

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
MARCH 15, 2017

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
Bill Brandt	Mayor	Present	
Jim Darling	Ward 2	Present	
Tim Kassis	Ward 3	Present	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Trace Zima; Tommy Horswill, Infrastructure Alternatives; Lon Ebel; Mark Desotell, Director of Administrative Services; Sarah Repp, Park, Recreation and Cemetery Director; Angie Close, Economic Development Corporation; Jim Kolpack, Police Captain; Stephanie Kolpack, and Jaime Horswill, Utility/Clerical Assistant.

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

1. Approval of the Minutes from the February 15, 2017 meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

2. Request for \$204.35 Sewer Credit at 1304 Clermont Street (requested by Lon Ebel)

Mayor Brandt advised that this agenda item was held over from last month as the committee had questioned if a floor drain was present or not.

Lon Ebel, 1304 Clermont Street, advised that there currently is a two foot by two foot hole in the ground. He showed pictures where you could visibly see the debris and dust that was not washed away by water. He further noted that the City employee would be able to determine that water did not go down the drain. Actually, the drain is so plugged right now, the basement would have been flooded.

Upon inquiry by Alderperson Kassis, Mr. Ebel stated that the floor drain is approximately thirty feet from the water meter.

Upon inquiry by Alderperson Kassis, Alderperson Balcerzak noted the leak was over 40,000 gallons of water. Mr. Ebel noted that the leak had occurred over a period of time.

Mr. Ebel advised that he has owned this property a little over two years and has never used any water.

Upon inquiry by Alderperson Kassis, Mr. Ebel advised that after the City employee shut the water off at the curb, the employee and Mr. Ebel's wife went into the basement and the employee should be able to verify that no water entered the floor drain.

Motion to grant the request for sewer credit in the amount of \$204.35 at 1304 Clermont Street as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/12/2017 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

3. Request for Liquor License for 2008 Neva Road to Sell Alcohol-Infused Ice Cream at the Twisted Cone

Trace Zima, owner of the Twisted Cone, is inquiring about a "Class B" Fermented Malt Beverage and Intoxicating Liquor License for the ice cream shop in order to sell alcohol infused ice cream.

Kaye Matucheski, Clerk-Treasurer, prepared a memo noting that it is her understanding that Mr. Zima plans to use alcohol in some of the ice creams that they sell at the store. Ms. Matucheski made an inquiry with the State of Wisconsin Department of Revenue to make sure this type of activity could be licensed. She received a written opinion from them stating this combination of activity is allowable under State Statute. However, the City Council has the final authority whether to grant this type of licenses or not based on if they want this type of activity in the City of Antigo.

Mayor Brandt advised the committee that this is a regular liquor license such as a tavern. If at any time Mr. Zima wanted to open a bar, he would have that right.

Mayor Brandt informed Mr. Zima that there would need to be a licensed bartender on the premises at all times and they need to be at least eighteen years of age.

Aldersperson Darling noted that there is a tavern next door and does not see the need for alcohol infused ice cream.

Aldersperson T. Bauknecht commented that it would be a very limited amount of alcohol in the ice cream.

Aldersperson Darling noted that there are minors coming in and out of the store all the time.

Upon inquiry by Aldersperson Kassis, Mayor Brandt advised that Mr. Zima does not have to apply for a liquor license every year, he simply needs to pay for the license every year unless there are issues at the premises.

Mr. Zima noted that the reasoning for adding alcohol to the ice cream is flavor and texture. By weight, it is 5-10% alcohol. He would have a self-imposed serving of one cone per customer. He, his wife, and daughter would be licensed. They do not want difficulties with law enforcement. They have no interest in becoming a tavern. He suggested conditions attached to the licenses.

Upon inquiry by Aldersperson Kassis, Mr. Zima noted that the idea came from Disneyworld.

Alderspersons Darling and Balcerzak noted their dislike with the request.

Upon inquiry by Aldersperson Kassis, Mr. Zima advised that the ice cream must be consumed on premises.

Motion to approve the request for a "Class B" fermented malt beverage and intoxicating liquor license for 2008 Neva Road.

RESULT:	RESOLUTION TO COUNCIL [4 TO 2]
	Next: 4/12/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Bill Brandt, Tim Kassis, Tom Bauknecht, Glenn Bugni
NAYS:	Jim Darling, Reinhardt Balcerzak

4. Consideration of a Lease Purchase Agreement for the former Edison Club

Mayor Brandt noted that things did not work out as hoped and if something viable happens in the future, this item will be brought back to the committee.

RESULT:	TABLED [UNANIMOUS]
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

5. 2017 Budget Review - Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants

Mark Desotell, Director of Administrative Services, provided a memo and proposed 2017 budget for Infrastructure Alternatives (IAI) for the operation and maintenance of the Water and Wastewater Treatment Plants. IAI has not asked for any increases in their fees with only minor adjustments in the utilities, chemicals, operating and repair/maintenance portions of each of the Water or Wastewater Plant budgets.

Upon inquiry by Alderperson Balcerzak, Tommy Horswill, Infrastructure Alternatives, noted that the projected giveback is monies budgeted but not spent based on figures from the previous year.

Motion to approve the 2017 budget for Infrastructure Alternatives for the operation and maintenance of the Water and Wastewater Treatment Plants.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/12/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

6. Subletting Request by Duffek Sand & Gravel under Section 10 of their existing Lease Agreement

Mr. Desotell provided a memo advising that on January 9, 2008 by Resolution 008-08 the City Council authorized a lease purchase agreement and payment in lieu of taxes for Duffek Sand and Gravel. Section #10 of the lease addressed the issue of subletting. Duffek is seeking the City's permission to sublet portions of the facility and property to Northeast Asphalt, Inc. for the storage and repair of construction equipment.

Motion to grant the request to sublease from Duffek Sand and Gravel to Northeast Asphalt, Inc. as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/12/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

7. Request to fill vacant Parks/Recreation/Cemetery position

Amy Lynch, Human Resource Specialist, provided a memo advising that there was a resignation within the Parks Department on February 14, 2017. The Park's Director is seeking authorization to fill this vacancy along with any resulting vacancy regardless of the department impacted.

Motion to approve the request to fill the vacant Park's Department position as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

8. Water After Hours Service Calls Cannot be Billed and Discuss Water Rate Case to Change Tariff with Public Service Commission

Ms. Matucheski provided a memo noting that last month the Committee denied the request from the property owner at 236 Mayfair Street for a reduction in the fee they were charged for a water service call on a Sunday that was determined to be frozen pipes on the property owner's side. Mrs. Morris filed a complaint with the Public Service Commission (PSC) regarding this charge. The outcome of this complaint is the Water Utility does not have these charges authorized in the rates filed with the PSC so we are not allowed to charge this. She is reversing the charges as required by the PSC.

Ms. Matucheski's noted that the City cannot charge for these calls at this time, but the City is not required to provide afterhours service. Without being able to offset the costs of the callout time and overtime by charging the property owner, she is asking the committee to consider whether these afterhours/weekend calls should continue to be made as the utility will have to absorb the costs.

Ms. Matucheski noted that the second issue is to approve a rate case filing with the PSC to include charges like after hour calls so that the City is allowed to recoup these costs. In addition, it would be a good time to look at upcoming projects and determine if the water rates are adequate to address these concerns. In previous rate cases, the Utility has hired the auditor as there are many reports, etc. the PSC requires. She is in the process of obtaining a quote from Schenck to do this and will return to the committee for approval once she has that.

Mayor Brandt advised that he does not feel that discontinuing after hour or weekend service is in the best interest of the customers. He suggested going to the PSC and look at our water rates at the same time.

The committee agreed that the after hour or weekend service should not be stopped.

Mr. Desotell commented that Bob Piskula, Street Commissioner, recommended customer's relying on plumbers to identify the problems.

RESULT:	INFORMATION ONLY
----------------	-------------------------

9. Commit Water & Sewer Funds for the Gowan Road and Field Street Projects for the CDBG PFED Grant Application

Ms. Matucheski provided a memo advising that last month the Committee approved establishing a line of credit for the City to maximize the points scored on the Block Grant application for the upcoming Gowan Road and Field Street projects. The City will also need approval to commit the funds of approximately \$40,000 that will be needed as matching funds from the water and sewer utility accounts for the same reason as the line of credit. Therefore, we will need a resolution approved stating that the funds for this portion are available and committed to this project.

Motion to commit water and sewer funds of approximately \$40,000 for the Gowan Road and Field Street projects for the CDBG PFED Grant Application as presented.

Mr. Desotell advised that this would bring the total to \$700,000 for the line of credit.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Jim Darling, Ward 2
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

10. Purchase of Two Squads for Police Department

Eric Roller, Director of Public Safety, provided a memo requesting the purchase of two 2017 Ford Police Interceptor AWD Sedans from the Police Department CIP budget to maintain the current vehicle replacement program. Replacing two vehicles each year has maintained the fleet with minimal repairs and down time of the squads. He is replacing the oldest unmarked vehicle, a 2008 Chevrolet Impala and the oldest marked squad a 2015 Ford Interceptor Sedan that was purchased in 2014.

Mayor Brandt indicated that these are squad cars the City had budgeted for, not the squad cars that were damaged in the storm.

Aldersperson Balcerzak commented that it is important to purchase equipment that the employees are comfortable with as they are the ones that utilize it.

Upon inquiry by Aldersperson Kassis, Jim Kolpack, Police Captain, advised that the department likes the Ford packages. All of the equipment fits the Ford package as well. They have a service contract with Ford and the department is happy with the service as well.

Motion to approve the purchase of two new squad cars from the Police Department CIP budget as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jim Darling, Ward 2
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

11. Amend Ordinance for Records Retention and Destruction to Include Electronic Options

Ms. Matucheski provided a memo noting that some departments within the City are electronically scanning documents and destroying the original paper copy. In order to do this, the City Ordinance must be changed. The current ordinance allows for microfilming and optical imaging of records in place of keeping paper documents. However, state statute now also allows for the keeping of records "through the use of microfilm or another reproductive device, optical imaging, or electronic formatting."

Ms. Matucheski provided copies of the City's ordinance and the particular statute pages.

Upon inquiry by Alderperson Bauknecht, Mayor Brandt advised that it depends on the records as to how long they need to be retained.

Motion to approve amendment of the ordinance for records retention to include electronically scanning documents as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 4/12/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:27 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

Bill Brandt, Chairperson

Date