



**COUNTY OF DANE**  
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GREG BROCKMEYER  
Director of Administration

February 19, 2018

To: Personnel and Finance Committee

From: Greg Brockmeyer  
Director of Administration

Subject: Paper Cutter Donation

County Ordinance 7.14(10) requires the Personnel and Finance Committee to record proposed in-kind contributions valued at over \$300. The Department of Administration, Printing and Services requests that the committee record and approve a donation of a 1999 Challenge Champion 370 Paper Cutter from American Family Insurance, valued at \$17,000.

Printing and Services needs a new paper cutter because a Safety Bulletin was issued for the existing machine (1989 Challenge Champion 305). The Safety Bulletin describes some parts that could malfunction and cause bodily harm to the operator. The Bulletin notes that the machines are no longer compliant with ANSI safety standards and that these machines should be immediately taken out of service.

The donated paper cutter was professionally moved and installed by Reynolds Transfer and Storage. The donated paper cutter was connected by Precision Graphics. The old paper cutter was removed and taken to metal recycling facility by Public Works.