

CITY OF ANTIGO
COMMON COUNCIL
OCTOBER 11, 2017

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	Present	
Tom Bauknecht	Ward 4	Present	
Carol Feller Gottard	Ward 5	Present	
Rick LeBrun	Ward 6	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	
Scott Henricks	Ward 9	Present	
Bill Brandt	Mayor	Present	

Department Managers in attendance were: Mark Desotell, Director of Administrative Services; Kaye Matucheski, Clerk-Treasurer; Eric Roller, Police Chief/Public Safety Director; Robert Piskula, Street Commissioner; James Pike, Communication and Technology Supervisor; Roger Musolff, Building Inspector/Zoning Administrator; Charley Brinkmeier, Land Surveyor/Project Manager; Sarah Repp, Parks, Recreation, and Cemetery Director; and Dominic Frandrup, Library Director.

Others in attendance were: Michael Winter, City Attorney; Jeanne Jensen, Deputy Clerk-Treasurer; Amy Lynch, Human Resource Specialist; Lisa Haefs, Antigo Daily Journal; and Fay Harder, SC Swiderski, LLC.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT MEDITATION

APPROVAL OF MINUTES

1. Approval of the Minutes from the September 13, 2017 Regular Common Council and Committee of the Whole Meetings

Alderperson Bugni moved, Alderperson Kassis seconded, to approve the September 13, 2017 Regular Common Council and Committee of the Whole Minutes.

RESULT:	CARRIED - VOICE VOTE
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CITIZEN COMMENT

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

Mayor Brandt read a written comment from the Relay for Life noting their appreciation and thanking the City for support of their event.

UPDATE ON CITIZEN'S REFERRALS FROM PREVIOUS COUNCIL AGENDA

None.

CONSENT AGENDA

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Glenn Bugni, Ward 7
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, LeBrun, Bugni, Balcerzak, Henricks

CONSENT AGENDA RESOLUTIONS

Resolution No. 92-17: Approval of Operator Licenses for Lily Jensen and Dana Wojciechowski
BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo that an Operator's License be issued to Lily Jensen and Dana Wojciechowski pursuant to payment of fees.

Resolution No. 93-17: Approve Assistance to Firefighters Grant Bid and Extra Funding from CIP

WHEREAS, the City of Antigo Fire Department applied for the Assistance to Firefighters Grant (AFG) to purchase four Power Load systems which will lift and load the EMS cot with the patient, up to 700 pounds, and;

WHEREAS, bids were requested and opened by Scott Henricks and myself with the low bid being from Pomasl Fire Equipment at \$106,536.28 which includes a 3 year extended warranty above the 1 year manufactory warranty, and;

WHEREAS, the Finance, Personnel & Legislative Committee approved extending the warranty to 4 years instead the 3 years for an extra \$2,002.84 with the extra funding to come from the CIP funds, & \$1,383.72 remaining from the grant and;

WHEREAS, the total project will now be \$102,781 grant money and \$7,141.84 city money coming from CIP which will provide a total of 5 years of warranty, and;

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, accept the bid from Pomasl Fire Equipment and the city funds to come from CIP for a total of \$109,922.84.

Resolution No. 94-17: Birnamwood Mutual Aid Contract

WHEREAS, the city of Antigo Fire Department has a mutual aid contract with Birnamwood Area Emergency Services, but the contract needs to be updated because Birnamwood is updating their operational plan with the State of Wisconsin.

WHEREAS, the contract has been reviewed by Mike Winter and approved by Finance, Personnel & Legislative Committee.

NOW, THEREFORE, BE IT RESOLVED, BY The COMMON COUNCIL, City of Antigo, to approve the attached Mutual Aid contract with Birnamwood Area Emergency Services.

Resolution No. 95-17: Accept Wisconsin Public Service Foundation Grant and Approve Quote to Purchase Equipment

WHEREAS, the City of Antigo Fire Department applied for the Wisconsin Public Service Foundation grant to purchase two sets of Rescue Trask Force (RTF) gear, and;

WHEREAS, the city currently has two ambulance outfitted with RTF gear and need to finish the remaining two, with ballistic vests, ballistic helmets and EMS trauma bandaging supplies, and;

WHEREAS, the fire department received two quotes and is requesting the approval to purchase the gear from the lowest quote; Advantage Police Supply Inc.; at the amount of \$3,331.70, and;

WHEREAS, the rest of the funding to come from the operational budget of the fire department, and;

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to accept the Wisconsin Public Service Foundation grant in the amount of \$2,000 and the remaining funds to come from the fire department operating budget.

Resolution No. 96-17: Request by the Director of Administrative Services for an Extension until December 1, 2017 for the Utilization of 24 hours of Unused Vacation Time Beyond his September 4, 2017 Anniversary Date

WHEREAS, the City's policy is that vacation balances must be utilized annually by an employee's anniversary date, and;

WHEREAS, the City has historically authorized the carry-over of small amounts of unutilized vacation time when special circumstances are present, and;

WHEREAS, due to specific workload requiring the attention of the Director of Administrative

Services twenty-four (24) vacation hours were not able to be utilized prior to his anniversary date of September 4, 2017.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to allow the Director of Administrative Services to carry over twenty-four (24) vacation hours with the stipulation the days be utilized by December 1, 2017 or be subsequently forfeited.

Resolution No. 97-17: Consideration of a 2% Cost of Living Adjustment (COLA) for Exempt & Non-Represented Staff for Calendar Year 2018 Consistent with the Negotiated Wage Increases Provided to Represented (Police/Fire) Employees

WHEREAS, Common Council reviews the cost-of-living adjustment for the exempt and non-represented employees as part of the annual budget process; and,

WHEREAS, the Committee of the Whole, at their September 13th meeting, was presented with the initial draft of the City's 2018 Budget document including the associated budgetary impacts reflecting a recommended 2.0% salary increase for the above stated employees including the City Attorney and Assistant City Attorney; and,

WHEREAS, the Finance, Personnel and Legislative Committee met on September 20, 2017 and approved the recommended 2018 cost-of-living adjustment of 2.0 % as presented.

NOW, THEREFORE, BE IT RESOLVED, BY The COMMON COUNCIL, City of Antigo, to authorize a cost-of-living increase for the exempt employees including the City Attorney and Assistant City Attorney of 2.0% effective upon the first payroll of 2018 and for a 2.0% cost-of-living increase for the non-represented employees effective upon January 1, 2018.

BE IT FURTHER RESOLVED, that the funds needed to implement this cost-of-living increase be derived from each employee's respective fund/department wage accounts.

Resolution No. 98-17: Increase Seasonal & Recreation Program Wages to \$10.00 Per Hour With a \$.25 Increase for Returning Employees with a Maximum of \$11.00 Per Hour

WHEREAS, the City hires seasonal and recreation program employees to assist with work in the summer in the Public Works and Park, Recreation, and Cemetery Departments; and,

WHEREAS, there have been difficulties hiring qualified seasonal employees with one of the reasons being that the starting wage at \$8.00 per hour is not competitive with other seasonal employers; and,

WHEREAS, staff has recommended increasing the starting wage to \$10 per hour with a \$.25 per hour increase for those that return in subsequent years with a maximum wage of \$11 per hour; and,

WHEREAS, the additional \$.50 per hour wage for the night and weekend shifts would still apply for the employees working those shifts.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to increase the seasonal and recreation program wages to \$10 per hour with a \$.25 per hour increase for those that are returning each year with a maximum wage of \$11 per hour.

BE IT FURTHER RESOLVED, this increase is effective as of January 1, 2018.

BE IT FURTHER RESOLVED, the additional \$.50 per hour for night and weekend shifts would also apply.

Resolution No. 99-17: Increase Election Inspectors Wages to \$150 Per Day, Chief Election Inspectors to \$165 Per Day and Registrars to \$135 Per Day and Training Hourly Wage to \$10 Per Hour.

WHEREAS, the responsibilities of the Election Inspectors and Registrars continue to increase due to the changes that have been occurring in the requirements causing the duties to become much more complex; and,

WHEREAS, the wages have not increased since 2015 at which time the pay averaged

approximately \$8.50 per hour; and,

WHEREAS, the increase in the amount per day brings the wage to approximately \$10 per hour but there is a difference in either the hours worked or the responsibility of the positions which is the reason for the difference in amounts per position.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to increase the wages for elections effective as of January 1, 2018, to the following:

Registrar	\$135
Election Inspector	\$150
Chief Election Inspector	\$165
Training Hourly Wage	\$ 10

BE IT FURTHER RESOLVED, the funds will be derived from the 2018 Elections Operating Budget.

Resolution No. 100-17: Implement a Wastewater Utility Tax Equivalency Payment in the Amount of \$40,000 Effective January 1, 2018

WHEREAS, the Wastewater Utility has not previously made a tax equivalency payment to the City for services as the Water Utility has due to the financial position of the utility; and,

WHEREAS, the Public Service Commission (PSC) does not oversee this utility as it does the Water Utility so there is not an amount established by formula for the payment; and,

WHEREAS, costs of providing services to these facilities is increasing and a portion could be offset by implementing a tax equivalency payment

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to implement a tax equivalency payment for the Wastewater Utility in the amount of \$40,000 effective January 1, 2018, with funds to be derived from the Utility operating budget.

Resolution No. 101-17: Increase Water Tax Equivalency Payment from \$160,000 to \$180,000 Beginning January 1, 2018

WHEREAS, the Water Utility currently makes a tax equivalency payment to the General Fund in the amount of \$160,000 per year; and,

WHEREAS, the Public Service Commission (PSC) allows for a payment based on a formula in the annual report which is currently \$281,744; and,

WHEREAS, the City has not increased the payment to the allowed amount due to the financial position of the utility; however, an increase is warranted due to the cost of providing services that continually increase.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize an increase in the tax equivalency payment for the Water Utility from \$160,000 to \$180,000 effective January 1, 2018 with funds to be derived from the Water Utility operating budget.

Resolution No. 102-17: Transfer Funds in the Amount of \$6,325.64 for Library Severance Payout, Authorize a Budget Transfer, and Bill Langlade County for Half

WHEREAS, the City and Langlade County had previously agreed to fund any severance payouts for Library retirees outside of the annual levy amount; and,

WHEREAS, the Library Director retired in May, 2017, and the payout for accrued vacation time was \$6,326.54 so a budget amendment is needed to transfer the funds to the Library; and,

WHEREAS, half of this amount will be derived from the General Fund Severance Account and the other half will be billed to Langlade County for reimbursement.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize a budget amendment and transfer to the Library from the General Fund

Severance Account in the amount of \$6,326.54.

BE IT FURTHER RESOLVED, \$3,163.27 will be billed to Langlade County with the revenue to be returned to the Severance Account.

Resolution No. 103-17: Accept Grants & Authorize Budget Amendments to Account for the Revenue and Expenditures for Grants and Overtime Reimbursements Received by the Police Department

WHEREAS, the Police Department is eligible to apply for grants from the State of Wisconsin each year to reimburse overtime spent on specific duties such as alcohol enforcement; and,

WHEREAS, the Department is reimbursed throughout the year for overtime expenses to provide coverage for events throughout the year such as prom and graduation; and,

WHEREAS, the Department also receives funding from Northcentral Drug Enforcement Group (NORDEG) for drug enforcement activity and purchases which are not budgeted as the funding is not known at the time the budget is prepared; and,

WHEREAS, currently the requirement would be to present each of these items to the Finance, Personnel, & Legislative Committee and to Council for approval and authorization for the budget amendments but because these happen frequently and are not known at the time of budget preparation, approval is being requested to complete these types of transactions as they occur instead of separately bringing each through a separate process; and,

WHEREAS, training reimbursements from outside agencies are already handled in this same manner so the overtime and NORDEG reimbursements would be processed the same way.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to accept the NORDEG funds for purchases and the State of Wisconsin grants to reimburse overtime spent on specific duties within the Police Department without separate Committee/Council action on each item.

BE IT FURTHER RESOLVED, the Clerk-Treasurer is authorized to complete the necessary budget amendments for any overtime reimbursements, NORDEG funds expenditures, and State of Wisconsin reimbursement grants without separate approval on each item.

Resolution No. 104-17: Updates to the Job Description for the Clerk-Treasurer Identifying the Recommended Changes to the Essential Duties and Responsibilities of the Position

WHEREAS, the Director of Administrative Services recommended changing the position of Clerk-Treasurer to that of Clerk-Treasurer/Finance Director based on input provided from both the current employee and Human Resource Specialist; and,

WHEREAS, a person in this position is routinely expected to handle additional duties related to operating budgets, capital investments, grant administration, project documentation and the changing criteria related to insurance programs; and,

WHEREAS, the job description for the position was revised to include these additional duties and responsibilities along with increased responsibility in the oversight of the City's consultant-based Assessment and CDBG Housing programs.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the amended job description for the Clerk-Treasurer to that of Clerk-Treasurer/Finance Director.

Resolution No. 105-17: Job Classification & Step Recommendation for the Newly Created Clerk-Treasurer/Finance Director Position

WHEREAS, the Director of Administrative Services recommended changing the position of Clerk-Treasurer to that of Clerk-Treasurer/Finance Director based on input provided from both the current employee and Human Resource Specialist; and,

WHEREAS, a person in this position is routinely expected to handle additional duties related to operating budgets, capital investments, grant administration, project

documentation and the changing criteria related to insurance programs; and,

WHEREAS, the job description for the position was revised to include these additional duties and responsibilities along with increased responsibility in the oversight of the City's consultant-based Assessment and CDBG Housing programs.

WHEREAS, the Clerk-Treasurer position is currently compensated at a Pay Grade 12/Step 10 (projected at \$88,678.37 per year to be effective on the 1st pay period of 2018) and the Director of Administrative Services has recommended that the position be considered for a reclassification to a Pay Grade 14/Step 6 (projected at \$89,607.89 to be effective on the 1st pay period of 2018) with eligibility for a Step 7 increase along with any cost-of-living adjustments approved by Council for the 1st pay period of 2019; and,

WHEREAS, the necessary changes have been made to accommodate for the financial impacts of this recommendation and introduced into the proposed 2018 budget.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the reclassification of the Clerk-Treasurer/Finance Director position to a Pay Grade 14/Step 6 (projected at \$89,607.89 to be effective on the 1st pay period of 2018) with eligibility for a Step 7 increase along with any cost-of-living adjustments approved by Council for the 1st pay period of 2019.

Resolution No. 106-17: Updates to the Job Description for the Deputy Clerk-Treasurer Position Identifying the Recommended Changes to the Essential Duties and Responsibilities of the Position

WHEREAS, the Director of Administrative Services recommended changing the job description of Deputy Clerk-Treasurer based on input provided from the Clerk-Treasurer, the Human Resource Specialist and the employee currently holding this position; and,

WHEREAS, a person in this position is routinely expected to handle additional duties related to public inquiries, monthly agency reporting, processing of electronic payments, coordination with internal departments and serve as a member of the Insurance Review Committee; and,

WHEREAS, the job description was revised to include these and other additional duties and responsibilities including added support of the daily operations within the Clerk-Treasurer's office.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the amended job description for the Deputy Clerk-Treasurer.

Resolution No. 107-17: Consideration of a Job Classification & Pay Step Recommendation for the Deputy Clerk-Treasurer Position

WHEREAS, the Director of Administrative Services recommended changing the job description of Deputy Clerk-Treasurer based on input provided from the Clerk-Treasurer, the Human Resource Specialist and the employee currently holding this position; and,

WHEREAS, a person in this position is routinely expected to handle additional duties related to public inquiries, monthly agency reporting, processing of electronic payments, coordination with internal departments and to serve as a member of the Insurance Review Committee; and,

WHEREAS, the job description was revised to include these and other additional duties and responsibilities including added support of the daily operations within the Clerk-Treasurer's office.

WHEREAS, the Deputy Clerk-Treasurer position is currently compensated at a Pay Grade 8/Step 10 (projected at \$65,107.35 per year to be effective on the 1st pay period of 2018) and the Director of Administrative Services has recommended that the position be considered for a reclassification to a Pay Grade 9/Step 7 (projected at \$65,165.70 to be effective on the 1st pay period of 2018) with eligibility for a Step 8 increase along with any cost-of-living adjustments approved by Council for the 1st pay period of 2019; and,

WHEREAS, the necessary changes have been made to accommodate for the financial impacts of this recommendation and introduced into the proposed 2018 budget.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the reclassification of the Deputy Clerk-Treasurer position to a Pay Grade 9/Step 7 (projected at \$65,165.70 to be effective on the 1st pay period of 2018) with eligibility for a Step 8 increase along with any cost-of-living adjustments approved by Council for the 1st pay period of 2019.

CONSENT AGENDA COMMUNICATIONS

Department Manager Reports

NEW BUSINESS

RESOLUTIONS

Resolution No. 108-17: Revisions to Previous Developer's Agreement with S.C. Swiderski for Multi-Family Housing Units to be Constructed in the Southwest Quadrant of the Hogan/Pierce Intersection on 8.25 Acres of City-Owned Property

WHEREAS, the City of Antigo (hereinafter known as the City) received an Offer to Purchase from S.C. Swiderski, LLC (hereinafter known as the Developer) relative to 8.25 acres of City-owned property located in the southwest quadrant of the intersection of Pierce Avenue and Hogan Street; and,

WHEREAS, both the City and the Developer mutually agreed to the terms of the Offer-to-Purchase and subsequently endorsed the document memorializing the transaction; and,

WHEREAS, the Additional Provisions/Contingencies portion of the Offer-to-Purchase (lines 526 thru 534) dictate that the offer is contingent upon obtaining a signed Developer's Agreement endorsed by both parties including specific items as outlined in the Offer-to-Purchase; and,

WHEREAS, the Finance, Personnel and Legislative Committee initially met on July 19, 2017 and approved the Draft Developer's Agreement subject to final review by the attorneys for both the City and the Developer with the final revisions being incorporated by the City's FP&L Committee on September 20, 2017 for consideration by the full Council at their October 11, 2017, meeting.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to approve the Developer's Agreement calling for the construction of 2 buildings (8 units each per building with attached garages) to be initiated in calendar year 2018 with the remainder of the 40 to 56 total units to be completed based upon continued market demand as determined by the Developer while providing an option for the City to repurchase any unutilized portions of the original 8.25 acres at the original sale price of \$5,000 per acre from the Developer.

BE IT FURTHER RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to retain the option of building a bicycle/pedestrian trail in conjunction with the development at its sole discretion until such time as a minimum of 40 individual units are constructed by the Developer.

RESULT:	CARRIED [8 TO 1]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Rebstock, Fischer, Kassis, Bauknecht, LeBrun, Bugni, Balcerzak, Henricks
NAYS:	Carol Feller Gottard

MISCELLANEOUS BUSINESS

PAYMENT OF BILLS

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, LeBrun, Bugni, Balcerzak, Henricks

- 1. Direct Deposits for September 8 and 22, 2017 Payrolls
- 2. Huntington Bank Account Payable Check Nos. 66390-66583
- 3. Self-Funding Health Insurance Check Nos. 1943-1945
- 4. Block Grant Revolving Loan Fund Check Nos. 3520-3521

COMMITTEE REFERRALS

Aldersperson Feller Gottard inquired on the blacktop curbing on Deeglise Street noting that is in her district and she has been receiving phone calls regarding this. She asked how it was decided to go with this plan as it was not approved by Council. To which Mayor Brandt noted it was approved by the Public Works Committee. He noted it was done on a trial basis.

Aldersperson Bugni noted he can appreciate the cost savings but feels this should have come to Council for approval.

Mayor Brandt noted it can be referred back to the Public Works Committee for additional review and discussion.

Upon inquiry, Mr. Desotell stated the City saved between \$125,000 - \$150,000 using the blacktop curbing and that the homeowners saved on their portion of curb and gutter and/or driveway costs as they will not be charged for the blacktop curbing.

Charley Brinkmeier, Land Surveyor/Project Manager, explained if the regular program had been followed the cost to the homeowners would have been 50% of the curb and gutter expense and possibly 100% of the driveway approach.

Mayor Brandt noted it is a test project to see how it holds up in a few years and the City will evaluate if it is a viable option. He further explained why Deeglise Street was selected.

Aldersperson Fischer and Aldersperson Feller Gottard referred this issue to the Public Works Committee.

ADJOURNMENT

Aldersperson Bugni moved, Aldersperson Kassis seconded, to adjourn at 6:12 p.m. Carried.

Approved:

Bill Brandt, Mayor

Attest:

Clerk - Treasurer