

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
FEBRUARY 21, 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; Mark Desotell, Director of Administrative Services; Jon Petroskey, Fire Chief; Dominic Frandrup, Library Director; Tommy Horswill, Infrastructure Alternatives; and Jaime Horswill, Utility/Clerical Assistant.

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

1. Approval of Minutes from the January 17, 2018 Meeting

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

2. Sewer Credit for 1131 Fourth Avenue in the Amount of \$32.56 Due to a Broken Water Pipe

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo with a letter from the resident at 1131 Fourth Avenue requesting a credit of his utility account due to a broken water pipe on an outside faucet. The water did not enter the sewer system as confirmed by the Street Commissioner as it was spraying on the lawn. The additional charge for the sewer portion of the bill is \$32.56.

Motion to approve the sewer credit request for 1131 Fourth Avenue in the amount of \$32.56 due to a broken water pipe as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/14/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

3. Approval to Fill Vacancy in Clerk's Office

Ms. Matucheski provided a memo noting that she received a resignation letter for the Accounting Assistant employee effective March 2, 2018. This position handles many of the accounting aspects of the office such as deposits each morning, accounts payable, accounts receivable, ambulance payments, assisting in payroll, bank reconciliations, and more. This is an essential position within the Clerk-Treasurer's Office and she feels that it needs to be filled to ensure the efficiency of operations within the office. As required, she is requesting approval to fill this vacancy in the office as soon as possible.

Motion to approve filling the vacancy in the Clerk's office as requested.

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

4. Update Accounting Assistant Job Description

Ms. Matucheski provided a memo noting that the job description for the Accounting Assistant needs to be updated. This is routinely done whenever there is a vacancy in a position.

Ms. Matucheski provided a current job description and proposed updated job description.

Upon inquiry by Alderperson Feller Gottard, Ms. Matucheski explained that part of the job duties is receipting for ambulance payments. The Fire Department completes the billing part and the Accounting Assistant processes the payments. The auditors requested this as it is bad practice to have the same person complete the billing and receipting.

Motion to approve the update to the Accounting Assistant job description as presented.

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

5. 2018 Budget Review - Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants

Mark Desotell, Director of Administrative Services, provided a memo advising that based on the agreement between the City of Antigo and Infrastructure Alternatives, Inc. (IAI) for the operation and maintenance of the City's Water and Wastewater Treatment Plants an annual budgetary review is required. Daily operation oversight by staff from IAI and Tommy Horswill has been handled in a professional manner. Attachment "D" has been provided in your packets and represents the overall change in the 2018 budget as compared to 2017. IAI has not asked for any increases in their fees with only minor adjustments.

Motion to approve the 2018 budget review with Infrastructure Alternatives Inc. for the operation and maintenance of the City's Water and Wastewater Treatment Plants as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/14/2018 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

6. Write Off of Two Block Grant Loans of \$13,098 for 1124 Ninth Avenue and \$25,846 for 126 Deleglise Street Due to Foreclosures

Ms. Matucheski provided an email requesting that two Block Grant Loans be written off as both homes have been foreclosed on and the City does not have any recourse for collecting these loans. The properties are 1124 Ninth Avenue (\$13,098) and 126 Deleglise Street (\$25,846).

Upon inquiry by Alderson Feller Gottard, Ms. Matucheski explained that the funds are the City Block Grant funds but are not a result of tax payer money.

Motion to write off the block grant loan at 1124 Ninth Avenue in the amount of \$13,098 and 126 Deleglise Street in the amount of \$25,846 as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/14/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

7. Exercise Equipment for Fire Department

Jon Petroskey, Fire Chief, provided a memo advising that in the 2018 CIP he has \$4,000 set aside to purchase some cardio exercise equipment and after discussing with the department the consensus is a recumbent bike and an elliptical machine as top priority. Adam Finn was able to make some contacts for pricing and the recommendation is to purchase a pre-owned recumbent bike from Direct Fitness Solutions for \$1,299 and \$225 deliver and setup, which is the same vendor Aspirus Langlade Hospital, Health and Performance Center uses. Also a Bowflex Max Training M7 for \$2,199 for a total price of \$3,723.

Upon inquiry by Alderperson Bugni, Chief Petroskey indicated that some employees do utilize the Wel-fit program. He is unsure of who or how many employees, but that is offered as a benefit to all City employees.

Motion to approve the purchase of a recumbent bike and a Bowflex Max Training M7 for a total price of \$3,723 with funding derived from the 2018 CIP.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

8. Contract for Ambulance Coverage with the Town of Langlade

Chief Petroskey provided a memo advising that he was contacted by the Town of Langlade to consider providing ambulance coverage this summer when the Wolf River Bridge is being replaced. The State of Wisconsin Department of Transportation is replacing the Wolf River Bridge and when the bridge is removed, there is no good way for Pickerel Rescue to effectively cover the area west of the bridge so the Town of Langlade has requested an agreement for coverage during this time frame. The project will start June 1st, when school is out and is anticipated to be completed by August 31 when school begins again. The City Attorney has drafted this agreement which includes charging the Town of Langlade for any unpaid invoices after 12 months of billing the patient or patient's insurance. The Town of Langlade has reviewed this agreement.

Ms. Matucheski requested that the worker's compensation portion be changed to \$100,000 not \$500,000.

Motion to approve the contract for ambulance coverage with the Town of Langlade with the worker's compensation portion changed to \$100,000 as requested.

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

9. Approval to Utilize CIP Funds to Purchase Fire Gear

Chief Petroskey provided a memo advising that as part of the CIP budget, he put money aside for firefighter turnout gear. Last August this committee approved the Fire Department to "wear test" two different manufactures of gear; Globe Conway Shield and Janesville from 5 Alarm Fire and Safety Equipment. The Janesville was no cost however the company could request the gear back after four months of wear and the Globe was 70% off MRSP which was \$1,055 and the department keeps the gear.

Chief Petroskey's memo continued by noting that in recent months they have been able to use the gear on multiple fires and the gear that is showing the best results is Globe. The Janesville gear has been sent back for alterations but still has issues. The quoted price for each at the wear test was \$2,006.90 for the Janesville and \$1,900 for the Globe.

Chief Petroskey has received an email from the Globe representative and the price is valid until June this year. He is requesting to purchase two sets of gear from Globe at the price of \$1,900 each and two fire helmets at a price of \$289.50 using CIP funds. The total costs with the reflective lettering and estimated shipping will be \$4,450.50.

Approval to purchase two sets of gear from Globe and two fire helmets for \$4,450.50 with funding derived from the CIP budget as presented.

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

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. Motion to: Adjourn at 6:17 pm

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

Bill Brandt, Chairperson

Date