

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
MARCH 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	Absent	
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; Jaime Horswill, Clerical/Utility Assistant.

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

1. Approval of the Minutes from the February 21, 2018 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
ABSENT:	Tim Kassis

2. Request for \$600 to Defray Cost of Brochures and Posters for Music in the Park 2018

Sharon Gibson, Music in the Park, provided a letter to request funding for their brochures and for the posters for 2018 Music in the Park. They were very happy that the City was able to help them out last year with funding for these items. They gave out over 5,000 pamphlets and 50 posters. Everyone was very happy with them and appreciated being able to give them to friends. They were distributed far and wide, some went to Lakewood, Wausau, White Lake and many other places in and around the county. She has already had requests from people that she mail them some in Rhinelander and elsewhere. They do greatly appreciate any help that the City is able to give to Music in the Park. They are requesting \$600 to help defray the cost of the brochures and posters, as the City has done in the past. She certainly hopes that it is helping to bring more people from out of town and that it is benefiting the Antigo businesses.

Mayor Brandt indicated that the funding would come from the Economic Development portion of the Hotel Motel Funds.

Motion to approve the request for \$600 to help defray cost for brochures and posters for 2018 Music in the Park with funding derived from the Economic Development portion of the Hotel Motel funds.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/11/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
ABSENT:	Tim Kassis

3. CIP Funds for New Cardiac Monitors

Jon Petroskey, Fire Chief, provided a memo advising that he has been setting CIP money aside for several years to purchase new cardiac monitors. He has a quote form Zoll Medical Corporation for new monitors with the National Association of State Procurement Officials (NASPO) pricing agreement which the State of Wisconsin is part of for state pricing. The department currently has three older monitors that they will be trading in and one newer monitor that they will be upgrading. The one monitor is a 2013 which is the same model as the quote monitors. The new monitors will have the capability of carbon monoxide monitoring in the blood stream along with the monitor getting the upgrade.

Chief Petroskey provided the quote from Zoll Medical Corporation for a total purchase price of \$100,916.47.

Upon inquiry by Alderperson Balcerzak, Chief Petroskey indicated that the funds for this purchase are budgeted for.

Motion to approve the purchase/upgrade of the cardiac monitors as presented from Zoll Medical Corporation utilizing budget funds.

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

4. Fire Department Kitchen Update

Chief Petroskey provided a memo advising that within the 2018 budget there is money set aside to update the fire department kitchen. In January the committee approved to waive the bidding requirements and approved Chief Petroskey to get at least three quotes. He was able to get four quotes and the lowest quote is from Elite Custom Cabinetry in Weston. His intention was to go with a solid surface countertop but the cost is out of range so he recommends going with Elite Custom Cabinetry with a laminate countertop for a total cost of \$9,338. There is \$10,000 in the CIP for this project and all quotes do not include a faucet, sink strainer or electrical and plumbing connections. He is requesting to use the CIP funds up to the \$10,000 limit for these items. If there is an overage above the \$10,000 Chief Petroskey would use the department's operational budget.

The quotes received were as follows:

	Laminate Counter	Cabinet work	Install	Total
Top Shelf Cabinetry	\$1,857.38	\$7,921.57	\$450.00	\$10,228.95
Dombeck Custom Cabinets	\$2,650.00	\$7,000.00	included	\$9,650.00
Adam Nicholson Woodworks	\$2,581.00	\$13,830.00	included	\$16,411.00
Elite Custom Cabinetry	\$2,872.00	\$5,088.00	\$1,378.00	\$9,338.00

Total	Solid Surface	Cabinet work	Install
Top Shelf Cabinetry \$13,165.19	\$4,893.62	\$7,921.57	\$350.00
Dombeck Custom Cabinets \$12,282.00	\$5,282.00	\$7,000.00	included
Adam Nicholson Woodworks \$21,174.00	\$7,344.00	\$13,830.00	included
Elite Custom Cabinetry \$13,724.00	\$7,258.00	\$5,088.00	\$1,378.00

Motion to approve utilization of the budgeted funds up to \$10,000 to update the fire department kitchen from Elite Custom Cabinetry with a laminate countertop for a total cost of \$9,338 as well as purchase of a faucet, sink strainer and electrical and plumbing connections. If the cost of the extra necessities exceeds the budgeted \$10,000 the department may utilize the department's operational budget.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/11/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
ABSENT:	Tim Kassis

5. Municipal Advisor Disclosure for MSA Professional Services

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo advising that MSA Professional Services has sent a Municipal Advisor Disclosure form that the City needs to complete. She is in the process of doing further research on this disclosure and which option the City should be initializing. She will have a recommendation at the meeting as to which would be in the City's best interest.

Ms. Matucheski advised at the meeting after speaking with MSA Professional Services and the City's financial advisor that the proper choice should be "Owner elects to retain MSA Professional Services, Inc. (MSA) to serve as Municipal Advisor throughout the duration of the project. Owner hereby agrees to the terms identified under Section 1 of the enclosed Terms and Conditions. The MSA personnel that will serve in the Municipal Advisor capacity include, but are not limited to, Mary Wagner."

Ms. Matucheski explained this is a new requirement of the Federal Securities Exchange Act. MSA currently does this for the City and the fees associated with this are already included. If the City were to choose Option 2 or 3, the work would need to be contracted out to another firm and there would be additional costs associated with this.

Ms. Matucheski further advised that this disclosure will accompany any future work that MSA Professional Services does for the City. It is her recommendation that the Committee and Council agree to always select Option 1 and allow the Clerk-Treasurer and Mayor to sign the necessary paperwork associated with it.

Motion to approve selection of Option 1 "Owner elects to retain MSA Professional Services, Inc. (MSA) to serve as Municipal Advisor throughout the duration of the project. Owner hereby agrees to the terms identified under Section 1 of the enclosed Terms and Conditions. The MSA

personnel that will serve in the Municipal Advisor capacity include, but are not limited to, Mary Wagner." on the Municipal Advisor Disclosure with MSA Professional Services for all applicable projects.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/11/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
ABSENT:	Tim Kassis

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:07 pm

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

Bill Brandt, Chairperson

Date