

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
JANUARY 17, 2018

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: Kaye Matucheski, Clerk-Treasurer/Finance Director; Jon Petroskey, Fire Chief; Mark Desotell, Director of Administrative Services; Dominic Frandrup, Library Director; Eric Roller, Police Chief/Public Safety Director; and Jaime Horswill, Utility/Clerical Assistant.

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

1. Approval of Minutes from the December 20, 2017 Meeting

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

2. Request to Allow Clerk-Treasurer to Waive Permit Fees and Insurance Requirements for Events Previously Approved

Julie Zack, Administration/Clerical Assistant, provided a memo noting that there are many events held throughout the year which utilize city property, park space, facilities, and/or city services. These events are required to file a special event permit application with the City. They are also required to pay a permit fee and provide insurance for the event with the City listed as an additional insured. In addition, there are shelter fees that are charged.

Ms. Zack's memo continued to note that last year events were granted the requested waivers provided they met established criteria and this worked very well and saved the process of going through two committees and then to Council for action. The Park, Recreation and Cemetery Director has requested permission from the Park, Cemetery and Recreation Commission to waive the shelter rental fees for these events. Ms. Zack is requesting the Clerk-Treasurer/Finance Director be granted permission to waive event permit fees and insurance requirements for a list of events.

These listed events are community events that meet some or all of the following criteria:

Open to the public at no charge and offer either an educational experience for attendees or a remembrance or a memorial for those within the community.

Recognize volunteers that participated in community service projects.

A profit is not created from the event, with any funds raised invested back into the community for various community projects, events, programs or local organizations.

Ms. Zack's memo concluded by adding that any new events would still be required to go through the committee process for approval, this includes if an established event changes its

approved location.

The list of events include: Antigo Disc Gold Club Ice Bowl Tournament, Antigo Optimist Christmas Tree Burn, Rural Fire Control, Antigo Baseball Association and Youth Softball Tournaments and Regular Season, Antigo Fillies Youth Softball Tournament, Stand for Children Day, Hike for Hope, Antigo Garden Club Annual Plant Sale, Memorial Day Parade, End of Year School Functions, Music in the Park (Mondays and Thursdays), Play and Learn Time, Antigo Farmer's Market, Healthy Ways Coalition-Spring Walk, Kid's Fishing Day, A Ride to Remember, Clifford Hausmann Memorial Vietnam Vet Cookout, Market Streetfest, Mission Antigo Barbecue, Compassionate Friends Picnic/Balloon Release, Kids from Wisconsin Picnic by Rotary Members, Antigo Optimist after Fair Picnic, LYVE Benefit in the Park, Kiwanis Club Picnic, Antigo Tater Trot, Missing Not Forgotten/A Night of Hope, Antigo Elks Lodge, Antigo Cancer Society Relay for Life, Badgerland Classics Car Show, Antigo Walk to End Alzheimers, Stumble Stump Rendezvous, Boys and Girls Club of Langlade County-Cops vs Shops, Healthy Ways Coalition Fall Walk, Out of Darkness (Suicide Prevention/Awareness Walk), Antigo High School Homecoming, Bright Futures 5k Color Run/Walk, CROP Walk to End World Hunger, UW Extension Antigo Field Research Day, Lunch to Benefit the Giving Tree, and Antigo Optimist Halloween Bash.

Kaye Matucheski, Clerk-Treasurer/Financer Director, commented that she is not comfortable doing this. She feels that some of the events should provide insurance. She and the Park, Recreation and Cemetery Director have attended a training and are working on this issue. They also do not want to spring the insurance requirements on the different groups and organizations that have not had to supply it in the past. At some point she will be bringing her ideas back to the committee.

Motion to approve the request to allow the Clerk-Treasurer/Finance Director to waive the permit fees and insurance requirements for events previously approved as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/14/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

3. 2017 Budget Transfers

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo advising that each year as the budget is put together estimates are used as to where the employees' time will be spent and what is anticipated for purchases within each function area of a department. At the end of the year, budget transfers and adjustments are needed to reflect where the actual dollars were spent. She provided a list of these budget amendments that are known as of January 10, 2018. In addition to her list, there may be a few other adjustments that need to be made as final bills for 2017 are not turned in until the first week of February. Because there is not a Finance, Personnel and Legislative Committee meeting after this and before the February Council, she is requesting approval to also add any outstanding routine amendments that may be needed to the resolution that is forwarded to the February Council. These have to be completed before the auditors come for the final audit work which is February 20, 2018.

Motion to approve the 2017 budget transfers as presented and approval to add any outstanding routine amendments that may be needed to the resolution that is forwarded to the February Council.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/14/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

4. Request to Waive Bidding Requirements for Update to Fire Department Kitchen

Jon Petroskey, Fire Chief, provided a memo advising that for 2018 he has budgeted to update the fire department kitchen. The kitchen is original to the building with no updates except for painting the walls and newer appliances. The kitchen sees daily use and was not designed as a commercial kitchen which is how it is used. The updates he is looking at would be very difficult to build a bid spec for so he is requesting to waive the bidding process as required in the purchasing policy for any purchases above \$6,000. He would get quotes and bring these back to the committee for approval.

Motion to approve the request to waive bidding requirements for update to the fire department kitchen.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/14/2018 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

5. Approval to Fill Vacancy in Fire Department

Eric Roller, Police Chief/Public Safety Director, provided a memo noting as of January 4, 2018 the Fire Department will be short another employee as Firefighter/Paramedic Dylan Schielke has resigned his position with the department and has taken a job with the Merrill Fire Department. Firefighter/Paramedic Schielke grew up in the Merrill community and was interested in working in his home community. Firefighter/Paramedic Schielke was hired in June 2017 and unfortunately was only employed for a short time.

The Fire Department continues to operate within the budget and set another record for the volume of calls in 2017. They are continuing to take as many transfers as possible to generate revenue and many employees devote a great amount of their off time to make sure the transfers are handled. The department currently does not hold an eligibility list and will need to go through the full hiring process.

Mayor Brandt commented that it would be great to get some local kids, possibly from the Antigo High School.

Motion to approve filling the vacancy within the Fire Department as requested.

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

6. Consideration of a Record Management System Purchase/Maintenance Agreement with Langlade County for Joint Utilization by the Sheriff & Police Departments

Mark Desotell, Director of Administrative Services, provided a memo and copy of a proposed Record Management System (RMS) Agreement between Langlade County and the City of Antigo for the purchase/maintenance of a new system supplied by Superion (approved for

purchase by Langlade County on 12/15/17). The RMS Agreement is independent of the current (2014) rental agreement between the two parties and no changes are being recommended to the current rental document. By working in conjunction with Robin Stowe, the parties were able to find resolution regarding any remaining key issues of concern; the language in the agreement reflects those updates.

It is Mr. Desotell's recommendation that this committee advance the consideration of this RMS Agreement on to City Council for their consideration at the February 14th meeting. The Langlade County Board will consider the same at their monthly meeting anticipated for February 27th. It is also his recommendation that no funds are exchanged (i.e. \$74,000 for City share of software and training in 2018) until such time as the County endorses the said agreement and is invoiced by Superion accordingly. The additional \$64,000 (bringing the City's direct contribution to approximately 20%) will not be due as a payment to Langlade County until 2019 and as supported by Superion invoicing. The City will also be subject to an annual maintenance fee of \$3,300 starting 2019 (equivalent to \$275/month) with a maximum allowable increase of 3% per year as determined and invoiced by Superion.

Mr. Desotell's memo concluded by adding that the funding sources for the RMS agreement will be the Undesignated CIP Fund Balance for the 2018 payment of \$74,000 as this was an unknown issue at the time the 2018 budget was finalized. The 2019 payment of \$64,000 and the additional maintenance fee will be included in the 2019 budget.

Mayor Brandt commented that the County feels they could move this forward better if the City has already approved it.

Upon inquiry by Alderperson Kassis, Chief Roller advised that this purchase includes mostly software.

Alderperson Feller Gottard advised that the County is holding a special meeting for this on February 20th in the evening.

Motion to approve the Record Management System Purchase/Maintenance Agreement with Langlade County for joint utilization by the Sheriff and Police Departments.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/14/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

Any Other Matters Authorized by Law to be Considered

Alderperson Balcerzak noted concerns with his water as he lives at the end of a dead end road. He is aware that there have been some water let run orders.

Mr. Desotell noted that the water department is checking temperatures in the mains and towers. The water has been testing at approximately 38 to 40 degrees. He will let staff know of his concerns and have them check his area.

Alderperson Bugni noted that he received a call from a resident regarding the process of water let run customers. Ms. Matucheski noted that door tags were hung on doors by staff on Friday. Letters were sent to the same residents on Thursday, so they should have been received on Saturday. The letters and door tags ask residents to call the office to verify that they are running their water as directed. If they do not, the water department follows up.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:21 pm

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

Bill Brandt, Chairperson

Date