

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
APRIL 19, 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, Ward 4 Tom Bauknecht presiding.

Attendee Name	Title	Status	Arrived
Carol Feller Gottard	Ward 5	Present	
Bill Brandt	Mayor	Absent	
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; Mark Desotell, Director of Administrative Services; Jon Petroskey, Fire Chief; Roger Musolff, Inspector/Zoning Administrator; Eric Roller, Director of Public Safety; Jay Hollnagel and Brian Simmons, Simmons Plumbing; Amy Lynch, Human Resource Specialist; Alderperson Sandy Fischer; and Jaime Horswill, Clerical/Utility Assistant.

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

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

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

2. Approval to fill open Police Officer Position

Eric Roller, Director of Public Safety, submitted a memo advising that Sergeant Carroll has given his notice of retirement effective May 3, 2017. Sgt. Carroll has worked for the Antigo Police Department for over 33 years. He has been supervising the afternoon shift of three officers and Chief Roller will be posting for an internal candidate to replace the Sergeant position.

Chief Roller will be looking to replace Sgt. Carroll with a new hire and is currently seeking applications to create an eligibility list and use that list to hire a patrolman. The application and hiring process for new law enforcement officers is extremely competitive at this time, with a very limited number of applicants applying for law enforcement jobs compared to when they hired in January 2013. Hiring a new officer will maintain the staff at 15 sworn officers, allowing them to continue their proactive approach to policing, maintaining safe coverage, and working within their budget.

Motion to approve filling the open Police Officer position as requested.

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

3. Update Police Department Police Officer Job Description

Amy Lynch, Human Resource Specialist, provided the former job description, recommended job description and memo noting that the job description for a Police Officer has not been updated for many years. As the City is looking at hiring a new officer, it is a good time to make changes to the existing job description so that what is posted on the new on-line hiring software is completely up to date. The Director of Public Safety and Ms. Lynch have reviewed the old description and updated and created a more detailed description of the duties and responsibilities for the Police Officer. They also made some changes recommended by the City's labor attorney.

Alderperson Balcerzak commended Ms. Lynch on doing an excellent job on all the job descriptions.

Motion to approve the updated Police Department Police Officer job description as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

4. Update Police Department Sergeant job description

Ms. Lynch provided a memo advising that with the recent retirement in the Police Department, they will be filling a Sergeant position. The Police Department has three shift Sergeants with three separate job descriptions. In an effort to streamline processes and maintain consistent expectations for all individuals working in similar positions, the Director of Public Safety and Ms. Lynch have created one job description that covers all three shift Sergeants.

Ms. Lynch provided all three former shift Sergeant job descriptions along with the new combined description. It contains a combination of the other three, along with a more detailed description of the job duties for this position. It includes changes that have occurred in their duties and responsibilities, updates suggested by the City's labor attorney, and changes within the industry.

Motion to approve the updated Police Department Sergeant job description as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

5. Update Fire Lieutenant Job Description

Ms. Lynch provided a memo advising that the Fire Lieutenant job description has not been updated since 1999. Since there have been so many advances and changes to the work flow for this position she is updating the Firefighter/Paramedic (EMT) job description. The Chief and

Ms. Lynch felt it was a good time to make the changes necessary to this job description as well.

Ms. Lynch and Chief Petroskey reviewed the old description and created the new, more detailed description that she included in the packet. It includes changes that have occurred in the duties and responsibilities, changes within the industry, and recommendations from the City's labor attorney.

Motion to approve the updated Fire Lieutenant job description as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

6. Update Fire Department Firefighter/Paramedic (EMT) Job Description

Ms. Lynch provided a memo advising that this job description has not been updated for close to 15 years. As the department is looking at hiring two new employees, it is a good time to review and make changes to the existing job description so that the City is hiring using the most up to date information.

Ms. Lynch and Chief Petroskey have reviewed the old description and updated and created a more detailed description of the duties and responsibilities for the Firefighter/Paramedic (EMT). She also made some changes recommended by the City's labor attorney.

Upon inquiry by Alderperson Balcerzak, Ms. Lynch explained that if a Firefighter applied that could not perform activities other than office work, they would not be hired as they cannot complete the essential functions of the job. The peripheral duties that are listed within the job descriptions are not required, but preferred.

Motion to approve the updated Fire Department Firefighter/Paramedic (EMT) job description as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

7. Update DPW Office Administration Clerical Assistant position job description

Ms. Lynch provided a memo noting that the Administration Clerical Assistant position, housed in the Public Works offices, was last updated in 2008. There have been many changes since that time. There have been staffing changes throughout those offices along with changes to the job duties to this position. Some job duties have been eliminated while others have been added.

Ms. Lynch and Mark Desotell, Director of Administrative Services, have collaborated on making necessary changes to this job description. Job duties suggested by the City's labor attorney were added as with all other positions.

Motion to approve the updated DPW Administration Clerical Assistant job description as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

8. Update Police Department Clerical Positions Job Description

Ms. Lynch provided a memo advising that the Police Department currently has three office personnel that work under two different job descriptions. As the years have gone by and changes have naturally occurred within the positions, it became clear that all three could be working under one job description that encompasses all of their duties.

Ms. Lynch provided two previous job descriptions along with the combined new job description for the Police Department Clerical Assistants. She is updating the format of all job descriptions, adding changes that have occurred in their duties and responsibilities, and changes recommended by our labor attorney. Both she and Chief Roller created this new job description.

Upon inquiry by Alderperson Feller Gottard, Ms. Lynch explained that the current employees will follow the updated job descriptions unless there were drastic changes then current employees do not have to meet the new requirement.

Motion to approve the updated Police Department Clerical positions job description as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

9. Approve Elwyn Remington Foundation Fire Department Grant

Jon Petroskey, Fire Chief, provided a memo advising that the Elwyn Remington Foundation has donated \$3,125 to the Antigo Fire Department as part of their annual fire department donation. The foundation has donated funds over the last several years to area fire departments. Chief Petroskey is requesting the committee to approve the donation to the Fire Department. The donation also requests the money to be spent locally at Pomasl Fire Equipment Inc.

Chief Petroskey is also requesting to approve future donations from the Elwyn Remington Foundation as this has been an annual event.

Upon inquiry by Alderperson Balcerzak, Chief Petroskey advised that he has spoken with other Fire Departments and there is nothing specific that can be purchased for this amount that would be of benefit to all the departments. The Foundation was aware that this may be the case.

Upon inquiry by Alderperson Bugni, Chief Petroskey indicated that they have received a grant from this foundation for the past few years. The Langlade County Fire Chief's Association was contacted by the foundation. One check was written by the Foundation and then disbursed to the different departments.

Upon inquiry by Alderperson Feller Gottard, Chief Petroskey advised that he is also requesting the ability to accept donations from the Elwyn Remington Foundation if offered again in the

future.

Motion to accept the Elwyn Remington Foundation donation as presented as well as any future donations from the Elwyn Remington Foundation.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

10. Contractor Selection based on Air Conditioning Bid Tabulation for the Replacement of 5 Roof-top Units Located at City Hall

Mr. Desotell provided a memo advising that sealed bids were solicited for the replacement of five roof top air condition units located at City Hall. These units individually serve the lobby, Council Chambers, Clerk-Treasurer's office, Public Work's area and the Administrative wing respectively. All of the units are being recommended for replacement based on their age. They are the original mechanical systems installed during the construction of City Hall in 1994.

Mr. Desotell's memo further noted that a total of six bids were received, one was determined as non-qualifying at the bid opening as it failed to include a bid bond. The bids were solicited in such a manner as to allow the City to directly purchase the A/C units eliminating sales tax. Two bidders were able to offer a reduced bid amount for a combined HVAC unit even though stand alone A/C units are all that were required to match current use. Additionally, alternate bids were sought for extended warranty, web based system controls and for annual maintenance services.

Mr. Desotell brought an additional memo to the meeting advising that after reviewing the bid packets and interviewing the three lowest bidders along with Roger Musolff, it is his recommendation that the low bid of Simmons Plumbing, LLC be accepted for the five City Hall roof top A/C units.

The City only received one recognized bid for the installation of a new web based automation and control system as presented by North Central Mechanical (NC Mechanical). Subsequent to the bid opening, both Simmons Plumbing and NC Mechanical have agreed to work together on this project with each being compensated as bid. However, a credit was required from Simmons Plumbing as they would not need to retrofit the City's existing control system if the committee were to approve the new web based system as bid by NC Mechanical. The following represents staff recommendations:

York A/C units installed (5 total as specified w/o sales tax)	\$63,563.20
Credit for automation and controls by NC Mechanical	<u>-\$3,500.00</u>
Total Installation Bid	\$60,063.20
Install "JACE" web based control by NC Mechanical	<u>\$18,594.00</u>
Total Amount Required	\$78,657.20
2017 budgeted amount by City of Antigo	<u>-\$75,000.00</u>
Additional 2017 Budget Required	\$3,567.20

Mr. Desotell is also recommending that the City authorize Simmons Plumbing to conduct routine annual maintenance (including filters) at a cost of \$750 per year as bid and to authorize a payment of \$187.50 per year to NC Mechanical for software maintenance. The additional funds needed (\$3,657.20) to achieve this recommendation are being requested from the City's

undesignated CIP fund balance to be placed into the Capital Improvement OPI-7 account.

Kaye Matucheski, Clerk-Treasurer, advised that the maintenance costs come from the operating budget, not from CIP funds.

Upon inquiry by Alderperson Kassis, Mr. Desotell advised that he requested a five year annual maintenance from Simmons Plumbing as part of the bid package, which covers the warranty years. The software maintenance fee will probably increase as the years go on.

Motion to approve the installation of 5 York A/C Units installed from Simmons Plumbing in the amount of \$60,063.20, approval of installation of JACE web based control by North Central Mechanical in the amount of \$18,594.00 with \$75,000 funding derived from the 2017 budgeted amount and the additional \$3,567.20 from the City's undesignated CIP fund balance to be placed into the Capital Improvement OPI-7 account. The motion further includes authorization for Simmons Plumbing to conduct routine annual maintenance (including filters) at a cost of \$750 per year and to authorize a payment of \$187.50 per year to North Central Mechanical for software maintenance with funding derived from the operating budget as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

11. Waiving of the bid process and quote for Services from Frisch's Greenhouse for Ground Planters/Hanging Baskets in the Downtown Corridor

Mr. Desotell provided a quote and a memo indicating that for 2017 the City is removing all of the ground planters located along Fifth Avenue except for those protecting tree plantings and fire hydrants. The successful use of hanging baskets along this corridor along with the expense to maintain the deteriorating landscape timbers helped shape this decision. This decision leads to an overall savings of nearly \$4,000 per year in this program. For 2017 these savings will help to defray the associated costs with removing the deteriorated planters and restoring any concrete in the voids left by their abandonment. In ensuing years this savings will help to offset any inflationary or expansion costs related to our downtown enhancement efforts or leave more dollars for maintenance in the alley and boulevard budget category.

Mr. Desotell's memo further noted that the Antigo First Group's goal to provide \$3,500 towards the hanging basket program remains an achievable commitment on their part and helps to extend efforts in the downtown corridor. Frisch's Greenhouse has been a valuable team member in order to advance the success of the hanging basket and ground planter programs. It is his recommendation that the committee waive the bidding process and approve their estimated quote for services in the amount of \$11,939.50 which allows for \$4,577 for the hanging basket program and \$7,362.50 for the Sixth Avenue ground planter program. The estimated \$11,939.50 total may vary depending on watering need/conditions.

Upon inquiry by Alderperson Balcerzak, Mr. Desotell indicated that the baskets by Schroeder's is included in the \$11,939.50.

Alderperson Balcerzak commented that Frisch's Greenhouse does an excellent job.

Motion to approve the quote for services from Frisch's Greenhouse for the 2017 ground planters/hanging baskets in the downtown corridor as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

12. Additional Request of \$5,000 for Police Department Contractual Services Budget for Towing of Impounded Junk Vehicles

Mr. Desotell provided a memo advising that in order to address the growing problem of junked vehicles located on private properties (typically residential) or on other properties not properly zoned for such activity, our staff will begin a more concerted effort towards solving this matter. To accomplish this, he is requesting that \$5,000 from the City's contingency be transferred to the Police Departments Contractual Services account to accomplish the effort. In future budgets, a corresponding revenue amount will also be included in the budget based on anticipated notice/towing/storage fees which will be somewhat offset by the salvage value of any unclaimed vehicles or by those paying to retrieve an impounded vehicle.

Mr. Desotell advised that they are hoping not to have to incur towing charges, but rather have compliance.

Motion to approve the additional request of \$5,000 for Police Department Contractual Services Budget for towing of impounded junk vehicles with funding derived from the contingency fund.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/10/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

13. Recommended Ordinance Language Updates for Article VI Sections 38-403 thru 38-408 Regarding Junked Vehicles and Appliances on Private Property

Mr. Desotell provided a memo advising that the specific issue of junked vehicles and appliances is being reviewed by staff with the intent of applying a more focused effort towards resolving this problem. Please do not confuse this effort with that of public nuisances such as accumulation of refuse or dilapidated buildings as these matters are enforced under Sections 22-186 thru 22-193 of the City's Code of Ordinances. Increased enforcement of Public Nuisance violations are also being addressed by staff and may require ordinance updates at a subsequent meeting. Mr. Desotell provided a marked-up copy representing potential updates to the ordinance. He is recommending a daily impound storage fee of \$20 per day.

Mr. Desotell questioned the committee if this is something they want to address and the ordinance language needs to be updated for a number of reasons, such as State Statutes. The Police Chief and Building Inspector will be in charge of the program. Attorney Winter has been involved.

Alderperson Balcerzak noted that Council members will get phone calls regarding this and staff needs to be supported.

Mr. Desotell provided the committee with a flow chart showing how junked vehicles and appliances will be handled. The building inspector will determine if a vehicle is considered a junk vehicle (less than \$500 in value) and notify the property owner of a violation. The basic

vehicle going to the junk yard for salvage is worth approximately \$165 in value. If the vehicle were to be impounded for fourteen days at \$20 per day, the total is \$280.

Mr. Desotell further explained once a person receives notice from the Building Inspector, they have five days to comply. Compliance does not necessarily mean to get rid of the vehicle. It could mean getting it licensed, making it operable, or putting it in a garage. There are a number of options. If they do not comply, the Police Department MAY issue a citation. The Police Department would like to work with people and hopefully find a solution.

Continuing, Mr. Desotell noted once a citation has been issued, the property owner has 20 days to comply. A hearing can be requested within the 20 days. If a vehicle is substantially complete in excess of 19 model years of age then it cannot be taken directly to salvage. If this is not the case, the vehicle can be towed to City impound site. The owners are given 14 days to reclaim and pay the notice, towing and storage fees. If unclaimed, the vehicle can be taken to salvage.

Upon inquiry by Alderperson Bauknecht, Mr. Desotell explained that Mr. Musolff does deal with these complaints now. Notices are being sent and some residents comply. Chief Roller noted that they have been dealing with them all along, but typically on a complaint basis. There have not been too many non-compliant people.

Mr. Desotell indicated that the goal is to attempt to deal with five vehicles a week.

Upon inquiry by Alderperson Kassis, Mr. Musolff noted there is approximately one vehicle in every other block. He estimates approximately 500 junked vehicles.

Mr. Desotell indicated that notices will be going out soon because of the amount of time it takes. This is a six to eight week process.

Mr. Musolff noted that he has had approximately 20 complaints within the last two weeks.

Motion to update the ordinance regarding junked vehicles and appliances on private property as presented subject to Attorney Michael Winter's review as well as establishing the storage impound fee of \$20 per day and place a determination value of \$500 on junk vehicles.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 6/14/2017 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Bill Brandt

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:47 pm

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

Tom Bauknecht, Chairperson

Date