

**CITY OF ANTIGO**  
**FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE**  
**MINUTES OF MEETING HELD**  
**APRIL 18, 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: Jim Pike, Communication and Technology Supervisor; Amy Lynch, Human Resource Specialist; Kaye Matucheski, Clerk-Treasurer/Finance Director; Mark Desotell, Director of Administrative Services; and Bryce Widener, Cirrinity.

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

1. Approval of the Minutes form the March 21, 2018 Meeting

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Glenn Bugni, Ward 7                                         |
| <b>SECONDER:</b> | Tom Bauknecht, Ward 4                                       |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

2. Wireless Equipment on Water Tower

Jim Pike, Communication and Technology Supervisor, provided a memo advising that Cirrinity Internet is asking permission to install some wireless equipment on the City water tower at the Water Plant location. They would be utilizing the space that Einstein Cellular use to occupy. This equipment gives Cirrinity the ability to provide additional wireless internet service to residents of Antigo. Cirrinity will attach antennas on the tower railing with additional equipment being housed in their building that is already on that site. Cirrinity is asking to pay rent of \$50.00 per month per system installed; they are looking to install five systems.

Upon inquiry by Alderperson Kassis, Mr. Pike advised that it is \$50 per antenna for five antennas or a total of \$250 per month. This is in line with tower rent from other providers such as Bertram. There is an escalator built into some of the contracts of 4% per year.

Kaye Matucheski, Clerk-Treasurer/Finance Director, noted that Bertram does not have an escalator built into their contract but their contract is coming due soon and Ms. Matucheski has a note to have the committee look at it. Some providers such as Verizon pay much more.

Mr. Pike noted that you can compare Bertram and Cirrinity as it is like comparing apples to apples. Verizon is doing something much more and cannot be compared.

Bryce Widener, Cirrinity, advised that Cirrinity is attempting to shrink their circumference so that they are able to provide a faster speed to their customers. Cirrinity is working with another tower that would be 200 feet higher, but will charge \$670 a month for the same amount of space, but they charge by height.

Mr. Pike further advised that there will be a couple of minor changes that were worked out between Cirrinity attorneys and the City Attorney such as minor language and indemnification

changes. The contract that will go to Council will be reviewed by the City Attorney in its entirety. Motion to approve the installation of the wireless equipment on the City water tower at the Water Plant location as presented.

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 5/9/2018 6:00 PM</b>                               |
| <b>MOVER:</b>    | Reinhardt Balcerzak, Ward 8                                 |
| <b>SECONDER:</b> | Tom Bauknecht, Ward 4                                       |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

### 3. Request to Fill Upcoming Street Commissioner Position Vacancy due to Retirement

Mark Desotell, Director of Administrative Services, provided a memo advising that he received a letter providing a notice of anticipated retirement from the current Street Commissioner, Bob Piskula. The City wishes him the very best in the coming years. Bob has provided long standing quality services to the citizens of Antigo and has been an exemplary employee. The position provides key management directives to a sizeable workforce and oversees the repair and maintenance of highly valued infrastructure investments. The position is responsible for the oversight of streets, water, sanitary and storm distribution systems, winter maintenance, signing and many additional components of a strong public works program.

Mr. Desotell is recommending that a replacement for this position first be considered by the scheduling of interviews with qualified/interested internal candidates; if a suitable candidate is not found, he is requesting permission to seek external candidates accordingly. This approach creates the opportunity to acknowledge the commitment and skill development of those employees already serving the City of Antigo.

Motion to approve the request to fill the Street Commissioner position vacancy as presented.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Tim Kassis, Ward 3                                          |
| <b>SECONDER:</b> | Glenn Bugni, Ward 7                                         |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

### 4. Recommended Updates to the Street Commissioner Job Description

Mr. Desotell provided a memo noting that with the announcement of the retirement of the Street Commissioner and opportunity to make necessary updates to the existing job description were addressed. These changes were developed in the same format as other recent job description updates while serving to bring consistency to the overall format. Additionally, the essential duties and responsibilities were reviewed to assure that they more closely match current expectations. Because the overall format for the proposed job description has significantly changed both versions are being provided for reference.

Motion to approve the recommended updates to the Street Commissioner Job Description as presented.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 5/9/2018 6:00 PM</b>                               |
| <b>MOVER:</b>    | Tom Bauknecht, Ward 4                                       |
| <b>SECONDER:</b> | Glenn Bugni, Ward 7                                         |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

#### 5. Filling Vacant Utility Clerk Position in the Clerk-Treasurer's Office

Ms. Matucheski has provided a memo noting that the Utility Clerk in the Clerk-Treasurer's office has resigned her position as she is going to work for a different employer. Ms. Matucheski is requesting approval to fill the vacancy in the office as soon as possible as there will now be two positions open. If approved, staff will continue with the hiring process.

Motion to approve filling the Utility Clerk position in the Clerk-Treasurer's office as requested.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Reinhardt Balcerzak, Ward 8                                 |
| <b>SECONDER:</b> | Glenn Bugni, Ward 7                                         |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

#### 6. Utility Clerk Job Description Updates

Ms. Matucheski provided a memo advising that any time a position becomes vacant, the job description is reviewed before the position is filled. If the Utility Clerk position is approved in the previous agenda item, she will also need to update the job description. Because she just found out about the resignation, she did not have time to update the description to get it in the packet. However, the description was updated in 2012 so there may be a few minor changes and the formatting will be changed to match the current descriptions. She did include the current description and will distribute the updated one at the meeting.

Ms. Matucheski provided the committee with an updated job description. She advised that the description was updated in 2012 so it basically contains formatting changes and some duties are spelled out further.

Motion to approve the Utility Clerk Job Description updates as presented.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 5/9/2018 6:00 PM</b>                               |
| <b>MOVER:</b>    | Tom Bauknecht, Ward 4                                       |
| <b>SECONDER:</b> | Glenn Bugni, Ward 7                                         |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

### Closed Session

1. Closed Session: Pursuant to Section 19.85(1)(c), Wisconsin Statutes, and upon proper motion, the committee will convene into closed session to discuss a Separation Agreement with a City Employee. Upon completion of discussion in closed session, the committee will reconvene into open session to act on matters discussed, if necessary, and to proceed with the regular order of business

Mayor Brandt advised that this closed session is not needed as the agreement fell through and the details cannot be discussed due to HIPAA laws and regulations.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>WITHDRAWN</b> |
|----------------|------------------|

2. Closed Session: Pursuant to Section 19.85(1)(c), Wisconsin Statutes, and upon proper motion, the committee will convene into closed session to discuss compensation for the Utility/Clerical Assistant due to vacancies in the Clerk-Treasurer's office. Upon completion of discussion in closed session, the committee will reconvene into open session to act on matters discussed, if necessary, and to proceed with the regular order of business

At 6:17 pm pursuant to Section 19.85(1)(c), Wisconsin Statutes, Kassis moved, Bauknecht seconded, to convene into closed session to discuss compensation for the Utility/Clerical Assistant due to vacancies in the Clerk-Treasurer's office. Carried 6-0.

#### APPROVED

At 6:30 pm, upon completion of discussion in closed session, the committee reconvened into open session to act on matters discussed in closed session and proceed with the regular order of business.

Motion to approve the Utility/Clerical Assistant receive a seventy-five cent per hour increase temporarily from April 15, 2018 until December 31, 2018.

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 5/9/2018 6:00 PM</b>                               |
| <b>MOVER:</b>    | Tim Kassis, Ward 3                                          |
| <b>SECONDER:</b> | Tom Bauknecht, Ward 4                                       |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

#### Any Other Matters Authorized by Law to be Considered

NONE

#### Adjournment

1. **Motion to:** Adjourn at 6:32 pm

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Tom Bauknecht, Ward 4                                       |
| <b>SECONDER:</b> | Glenn Bugni, Ward 7                                         |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

\_\_\_\_\_  
Bill Brandt, Chairperson

\_\_\_\_\_  
Date