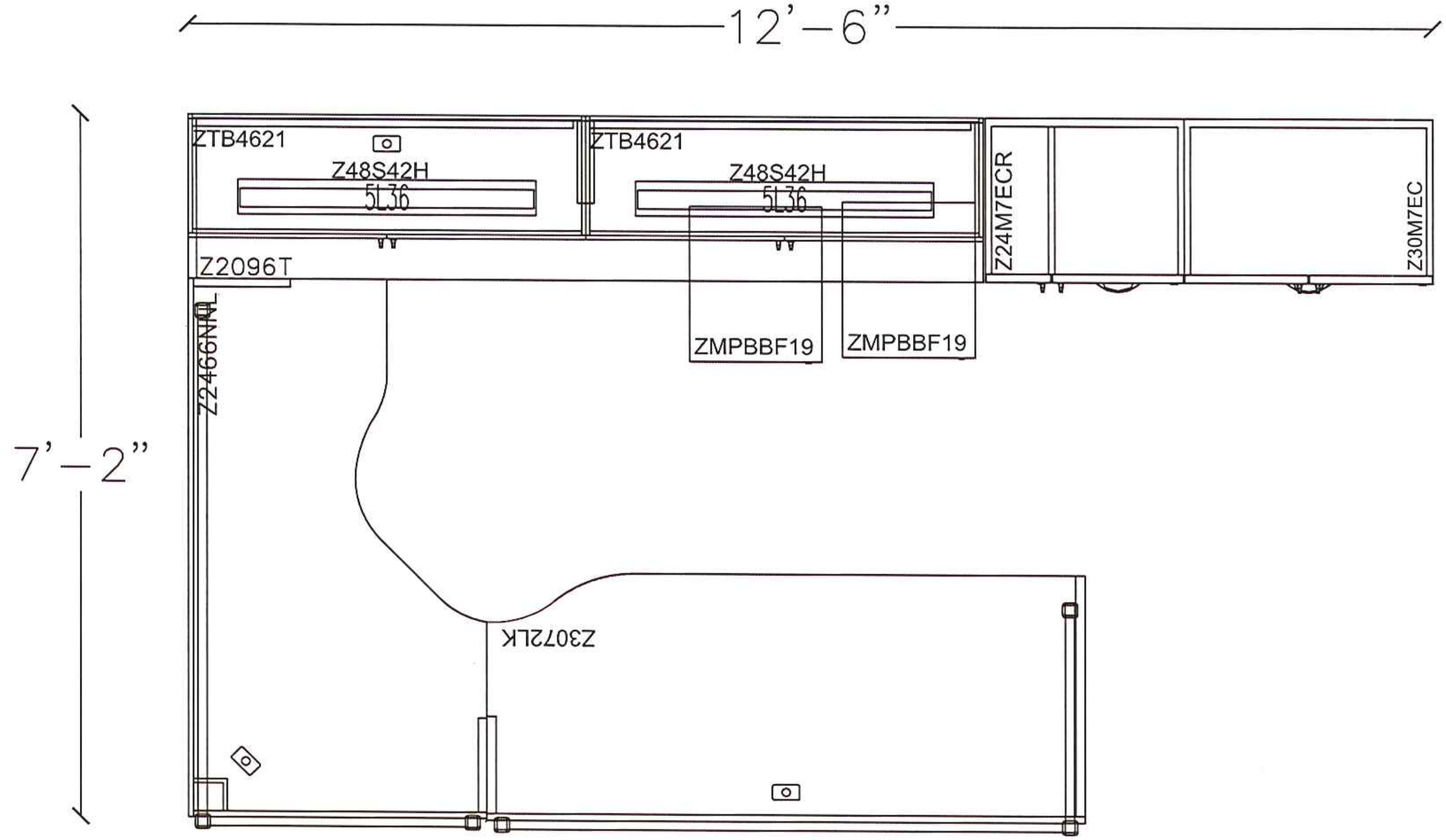
GLOBAL

Discounting for Global, GLOBALcare & OTG products

Order Size List Price	Discount off List (D&I)	Discount to State: Additional Discount for Dock Delivery Only	Dock Delivery Discount
\$0-\$10,000	42%	9%	47.22%
\$10,001-\$20,000	42%	9%	47.22%
\$20,001-\$50,000	42%	9%	47.22%
\$50,001-\$100,000	45%	9%	49.95%
\$100,000	47%	9%	51.77%

Ordering Instructions:
Purchase Orders must be submitted directly to Global and sent to:
Global
1879 Internationale Boulevard
Glendale Heights, IL 60139
Fax #630-681-1631
Phone #800-866-6497

Must note Global Contract #505ENT-M15-OFFURNITUR-17 on the order.
Minimum freight handling charges may not be applied.



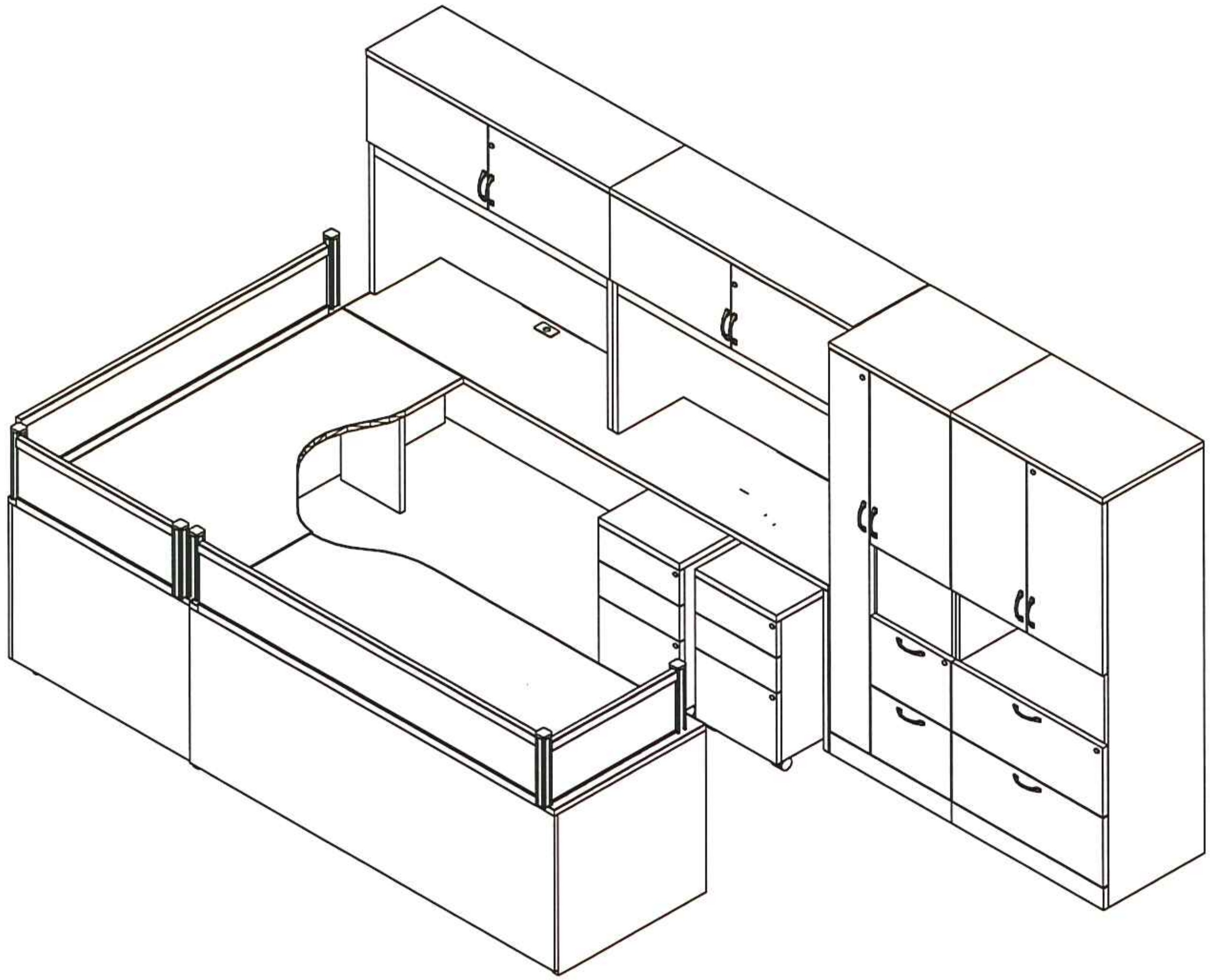
DRAWN TO DEALER PROVIDED SPECIFICATIONS. THE GLOBAL GROUP OF COMPANIES IS NOT RESPONSIBLE FOR THE OVERALL ACCURACY OF ROOM DIMENSIONS, COLUMNS, DOORWAYS, WINDOWS, OBSTRUCTIONS, ETC. THIS RENDERING IS BEING PROVIDED TO YOU IN CONJUNCTION WITH THE PROSPECTIVE RETAIL SALE OF PRODUCTS AND IS FOR INFORMATIONAL PURPOSES ONLY. THE GLOBAL GROUP OF COMPANIES IS NOT A LICENSED INTERIOR DESIGNER OR ARCHITECT.

CITY OF ANTIGO

SPECIFICATION DEPARTMENT

global furniture group

PREPARED	HJM
DATE	12.13.1
PROJECT NU	35634
REVISIO	1
SHEET	1
SCALE =	



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CITY OF ANTIGO

SPECIFICATION DEPARTMENT

global furniture group

glob

PREPARED HJM

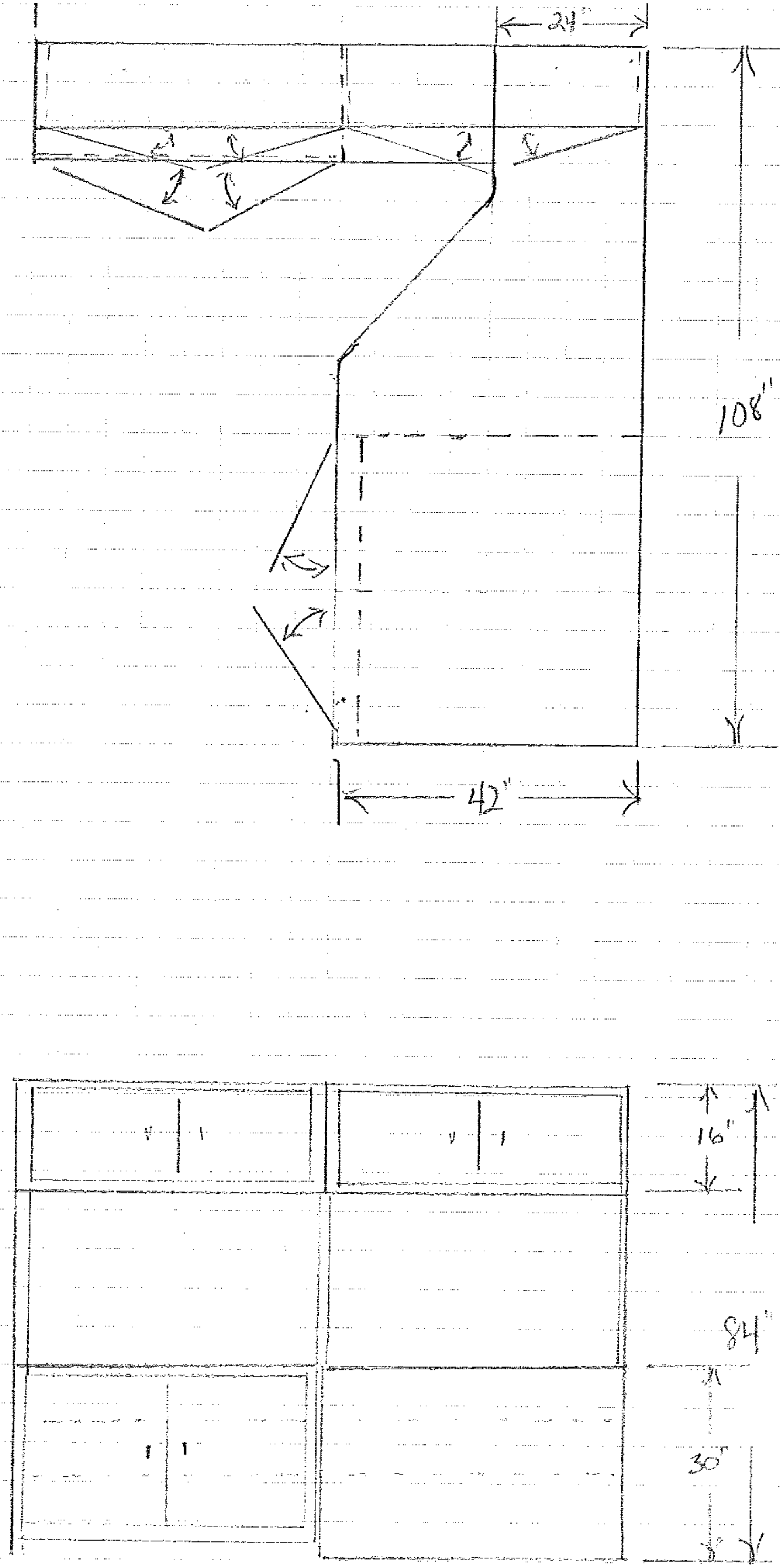
DATE 12.13.

PROJECT N 3563

REVISIO 1

SHEET 2

SCALE =



Drawn by:
Clermont

"Antigo Area on the go"

To:	Mayor and City Council
From:	Mark Desotell, Director of Administrative Services
Date:	December 21, 2016
Re:	Purchase and Installation Proposal for the Reception Area Countertop and Storage Area associated with the Remodeling of the DPW Reception Area

Clermont Printing was asked to provide a proposal for the services associated with the purchase and installation of the reception area countertop and storage area associated with the remodeling of our DPW reception area. As a result of this overall effort, a space is created that allows visitors to be directly greeted as they enter this portion of City Hall. It also allows for the more efficient use of the former reception space as either a small conference room or as another private office.

As part of the project, we are updating the existing countertop located in the reception area. We will also be creating a multi-use storage area that organizes office supplies while providing a location for the collation of documents/reports.

Because Clermont Printing has previously demonstrated their capability to provide quality services for such projects (remodeling of both the storage area located City Hall and the Fire Department along with the makeover in the Clerk/Treasurer's Office as examples) I am asking you to consider their purchase and installation proposal for these remaining items.

Joe Servi spent a large amount of time exploring these options for us and Clermont has stood behind their previous work efforts. Their design was coordinated with staff members and has focused on maximizing the limited space available to achieve both a professional look and functionality.

By supporting this recommendation for the approval of Clermont Printing to purchase and install these remaining items associated with the reception area remodeling project you are being asked to do so under the Used or Special Purpose portion of the Exception to Bidding Requirement of our Purchasing Policy. The recommended purchase is within the remaining balance of the 2016 budgeted amounts for the previous office renovations completed at City Hall this year. The Committee recommendation on this effort will be forwarded to Council; funding will be carried over into 2017 budget allowing for delivery and installation to be completed in 2017.

Additionally, we explored the possibility of creating a secured interior access doorway for entry into the DPW work areas as part of this proposal but determined that a solution would require separate carpentry work beyond the scope of this initial effort. A solution for this issue (likely requiring carpentry/framing work) will be investigated for the eventual completion of this effort.