

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
JANUARY 16, 2019

Finance, Personnel, and Legislative Committee of the City of Antigo met in Regular Meeting on the above date at 6:00 PM in the Multi-Purpose Room, City Hall, Mayor Bill Brandt presiding.

Attendee Name	Title	Status	Arrived
Carol Feller Gottard	Ward 5	Present	
Bill Brandt	Mayor	Present	
Tim Kassis	Ward 3	Present	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Mark Desotell, Director of Administrative Services; Kaye Matucheski, Clerk-Treasurer/Finance Director; Jon Petroskey, Fire Chief; Roger Musolff, Building Inspector/Zoning Administrator; and Jaime Horswill, Lead Office Assistant.

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

1. Approval of the Minutes from the December 18, 2018 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

2. Approving Springbrook Financial Suite Upgrade

Jim Pike, Communication and Technology Supervisor, provided a memo advising that the City's current Springbrook financial suite version has reached its end of life and the Springbrook Technical Support Team has recommended an upgrade to the latest version at a cost of \$6,042. To support this new software version, the City will have to create a new Windows 2016 server running Microsoft SQL standard. All licensing and technical services will be approximately \$9,000 (technical services is approximate because it is uncertain how much support Springbrook will need from our server/network engineers). The new Springbrook financial suite, all of the appropriate licensing and the technical services are budgeted items in the 2019 CIP Technology Plan in the operating budget.

Motion to approve the Springbrook Financial Suite upgrade as presented with funds derived from the 2019 CIP Technology Plan and operating budget.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

3. Waive Bidding Requirements for Firehouse Subs Public Safety Foundation Grant Application

Jon Petroskey, Fire Chief, provided a memo advising that the City of Antigo Fire Department is requesting approval for a grant submission to the Firehouse Subs Public Safety Foundation for new rescue helmets. A requirement of the grant is that a single quote of the product and vendor that will be used to purchase the helmets be submitted with the grant application. The vendor cannot be changed after the grant submission. Because the helmet purchase will slightly

exceed the \$6,000 bidding requirement as stated in the Purchasing Policy and the application must be submitted before the grant committee meets again in March. Approval is being sought to allow submission of two quotes in place of a formal bidding process.

Motion to waive the bidding requirements for the Firehouse Subs Public Safety Foundation Grant application.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

4. Approving Firehouse Subs Public Safety Foundation Grant Application

Chief Petroskey provided a memo advising that the City of Antigo is requesting to write a grant to the Firehouse Subs Public Safety Foundation for new rescue helmets. The current rescue helmets are expiring and the department is in need of new helmets. There is no match required by the City for this grant and the review committee for the Firehouse Subs meets again in March. The Firehouse Subs grant requires the department to submit a quote which will be the vendor approved to purchase the equipment from if the grant is successful. If the waiving of the bidding process is approved in the previous agenda item, two quotes have been requested for the helmets which are attached. The recommendation is for All Hands Fire Equipment at a price of \$6,982.64 for the approved quote to submit for the grant.

Motion to approve applying for the Firehouse Subs Public Safety Foundation Grant utilizing the quote from All Hands Fire Equipment at a price of \$6,982.64 for new helmets.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

5. Approving Wisconsin Structural Collapse Contract Extension Addendum with Antigo Fire Department

Chief Petroskey provided a memo advising that the City of Antigo approved a contract with the State of Wisconsin Emergency Management Structural Collapse Team which has expired as of December 31, 2018. Chief Petroskey has an extension addendum for the contract to June 30, 2019 so a new contract can be negotiated. This addendum would extend the previous contract with the same payment structure. Three members of the Fire Department have been part of the collapse rescue team since 2013 and they have brought back many of the learned skills. The contract pays the City \$45 per hour while the members are at training which more than covers any overtime that may incur.

Motion to approve the Wisconsin Structural Collapse Contract Extension Addendum with the Antigo Fire Department as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

6. Purchase Enclosed Trailer and Equipment to Finish the Trailer in an Amount not to Exceed \$10,000 for the Fire Department

Chief Petroskey provided a memo indicating that in the 2019 CIP budget \$10,000 was included to purchase an enclosed trailer to store the self-contained breathing apparatus cascade and re-fill station, trench rescue and collapse rescue equipment and rehab for firefighters. Currently the cascade and re-fill station is located on the Rescue truck; however, more rescue equipment needs to be added and the truck is getting over weight. The lowest quote received is from Sun Ranch Supply LTD in Merrill for \$5,995. Approval is being requested to purchase the trailer from Sun Ranch Supply in Merrill and to use the remaining \$4,005 to finish the trailer, LED lighting, mounting the cascade system and re-fill station, shelving and material for containing the trench and collapse rescue equipment.

Motion to approve purchase of an enclosed trailer from Sun Ranch Supply LTD for \$5,995 and to utilize \$4,005 to finish the trailer as needed utilizing budgeted funds within the 2019 CIP budget.

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

7. Extend 40 Hours of Vacation for Jon Petroskey, Fire Chief, to be Used by February 28, 2019

Eric Roller, Director of Public Safety/Police Chief, provided a memo requesting that one week of vacation for Chief Petroskey be carried past his anniversary date of January 31, 2019. Chief Petroskey has been covering many of the transfers and shifts due to the continued shortage the department has experienced and also has put in a great deal of extra time for the new agreement that was concluded with Troutland Rescue. These factors prevented him from using his accrued vacation. Chief Petroskey has agreed to use this extended vacation by the end of February 2019.

Motion to approve carry forward of 40 hours of vacation for Jon Petroskey to be utilized on or before February 28, 2019.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

8. Combine Wards for April 2, 2019, Spring Election to Three Reporting Districts

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo advising that the ballot for the April Spring election is only going to have a race for the Supreme Court Justice candidates as there are two running for one position. The rest of the items on the ballot for Appeals Court Judge, School Board, and City Offices have only the number of candidates that will be elected appearing on the ballot. There could be registered write ins but that will not be known until right up to the week before the election. A small voter turnout is expected for this

election due to the lack of contested races. To avoid getting caught with not having enough workers the proposal is to combine the nine wards into three wards for three reporting districts. Wards 1-3 will be one district, Wards 4-6 will be one district, and Wards 7-9 will be another district. This will cut the number of election workers needed to one-third which will be a cost savings. There will also be a cost savings as the machines will not have to be programmed or ballots printed for nine separate wards. State Statute allows for the Council to combine wards for an election and the deadline to do so is March 3, 2019 so approval is being requested to do this. This is the only scheduled election for 2019. The wards would return to the original nine for voting purposes for any future elections.

Motion to combine Wards for April 2, 2019 Spring Election to three reporting districts.

Note: Wards cannot be combined due to separate Alderperson races.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

9. Renew Billboard Lease with Ceemedia, LLC for \$250 Per Month for One Year

Ms. Matucheski provided a memo advising that last year the Common Council approved renting space on a billboard south of the city to promote the downtown area to travelers. This was done on a one year trial basis. The contract is renewing on March 1, 2019. After checking with Mayor Brandt and Sarah Repp, they are in favor of renewing the billboard as the company will continue with the price of \$250 per month. The funds for this are derived from the Economic Development portion of the Hotel/Motel Room Tax funds.

Motion to renew the billboard lease with Ceemedia, LLC for \$250 per month for one year with funding derived from the Economic Development portion of the Hotel/Motel Room Tax funds.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

10. Amend Resolution #130-05 Authorizing the Equipment Rates to be Based on the State Rates to Allow for an Adjustment to Accommodate the Software Billing Program

Ms. Matucheski provided a memo noting that Resolution #130-05 was adopted in November of 2005 authorizing the Street Commissioner to amend the equipment use rates annually based on the rates being utilized by the State of Wisconsin. This allows the changes to be made without having to return to the Public Works Committee every year. The State rates are based on an hour of use and the City bills at a quarter of an hour use so the hourly rate is divided by four. With the current computer software, the City paid to have the program customized to allow for four decimal points to pick up this quarter of an hour use. With the upcoming software upgrade (pending approval), staff is trying to move away from all custom programming to save on the cost of the upgrade and future maintenance costs. In order to do this with the rates, some of the State hourly changes will have to be decreased by 2 cents per hour. In order to accomplish this, an amendment is being requested to make the resolution authorizing the Street Commissioner to amend the rates annually based on the rates imposed by the State of Wisconsin and adjusted for rounding to bill at two decimal places rather than four.

Motion to approve amending Resolution 130-05 Authorizing the Equipment Rates to be based on the state rates to allow for an adjustment to accommodate the software billing program.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

11. Resolution for Additional Budget Transfers/Amendments at the February Council Meeting (if necessary)

Ms. Matucheski provided a memo stating departments have until the February Council check run to request expenditures to be applied to the fiscal year 2018 budget as long as the expense qualifies for 2018. Because of this, there may be some additional budget transfers and/or amendments that will need to be made before the auditors come for final audit work in mid-February. In the past, this committee has allowed Ms. Matucheski to have a New Business Item on the February Council Agenda for any last minute budget items that may be needed. Approval is being requested to have a resolution on the February Council Agenda for any budget transfers/amendments that may be needed (if necessary).

Motion to approve a resolution for additional budget transfers/amendments at the February Council meeting if necessary.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

12. Building Permit Fee Schedule Update

Roger Musolff, Building Inspector/Zoning Administrator, provided a memo to amend the fee schedule with the new proposed fees. The main change being the minimum fee will be increased from \$30 to \$35. Building projects will now be charged by square foot versus dollar amount for consistency.

Upon inquiry by Alderperson Kassis, Mr. Musolff advised that the increases are in line with neighboring communities.

Motion to approve the building permit fee schedule update as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

13. Update Fence Ordinance Changing Back Lot Line from Five Feet to Two Feet

Mr. Musolff provided a proposed amendment to the fence ordinance changing the set back from five feet to two feet on the back yard line. The side yards are already two feet.

Mayor Brandt explained that the set back within alley ways would remain at eight feet.

Motion to update the fence ordinance changing the back lot line from five feet to two feet as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

14. Update Accessory Structure Ordinance to Add Definitions and Shipping Containers as a Prohibited Accessory Structure

Mr. Musolff provided an update to the Accessory Uses or Structures ordinance defining an Accessory structure as a subordinate structure located on the same parcel as the principal structure, the use of which is clearly incidental to and associated with the principal structure. Examples of accessory structures are barns, garages, carports, playhouses, sheds, private greenhouses, gazebos, storage buildings, boathouses and wind-generating devices. Shipping containers means any factory-built container or part thereof designed or used for freight or storage and includes, but is not limited to, Conex boxes and sea-land containers. Such containers are typically originally designed for transport. The ordinance has minor updates and changes including the addition in Business and Industrial districts (in Use Restrictions) to include shipping container, truck body, semi-trailer or similar devices used as an accessory structure of storage facility shall be approved as a conditional use.

Motion to update the Accessory Structure Ordinance to add definitions and shipping containers as a prohibited accessory structure.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 2/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

Any Other Matters Authorized by Law to be Considered

None

Adjournment

1. **Motion to:** Adjourn at 6:25 pm

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

Bill Brandt, Chairperson

Date