

CITY OF ANTIGO
COMMON COUNCIL
APRIL 13, 2022

Common Council of the City of Antigo met in Regular Session on the above date at 6:00 PM in the Council Chambers, City Hall, Mayor Bill Brandt presiding.

ROLL CALL

Attendee Name	Title	Status	Arrived
Barb Rebstock	Ward 1	Present	
Sandra Fischer	Ward 2	Present	
Tim Kassis	Ward 3	Excused	
Tom Bauknecht	Ward 4	Present	
Carol Feller Gottard	Ward 5	Present	
Joel Wagner	Ward 6	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	
Scott Henricks	Ward 9	Excused	
Bill Brandt	Mayor	Present	

Department Managers in attendance were: Mark Desotell, Director of Administrative Services; Kaye Matucheski, Clerk-Treasurer/Finance Director; Kirk Packard, Street Commissioner; James Pike, Communication and Technology Supervisor; Roger Musolff, Building Inspector/Zoning Administrator; Charley Brinkmeier, Land Surveyor/Project Manager; and for a portion of the meeting, Jon Petroskey, Fire Chief.

Others in attendance were: Michael Winter, City Attorney; Jeanne Jensen, Deputy Clerk-Treasurer; Daniel Duley, Police Captain; Elizabeth McCarthy, Assistant Building Inspector/Zoning Administrator; and for a portion of the meeting, Erica Kostichka, John Krueger, Chad Ashbeck, Matt Hieronimus, Christian Hughart, Trent Geurts, Corey Smith, Adam Finn, Linda Vollmar, and Jamie Lenzner, Antigo Fire Dept; Kelly Clifford Krueger; and Kirstin Krueger.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT MEDITATION

APPROVAL OF MINUTES

- 1. Approval of the Minutes from the March 9, 2022 Meeting
- Aldersperson Bugni moved, Aldersperson Wagner seconded, to approve the March 9, 2022, Council Minutes.

RESULT:	CARRIED - VOICE VOTE
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PRESENTATION

- 1. Chief Petroskey--Erica Kostichka Swearing in as Firefighter
- Jon Petroskey, Fire Chief, introduced Erica Kostichka and congratulated her on completing her probationary period successfully. He further commented she had started as a Paid On Call employee and then moved to full time.
- Kaye Matucheski, Clerk-Treasurer/Finance Director, swore in Ms. Kostichka as a Firefighter.
- Firefighter John Krueger pinned her badge on.
- Mayor Brandt and Council congratulated Ms. Kostichka.

CITIZEN COMMENT

- 1. Subjects on the Current Agenda
- 2. Subjects Not on the Current Agenda

UPDATE ON CITIZEN'S REFERRALS FROM PREVIOUS COUNCIL AGENDA

None.

CONSENT AGENDA

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Rebstock, Fischer, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak
EXCUSED:	Tim Kassis, Scott Henricks

CONSENT AGENDA RESOLUTIONS

Resolution No. 35-22: Event Permit Fee Waiver for Wild Ones for a Safe Gardening Program

WHEREAS, the City of Antigo authorizes fee waivers for non-profit organizations that are providing educational and/or community programming; and,

WHEREAS, Wild Ones is offering the public a Safe Gardening Program; and,

WHEREAS, Wild Ones is requesting waiver of the Event Permit Fee; and,

WHEREAS, the event meets the City of Antigo’s established criteria for fee waiver so it is recommended that the fee be waived.

NOW, THEREFORE BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to waive the event permit fee for Wild Ones Safe Gardening Educational program to be held in one of the City Parks.

Resolution No. 36-22: Approval to Submit a Stewardship Application for Boat Launch Development and Authorizing the Park, Recreation & Cemetery Director to Sign the Necessary Documents

Stewardship Local Units of Government, Federal Land and Water Conservation Fund, and Recreation Trails Grant Programs

WHEREAS, the applicant, City of Antigo Common Council, is interested in developing lands for public outdoor recreation purposes as described in the application; and,

WHEREAS, financial aid is required to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, that the applicant, City of Antigo, has budgeted a sum sufficient to complete the project or acquisition; and

HEREBY AUTHORIZES, the Park, Recreation and Cemetery Director, of the Park, Recreation and Cemetery Department to act on behalf of the City of Antigo to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of Antigo will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility ; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Resolution No. 37-22: Approving Bid of \$72 per ton from GFL Environmental for 2022 Spring Curbside Cleanup Efforts

WHEREAS, the City of Antigo held successful curbside clean-up efforts in 2020 and 2021 and has budgeted in 2022 to conduct a curbside clean-up; and,

WHEREAS, staff have updated the guideline document and map detailing the requirements, pick-up dates, and location maps to assist the public as attached to this resolution; and,

WHEREAS, the scheduled curbside pick-up dates are for the week of May 2nd for residents located on the north side of Fifth Avenue to the northern City limits and for the week of May 9th for residents located on the south side of Fifth Avenue to the southern City limits; and,

WHEREAS, bids for the temporary storage, hauling, and landfill tipping fees were again solicited and considered at the March 23, 2022 Public Works Committee; and,

WHEREAS, the Committee recommends awarding the bid to GFL Environmental in the amount of \$72.00 per ton.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to award the bid to GFL Environmental in the amount of \$72.00 per ton for the temporary storage site, hauling, and landfill tipping fees as detailed in the Request for Proposals.

BE IT FURTHER RESOLVED, the funds will be derived from the 2022 Budget for the City's Spring Curbside Pick-up effort.

Resolution No. 38-22: Approving the Quotes for Gravel, Pit Run, Sand for Sand/Salt Mix, Backhoe Rental, Screening of Sweeper Piles and Dump Trucks for Snow Removal

WHEREAS, the Street Department sought quotes for gravel, pit run, sand for sand/salt mix, backhoe rental, screening of sweeper piles and dump trucks for snow removal; and,

WHEREAS, depending on the time of year, location of work to be done, availability, etc. the Street Department intends to utilize each bidder for whichever quote is most advantageous to the City for the work as the quotes were very similar (as per the attached bid document).

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the attached quotes for gravel, pit run, sand for sand/salt mix, backhoe rental, screening of sweeper piles and dump trucks for snow removal and to authorize the Street Commissioner to use whichever vendor is most advantageous to the City for the work to be done.

Resolution No. 39-22: Carry Over Request of up to 24 Hours of Unutilized Vacation Balance for 90 Days Beyond Hiring Anniversary Date for Police Captain Dan Duley

WHEREAS, the City's policy states that vacation days must be utilized by an employee's anniversary date; and,

WHEREAS, the City has typically allowed for the carrying over of vacation time if there are special circumstances not allowing an employee's utilization of his/her allotted time; and,

WHEREAS, Captain Dan Duley, Police Department, was asked to postpone some of his vacation dates in order to assist the City during the transition period related to the announced retirement of the Public Safety Director/Police Chief.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve up to 24 hours of unused vacation time to be carried forward by Captain Dan Duley with the criteria that the 24 hours be utilized within a 90-day period beyond his hiring anniversary date of March 16, 2022.

Resolution No. 40-22: Recommended Hiring Agreement Policy for Commercial Driver's License (CDL) Required Positions in Public Works and Parks, Recreation and Cemetery Departments

WHEREAS, as of February 7, 2022, Federal mandates require that any new hires seeking a Commercial Driver's License (CDL) must receive Entry Level Driver training under the direction of a certified trainer through a certified instructional school; and,

WHEREAS, the projected current expense for the required training is anticipated to be approximately \$5,000 for the "hard-costs" of tuition, books, instruction and on-the-road training/testing plus an estimated \$6,000 in "soft-costs" such as lost time away from work; and,

WHEREAS, while the City seeks out qualified CDL holders for employment it is not always possible or desired to hire a candidate holding the required credentials; and,

WHEREAS, the City desires to establish criteria as it relates to the hiring of CDL required positions within the Public Works & Park, Recreation & Cemetery Departments as follows:

- Candidates already possessing the required CDL license will be compensated at the current wage scale of the existing full-time employees in the appropriate classification.
- Candidates without the required CDL license will be scheduled for Entry Level Driver training at the City's expense/time and will be compensated at a rate of \$1.00 less than the appropriate classification for their 1-year probationary period.
- Employees scheduled for Entry Level Driver training will be required to enter into a Reimbursement Agreement with the City that identifies a "sliding" scale of payments (starting at \$3,000 in year one and reducing by 20% each year thereafter) back to the City over a 5-year period should employment end with the City for any reason.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, that newly hired employees that already possess the required CDL license at their date of hire be compensated according to this Resolution.

BE IT FURTHER RESOLVED, that those new employees required to obtain their CDL through an Entry Level Driver training school be compensated according to this Resolution while being required to enter into a 5-year Reimbursement Agreement with the City.

Resolution No. 41-22: Setting a New Employee Emergency Response Time Radius of 30 Miles in Lieu of the Existing 15 Mile Policy

WHEREAS, it is increasingly difficult to recruit/retain workers within the existing 15 mile Emergency Response time limits established by the City's Employee Manual and collective bargaining agreements; and,

WHEREAS, Department Heads and staff have discussed a desire to identify a new Emergency Response Time criteria based upon a 30 mile radius from City Hall's location thus providing greater flexibility for both recruitment and retention; and,

WHEREAS, it is understood that in order to provide essential services to the residents of the City that employee's must remain dedicated to providing such services in a timely manner by responding to both emergency and routine call-outs in order for this Emergency Response Time Resolution to remain in effect; and,

WHEREAS, the Emergency Response Time policy of the Employee Manual states; and,

- ***All Department of Public Works employees must reside within 15 odometer miles of the jurisdictional boundaries of the City of Antigo except for the Civil Technician/Assistant Building Inspector.***

WHEREAS, the existing Emergency Response Time policy of the Police & Fire Department collective bargaining agreements read as follows; and,

- ***All employees shall be required to reside within fifteen (15) "air" miles of the City. The fifteen miles are measured from the City Limits to the employee's residence.***

WHEREAS, there have been recently agreed upon letters of understanding, endorsed by the participating parties, allowing employees to reside outside of the 15 mile Emergency Response limit in order to accommodate specific needs with none of these existing agreements extending beyond a 30 mile radius of City Hall.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, that the emergency response distance for existing and newly hired employees be established as a 30 mile radius from City Hall located at 700 Edison Street.

BE IT FURTHER RESOLVED, that the attached map become part of the record identifying the limits of this newly adopted emergency response time policy and that the City's Employee Manuals and other related documents be updated accordingly.

BE IT FURTHER RESOLVED, that the Director of Administrative Services be granted the authority to initiate any mutually agreed upon adjustments with union

representatives to the existing Collective Bargaining Agreements or to mutually terminate any Letters of Understanding made obsolete by this Resolution.

Resolution No. 42-22: Non Public Safety Employee Manual Revision Regarding Compensation Plan for Newly Hired Full-Time Non-Exempt Employees and Approve Increase for Two Recently Hired Park, Recreation & Cemetery General Laborers

WHEREAS, the current Employee Manual for non-represented personnel calls for a starting wage for all newly hired full-time, non-exempt employees to be compensated at a rate of \$2.00/hour less than a stated starting wage with \$0.50 /hour increase every 6-months until reaching full-scale; and,

WHEREAS, this policy is creating difficulty with the recruitment/retention of new hires in today's employment market as witnessed by fewer applicant submittals for advertised vacant positions; and,

WHEREAS, upon discussing the need for change with the Mayor and Department Heads it has been the practice for the City's three most recent full-time non-exempt hires to adjust the compensation to that of \$1.00/hour less than a stated starting wage in order to attract and retain candidates; and,

WHEREAS, the City is poised to hire another General Laborer within the Park's Recreation and Cemetery Department (PRC) at the recommended \$1.00 below the stated starting wage thus creating an inequity with the two previously hired General Laborer employees within this Department; and,

WHEREAS, it is recommended that the Employee Manual be adjusted to the amount of \$1.00 below the stated starting wage for all newly hired full-time non-exempt employees with a \$0.50 increase every 6-months allowing employees to reach the stated starting wage after 1 year; and,

WHEREAS, this adjustment is to be afforded to the two previously hired PRC employees; hired at a rate of \$2.00 below stated starting wages with a \$0.50 increase available every 6-months.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to adjust the wage for newly hired full-time non-exempt employees to \$1.00 below the stated starting wage with a \$0.50 increase afforded every 6 months until reaching the stated starting wage after 1 year and to adjust the City's Employee Manual accordingly.

BE IT FURTHER RESOLVED, that Tyler Summ and Hunter Honzik, previously hired into the Parks, Recreation & Cemetery Department as General Laborer employees at a rate of \$2.00 below stated starting wages, be adjusted to the same \$1.00 below the stated starting wage with a \$0.50 increase available at their 6-month anniversary date of hire as well as 6 months after that date to achieve the stated starting wage after 1 year of employment.

Resolution No. 43-22: Recommended Promotion by the Director of Administrative Services of the Assistant Building Inspector/Zoning Administrator to the Position of Building Inspector/Zoning Administrator Effective 6/12/22 based upon the Retirement Notification of the Current Department Head

WHEREAS, Roger Musolff, Building Inspector/Zoning Administrator (BI/ZA), officially notified the Director of Administrative Services of his scheduled retirement date to be effective on June 11, 2022; and,

WHEREAS, Beth McCarthy, Assistant Building Inspector/Zoning Administrator, at the request of her supervisor, prepared herself for succession into the BI/ZA position by obtaining the desired certifications necessary to be promoted into the position; and,

WHEREAS, it is recommended by the Director of Administrative Services to promote Beth McCarthy into the Department Head position of the Building Inspector/Zoning Administrator effective June 12, 2022 based upon the following:

- ☐ Effective 6/12/22 Pay Grade 10/Step 6-month at \$62,263.29 annually
- ☐ Effective first payroll of 2023 Pay Grade 10/Step 1 at \$63,942.79 annually plus any cost-of-living adjustment (COLA) approved by Council.

WHEREAS, future pay steps would proceed according to the City's exempt employee Pay Matrix compensation table, including any annual cost-of-living adjustments unless otherwise altered by Committee/Council or other authorized action; and,

WHEREAS, an Employment Agreement memorializing these listed factors along with the other terms of employment will be drafted accordingly and brought back through the Committee/Council process for adoption subsequent to review by the employee and City's labor attorney.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to promote Beth McCarthy into the Department Head Position of Building Inspector/Zoning Administrator at a salary of \$62,263.29 annually (Pay Grade 10/Step 6-month) increasing to \$63,942.79 (Pay Grade 10/Step 1) to become effective with the first payroll of 2023 including any COLA increase granted by Council.

BE IT FURTHER RESOLVED, that the Director of Administrative Services prepare an Employment Agreement to be reviewed by the employee and the City's labor attorney for consideration by the Committee/Council process prior to the effective date of the promotion on 6/12/22.

Resolution No. 44-22: Job Description Updates for the Fire Chief, the Assistant Fire Chief, the Building Inspector/Zoning Administrator and the Assistant Building Inspector/Zoning Administrator Positions

WHEREAS, with the announced retirements of the Director of Public Safety/Police Chief and the Building Inspector/Zoning Administrator to become effective in May & June of 2022; and,

WHEREAS, with the authorized reorganization of the Public Safety Department into independent Police and Fire Departments creating the need for an Assistant Fire Chief position; and,

WHEREAS, the mid-management positions are identified in order to develop succession planning within Departments and as such prioritize the advancement of internal candidates when practical upon the recommendation of the Mayor, Director of Administrative Services, the Finance, Personnel & Legislative Committee and the Police and Fire Commission as appropriate; and,

WHEREAS, the creation of new job descriptions (available for Council review in the Clerk-Treasurer's office) to meet the current needs of the City of Antigo were developed as follows:

- Fire Chief at Pay Matrix Grade 13
- Assistant Fire Chief at Pay Matrix Grade 11
- Building Inspector/Zoning Administrator at Pay Matrix Grade 10
- Assistant Building Inspector/Zoning Administrator at Pay Matrix Grade 8

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the job descriptions for the Fire Chief, the Assistant Fire Chief, the Building Inspector/Zoning Administrator and the Assistant Building Inspector/Zoning Administrator.

CONSENT AGENDA COMMUNICATIONS

Department Manager Reports

NEW BUSINESS

PERMITS

1. Street Use Permit for the Closure of 700 to 1000 Blocks of Fifth Avenue on June 2, 2022 for an Off Road Race Car Showcase Event by Antigo First

Aldersperson Bauknecht moved, Aldersperson Wagner seconded, to approve the Street Use Permit for the closure of the 700 to 1000 blocks of Fifth Avenue on June 2, 2022 for an Off Road Race Car Showcase Event by Antigo First.

RESULT:	CARRIED - VOICE VOTE
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- 2. Street Use Permit for the Closure of 700 to 1000 Blocks of Fifth Avenue on June 11, 2022 for a Celebrate 5th Avenue Event

Aldersperson Bugni moved, Aldersperson Bauknecht seconded, to approve the Street Use Permit for the closure of the 700 to 1000 blocks of Fifth Avenue on June 11, 2022 for a Celebrate Fifth Avenue event. Mark Desotell, Director of Administrative Services, noted the Lions Club has sponsored a band for the night.

RESULT:	CARRIED - VOICE VOTE
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MISCELLANEOUS BUSINESS

PAYMENT OF BILLS

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Barb Rebstock, Ward 1
SECONDER:	Joel Wagner, Ward 6
AYES:	Rebstock, Fischer, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak
EXCUSED:	Tim Kassis, Scott Henricks

- 1. Direct Deposits for March 4 and March 18, 2022 Payrolls
- 2. BMO Bank Accounts Payable Check Nos. 76977 - 77172
- 3. Self-Funding Health Insurance Check Nos. 2084 - 2085
- 4. Block Grant Revolving Loan Check No. 3700

COMMITTEE REFERRALS

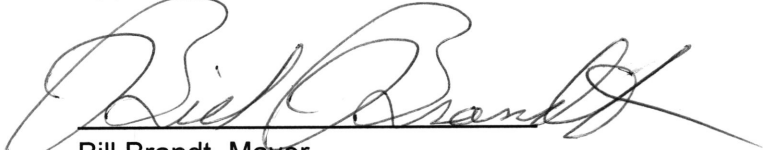
Mayor Brandt reminded Council the Council Reorganization meeting will be next Tuesday (April 19, 2022) at 6:00 p.m. and is for all Council members.

Aldersperson Bauknecht congratulated Dan Duley and Elizabeth McCarthy on their new positions pending the upcoming retirements of Eric Roller and Roger Musolff.

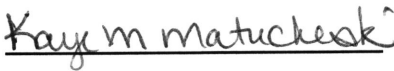
ADJOURNMENT

Aldersperson Wagner moved, Aldersperson Bugni seconded, to adjourn at 6:10 p.m. Carried.

Approved:


Bill Brandt, Mayor

Attest:



Clerk - Treasurer