



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, May 15, 2019

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

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

1. Approval of the Minutes from the April 17, 2019 Meeting
2. Dominic Frandrup, Library Director, Presentation on the Library (information only)
3. Waive Permit Fees for Sober Living Facility (Referred by Alderperson Balcerzak)
4. Commitment of up to \$150,000 by the City of Antigo (based upon Equal Investments by Langlade County & NCHC) for the Property Purchase & Necessary Renovations for the conversion of the Existing Building Located at 915 First Avenue for a County Sober Living Facility for Women
5. Approval to Fill Park, Recreation and Cemetery Department Open Working Supervisor Position
6. Approval to Hire One Patrolman for the Antigo Police Department to Maintain Staffing
7. Purchase of a 2019 Ford Police Response Pickup Truck from Langlade Ford for the Police Department
8. Re-Mount of Current Ambulance onto a New Chassis
9. Correct Hotel/Motel Tax Commission Membership, Terms, and Officers to Comply with Wisconsin State Statute 66.0615 (1m)(c)(1)(3)(4)
10. Authorize CliftonLarsonAllen LLP (CLA) to Conduct Water & Sewer Rate Studies to Determine Rate Adjustments
11. Request for Proposal for Banking Services from Financial Institutions Approved as Public Depositories (information only)

Any Other Matters Authorized by Law to be Considered

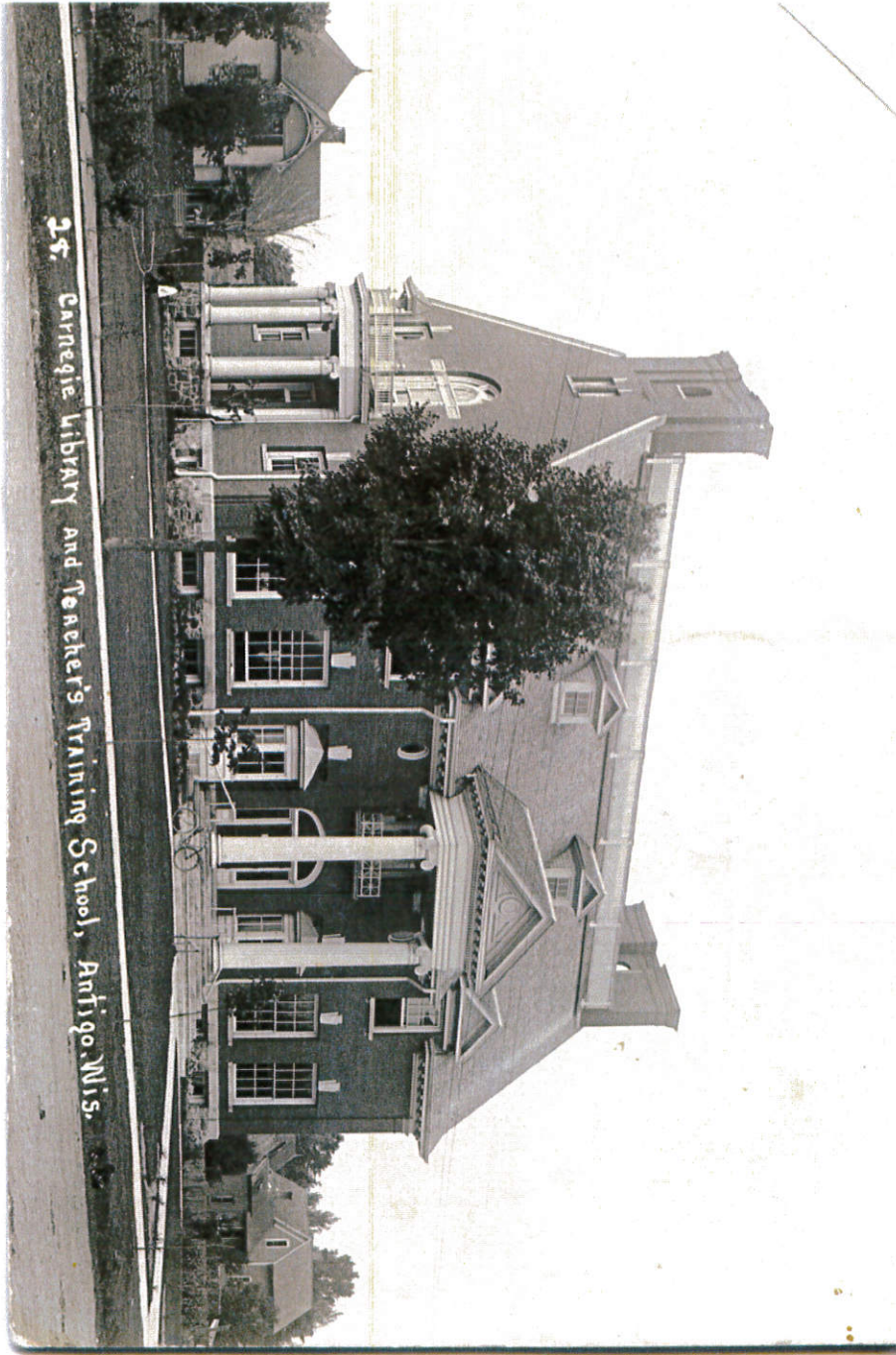
Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: May 09, 2019

BILL BRANDT

1905





Antigo Public Library opened July 14, 1997.

- Capital Improvements Projects group:

Library Board Reps: Linda Szitta and Kristy Bovre
City Reps: Bill Brandt, Tom Bauknect, and Mark Desotell
County Reps: Dave Solin, Doug Nonnenmacher, and Robin Stowe
Nate Huess: County Facilities manager
Brian Grabowski: Library Facilities manager







- In 2018 the library offered over 160 programs for children through adults last year and had 5,400 people attend them.

Antigo location alone had over 75,000 visits in 2018 which means that the entire population of Langlade County would have visited us four times in 2018.

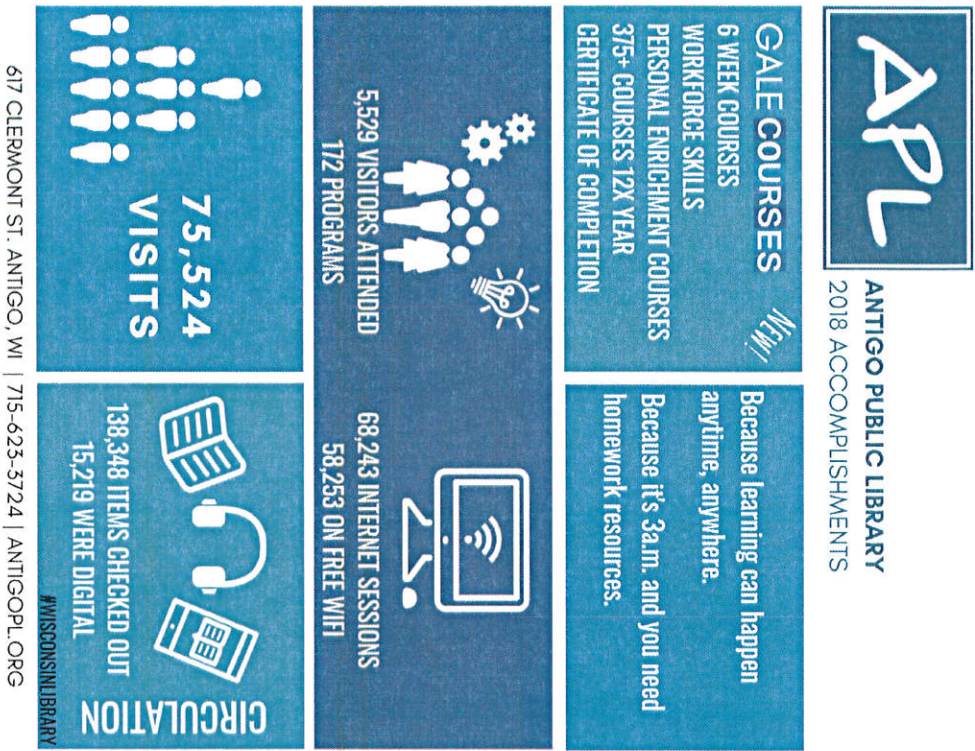


Over 58,000 uses of our WiFi and almost 10,000 uses of our computer stations occurred in 2018.





- Langlade County has 19,160 residents and 8,635 hold library cards.
- 7,780 City of Antigo has residents and 4,491 hold library cards.



Beginning in 2013 Library users have been returning to paper copies as a break from reading everything online.

Book sales have been increasing by about 3% a year since 2013.





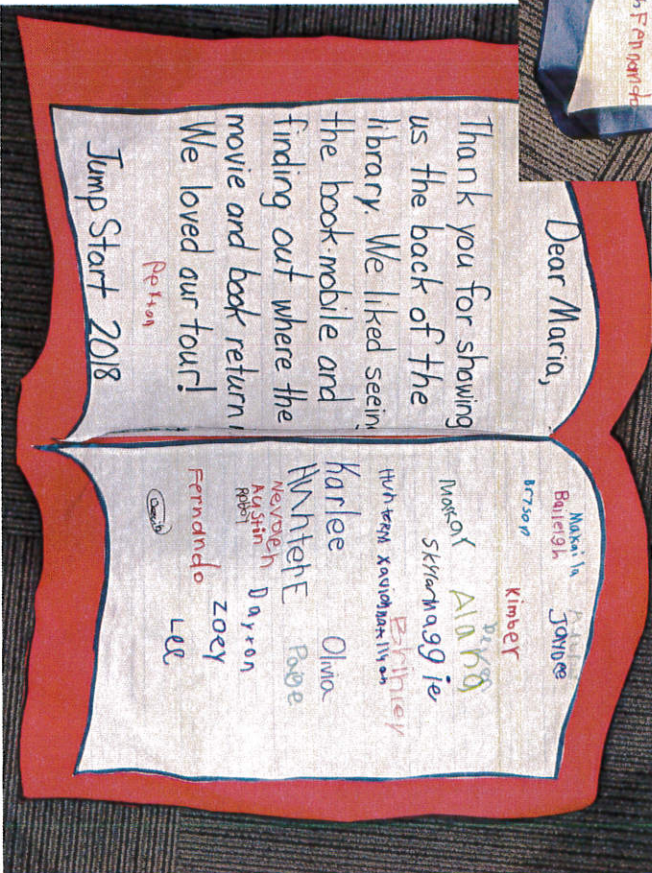
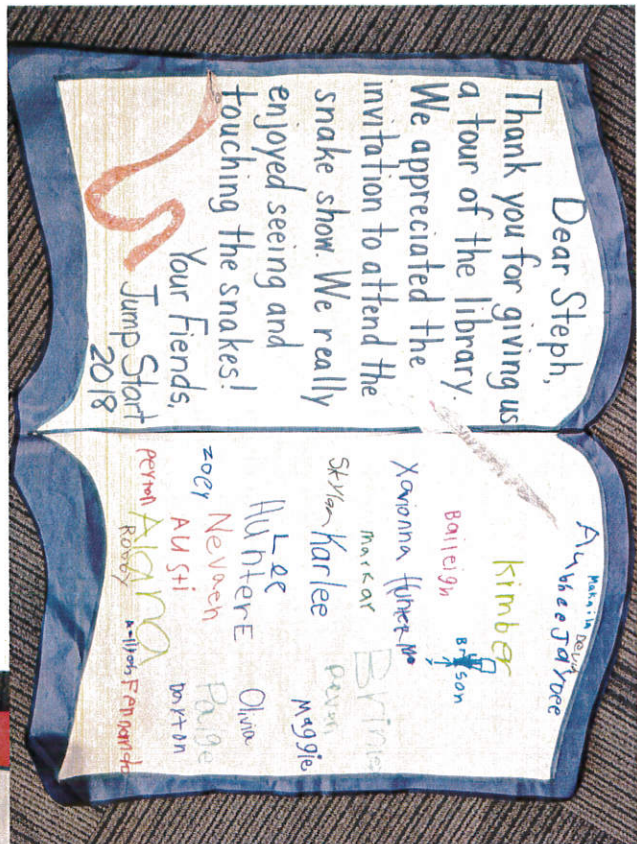


2017 PEW research study found that 53% Millennials had used libraries within the last year.

This is more than any other demographic and there was strong agreement that Libraries enhance the quality of life in their communities.

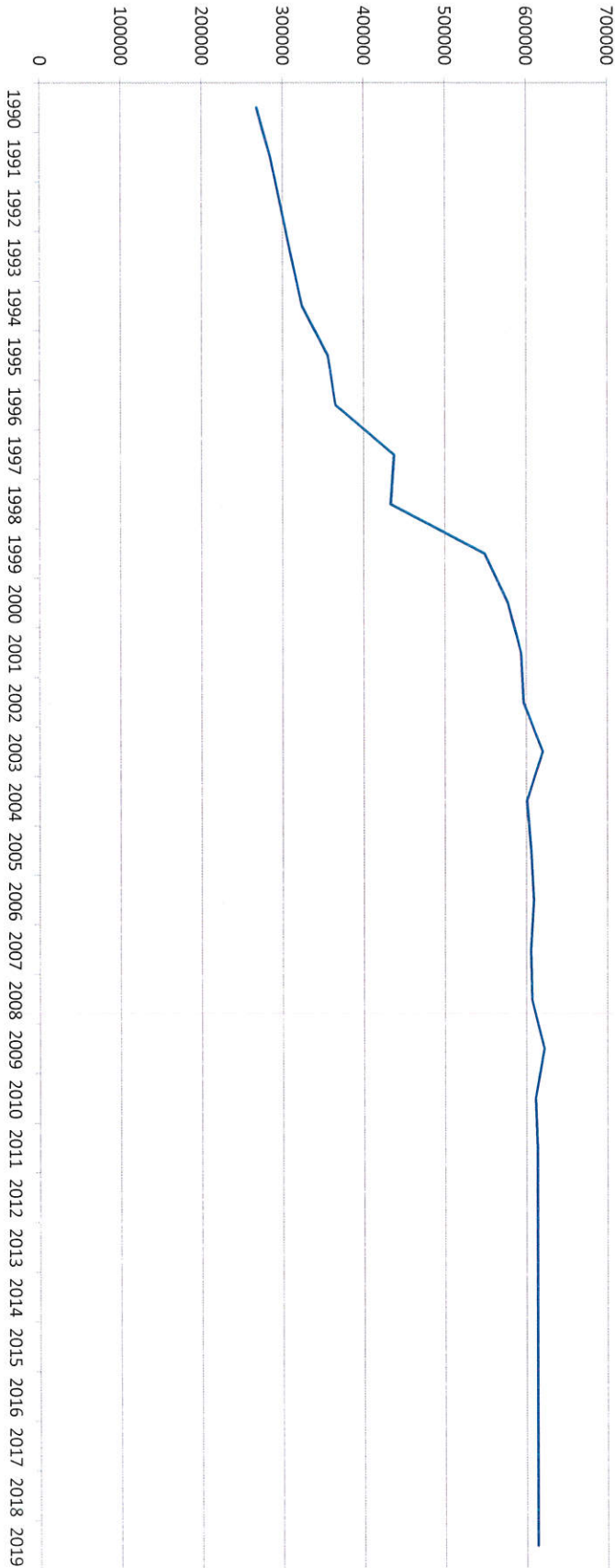
45% of Gen Xers, 43% of Baby Boomers and 36% of the Silent Generation have visited a library in the last 12 months.





406%

Combined City/ County Revenue



	2016	2017	2018	2019	2020	2021
LIBRARY FUND BALANCE REMAINING (actual)	\$ 93,397.00		\$42,739.38	\$133,488.00	\$53,798.00	\$(25,221.00)
Library Recap for Carryover	\$106,733.00	\$ 136,543.00	\$ 150,000.00	projected	projected	projected



APL

ANTIGO PUBLIC LIBRARY 2018 ACCOMPLISHMENTS

GALE COURSES

6 WEEK COURSES

WORKFORCE SKILLS

PERSONAL ENRICHMENT COURSES

375+ COURSES 12X YEAR

CERTIFICATE OF COMPLETION

NEW!

Because learning can happen
anytime, anywhere.

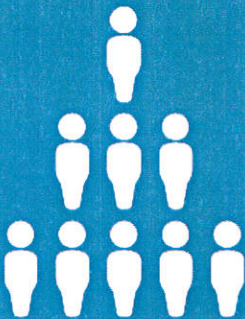
Because it's 3a.m. and you need
homework resources.



5,529 VISITORS ATTENDED
172 PROGRAMS



68,243 INTERNET SESSIONS
58,253 ON FREE WIFI



75,524
VISITS



138,348 ITEMS CHECKED OUT
15,219 WERE DIGITAL

CIRCULATION

#WISCONSINLIBRARY

617 CLERMONT ST. ANTIGO, WI | 715-623-3724 | ANTIGOPL.ORG

Antigo Public Library timeline:

1897- First Library Opened in Antigo.

1898- 1900 Library Moves to 5th Ave

1903- Carnegie Foundation gives \$1500 for new library!

1905- New Carnegie Library opens!

1995- Library project begins.

1996- Groundbreaking for current library location.

1997- Current Library Completed.

2007- First Joint City/ County Library Agreement signed.

2012- First Library Capital Improvement Projects committee formed.

2013- New roof on library due to faulty shingles during construction. Library Board agrees to break formal joint City/ County Library agreement due to the dire nature of the leaks and pays for 1/3 of it because City and County cannot afford the whole project.

2016- Joint City/ County Library agreement renewed until 2026 with the only changes to the agreement being penalties for withdrawing from the agreement.

Library remodels main area. Library CIP committee meets and determines to following goals:
2014- HVAC repairs, 2015- Switching from pneumatic to digital controls, 2016- High efficiency lighting.

2018- Library Self-funds LED lighting project.

Vehicle hits meeting room in December.

2019- Representative Mary Felzkowski receives Wisconsin Library Association Legislator of the Year award at Antigo Library.

Library CIP committee meets again to discuss HVAC improvements to the Library.

Remodel of meeting room and kitchen area to begin April due to vehicle accident.

2020- Tentative plan to rehab library HVAC which has been discussed since 2012.



To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: May 15, 2019

Re: Commitment of up to \$150,000 by the City of Antigo (based upon Equal Investments by Langlade County & NCHC) for the Property Purchase & Necessary Renovations for the conversion of the Existing Building Located at 915 First Avenue for a County Sober Living Facility for Women

The City of Antigo previously approved the utilization of up to \$300,000 in City funds as a matching program with Langlade County for projects of joint interest and benefit. The commitment was a result of Langlade County's concurrence to designate the 5th Avenue reconstruction project from Superior to Lincoln Streets as the local candidate to receive the CDBG RLF Close funds resulting in a net financial benefit to the City of Antigo for the qualifying Downtown project.

City & County representatives attended several public informational meetings presented by North Central Health Care describing both the need and benefits resulting from the investment into a Sober Living Facility. Based on a projected estimate of \$450,000 for the purchase of a facility, its renovation and initial start-up costs it was determined that the 3 entities (Langlade County, NCHC and the City of Antigo) should each pledge a 1/3 share to address the desired project. Langlade County has already passed a resolution designating a \$150,000 commitment and NCHC has pledged to solicit donations in order to commit to their share.

I am asking that the FP&L Committee commit to an amount of up to \$150,000 (from the aforementioned \$300,000 joint City/County fund) in support of the County/NCHC Sober Living Facility development. The City will not be responsible for any ongoing costs to operate or maintain the facility. If the purchase of the property in conjunction with renovations are to exceed the 1/3 commitment of up to \$150,000 by the City of Antigo the matter will be referred back to this Committee for consideration.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: May 15, 2019
Re: Approval to Fill Park, Recreation and Cemetery Department Open Working Supervisor Position

Dan Washatko transferred to the Street Department, and the Working Supervisor position is now vacant for the Park, Recreation and Cemetery Department.

I am requesting permission to fill the Working Supervisor position for the Park, Recreation and Cemetery Department.



ANTIGO POLICE DEPARTMENT

ERIC ROLLER
CHIEF OF POLICE & DIRECTOR OF PUBLIC SAFETY
EROLLER@ANTIGO-CITY.ORG

May 8, 2019

Finance, Personnel, & Legislative

Dear Committee Members;

Sgt. Nate Musloff has given his resignation letter on April 12, 2019 and has requested that his last working day be May 20, 2019. Musloff has resigned to work in the private sector and I want to thank him for his 21 years of service with the Antigo Police Department.

I am requesting to accept applications and hire a patrolman for the Antigo Police Department to maintain staffing at 15 sworn officers. I have been advertising for a patrolman position the last couple of weeks and would like to hire someone during the month of June.

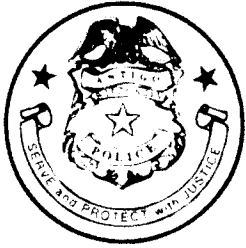
I will be moving our night shift Sergeant Jerry Reichl to day shift Sergeant after the hiring and field training process. This will create a night shift sergeant that I will be posting internally for in the future.

I am requesting a motion and approval to rehire to maintain staffing at 15 officers.

Sincerely;

Eric J. Roller
Director of Public Safety

Attachment: 2019 summer rehire (2778 : Hiring)



ANTIGO POLICE DEPARTMENT

ERIC ROLLER
CHIEF OF POLICE & DIRECTOR OF PUBLIC SAFETY
EROLLER@ANTIGO-CITY.ORG

May 8, 2019

Finance, Personnel, & Legislative

Dear Committee Members;

I am requesting to purchase one 2019 Ford Police Response Pickup Truck from Langlade Ford under the state purchase price. This vehicle is a full police package vehicle that is pursuit rated and capable of full patrol duties. Retail price of the vehicle is \$45,740.00 and the state purchase price is \$34,500 with the police options. This is \$1000.00 more than the Ford Utility Vehicle that we recently purchased though the concession is greater on the pickup truck as the utility is retail priced at \$39,360.00. The pickup truck will be a good addition to our fleet and will have the added benefits of transporting large items or items that should not be transported inside a vehicle.

I am also requesting that the vehicle be outfitted to our police standards with lighting, electronics, and safety components. Changeover of the squad will be done through Belco Solutions of Lodi. We will be adding a squad computer to this vehicle as our new records management allows for mobile field reporting. I have budgeted money for this purchase through our CIP and will use a grant from Wal-Mart to help cover the cost of the added Toughbook Computer. This vehicle will be maintained as an unmarked squad and will be utilized by our Detective Sergeant for his regular duties and special duties.

This vehicle will replace our 2010 Chevy Malibu that has been used as an unmarked squad, training vehicle, and undercover vehicle. I am anticipating keeping this vehicle for training and an undercover vehicle as the trade in value is approximately \$3000.00-\$4,000.00, and our other undercover vehicle is even older.

A handwritten signature in black ink, appearing to read "Eric J. Roller".

Eric J. Roller
Director of Public Safety

Attachment: 2019 Ford Pickup Purchase (2780 : Vehicle Purchase)

VIRTCDP

EN

CNGP530

VEHICLE ORDER CONFIRMATION

04/18/19 16:23:52

==>

Dealer: F41195

2019 F-150

Page: 1 of 1

Order No: 9999 Priority: F1 Ord FIN: QM972 Order Type: 5B Price Level: 950

Ord PEP: 150A Cust/Flt Name: ANTIGO POLICE PO Number:

RETAIL

RETAIL

W1P F150 POL RESP \$42955

18B BLK PLAT BDS \$250

145" WHEELBASE

54R MIR DUAL PWR 305

UX INGOT SILVER

57Q REAR DEFROSTER 220

P POLICE SEAT

59S LED SPOTLIGHTS 175

G MED EARTH GRAY

59S FOG LAMPS 140

150A EQUIP GRP

924 PRIVACY GLASS 100

.XL SERIES

SP DLR ACCT ADJ

.18" MACH WHEEL

SP FLT ACCT CR

994 3.5L V6 GTDI

FUEL CHARGE

44G ELEC 10-SPDAUTO

B4A NET INV FLT OPT NC

.LT275/65R18C

DEST AND DELIV 1595

.3.55 ELEC LOCK

TOTAL BASE AND OPTIONS 45740

LT CAPABILITY

TOTAL 45740

7000# GVWR

THIS IS NOT AN INVOICE

FRT LICENSE BKT

NC

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC016611

V1DP0059

13,79



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: May 15, 2019
Re: Re-Mount of Current Ambulance onto a New Chassis

Within the CIP budget for Ambulance services we have been building a fund balance to replace our older ambulance. It has come time to replace or update our 2009 Horton ambulance which has over 220,000 miles on the chassis.

We researched and found that we can re-mount our current ambulance body onto a new chassis. This practice is nationally becoming more common and provides a very economical way to update our high mileage ambulances; specifically when the module has very little or no problems. We requested bids for a re-mount of the 2009 Horton body onto a new chassis and received two responses from Pomasl Fire Equipment and North Central Ambulance Sales.

The bid sheet is attached with my recommendation for accepting the low qualifying bid from North Central Ambulance Sales out of Lester Prairie, MN. Their work will consist of the re-mount of the existing 2009 Horton body onto a 2019 Ford E450 gas powered (V-10) chassis. I am also recommending not trading in the 2009 chassis as Public Works Department would like it in their operations and for the inclusion of an extended transmission warranty. The total requested amount for the purchase is listed as follows:

- Remount 2009 Horton Body onto 2019 F-450 chassis \$116,661
- Add 84 month/200,000 mi./8,000 hr. transmission warranty \$ 4,090
- Total Cost = \$120,751

I am also requesting the additional authority to expend an amount not-to-exceed \$3,000 to address any unforeseen problems that may be encountered during the body re-mount process.

If authorized, this amount would only be utilized upon my receiving the prior approval of the Director of Administrative Services.

This approach to the re-mount of the existing ambulance body appears to be saving some \$90,000 when compared to the purchase of a completely new unit. As always, please feel

free to contact me if you have questions.

BID SHEET

2019 Ford Type III Ambulance Re-Mount

Date of Opening: 5/6/2019

Present at Opening: J. Petroskey

Scott Henricks

<u>Bidder</u>	<u>Total Bid</u>		<u>Discounts</u>	<u>Balance</u>	<u>Comments</u>
Pomasl Fire Equipment	\$136,850.00 (pay w order)		\$800 Trade-in	\$ 136,050	\$3,990 Transmission warranty
1918 Neva Road	\$138,380.00 (pay at deliver)		\$800 Trade-in	\$ 137,580	\$700 PFE retrun old chassis
Antigo, WI 54409					
North Central Ambulance Sales (NCA)	\$116,661 NCA		\$1,000 Trade-in	\$ 115,661	\$4,090 Transmission warranty
18448 County Road 9					\$850 Return old chassis
Lester Prairie MN. 55354					

Attachment: Re-Mount Bid Sheet (2784 : 2019 Ambulance Re-Mount)



To: Mayor and City Council
From: Bill Brandt, Mayor
Date: May 15, 2019
Re: Correct Hotel/Motel Tax Commission Membership, Terms, and Officers to Comply with Wisconsin State Statute 66.0615 (1m)(c)(1)(3)(4)

During the most recent Hotel/Motel Tax Commission meeting it was brought to the Commission's attention that the membership, terms, and Chairperson of the Commission as originally approved by the Common Council on January 12, 2000, have not complied with State Statute. Staff was unable to find any information as to why the Commission was originally established the way that it is currently.

Currently there are seven members appointed to the Commission which are listed by position, they have three year terms, and the Mayor is the Chairperson. However, Wisconsin State Statute 66.0615 specifically lists the following:

- (1m)(c1) says that the "commission shall consist of 4 to 6 members. One of the commission members shall represent the Wisconsin hotel and motel industry."
- (1m)(c3) says the "Commissioners shall serve for a one-year term, at the pleasure of the appointing official, and may be reappointed."
- (1m)(c4) says the "commission shall meet regularly, and, from among its members, it shall elect a chairperson, vice chairperson and secretary."

In order to comply with the statute, I am recommending the Hotel/Motel Tax Commission members include the following: City Council President, Antigo/Langlade County Chamber of Commerce Director, Langlade County Economic Development Corporation Director, City of Antigo Motel Representative, and an At-Large Member (that is a City resident). This will be a five member Commission that the Mayor will appoint and then confirmed by the Common Council. The members will then annually elect the Chairperson, Vice Chairperson, and Secretary.

This is my recommendation to bring the Commission in to compliance with Wisconsin State Statute. A resolution to this effect would be presented at the next Council meeting.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: May 15, 2019
Re: Authorize CliftonLarsonAllen LLP (CLA) to Conduct Water & Sewer Rate Studies to Determine Rate Adjustments

With the upcoming construction projects and capital improvement items for the Water and Sewer Enterprise Funds, it is necessary to review our rates to determine if adjustments are necessary. The Water rates need to be presented to the Public Service Commission (PSC) for approval with a public hearing held. The Sewer rates need to be approved by Council only.

We asked the auditor, CliftonLarsonAllen LLP (CLA), to provide a quote to assist in the preparation of an application for water rate adjustment to comply with the PSC. In addition, they will analyze the operational, capital, and debt service expenditures for the sewer utility to maintain its financial strength.

Staff will assist CLA in gathering the data which they will analyze and then present their recommendations for adjustments to the water and sewer rates. This includes the PSC requirements including conducting the required public hearing.

The quoted fees are \$6,750 for the Water Utility and \$6,000 for the Sewer Utility. If we contract for both studies simultaneously, we can deduct \$1,000 from these costs so the total would be \$12,750. The Water and Sewer Utilities operating budgets would pay for these costs.

A copy of the proposal is attached for your review. If you have any questions, please feel free to contact me at 715-623-3633, extension 102.



CLA (CliftonLarsonAllen LLP)
 2200 Riverside Drive
 P.O. Box 23819
 Green Bay, WI 54305-3819
 920-436-7800 | fax 920-436-7808
 CLAAconnect.com

April 22, 2019

Kaye M. Matucheski
 Clerk-Treasurer/Finance Director
 City of Antigo
 700 Edison Street
 Antigo, Wisconsin 54409

Dear Kaye,

In accordance with your request, outlined below is a proposal to provide assistance to the City of Antigo in regard to a proposed study in water and sewer utility rates.

Engagement Scope and Objectives

The scope of our engagement will be as follows:

Water Utility

Prepare an application to adjust water rates in accordance with Public Service Commission of Wisconsin (PSC) guidelines. City personnel would be expected to provide the required historical customer consumption, budgeted water utility revenues and expenses, and budgeted future capital improvements along with related financing and be available for questions while the application is being prepared. Our responsibility would be to accumulate all of the information required for the rate filing and complete the PSC application. We would then present the results of the study to City personnel prior to the actual filing with the PSC. We would also be present at the public hearing and testify before the PSC, if requested.

Sewer Utility

Analyze operational, capital and debt service expenditures to develop rates which maintain the finance strength of the utility. City personnel would be expected to provide the required historical customer revenues, budgeted sewer utility revenues and expenses, and budgeted future capital improvements along with related financing and be available for questions. We would then present the results of the study to City personnel.

Timeline

The Water Utility is regulated, and will require PSC application to be analyzed and proposed rates approved by the PSC. The rate adjustments for the Sewer Utility will be based on Board approval.

Fees

The engagements will be completed by David Maccoux and Scott Sternhagen. Fees for services will not exceed \$6,750 for the water utility (which includes all PSC correspondence, public hearings, etc.) and \$6,000 for the sewer utility. Completing the two studies simultaneously will allow us to receive efficiencies, and result in a discount of \$1,000 from the above fees.

Acceptance

If the foregoing is acceptable to you, please return a signed copy of this proposal to me to confirm the engagement. We appreciate the opportunity to present our proposal for your consideration.

Sincerely,

David L. Maccoux, CPA
 CliftonLarsonAllenLLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Antigo.

Signature

Title

Date



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: May 15, 2019
Re: Request for Proposal for Banking Services from Financial Institutions Approved as Public Depositories (information only)

The City currently has the main bank accounts with Huntington Bank. I was notified that Associated Bank has purchased the Wisconsin operations of Huntington so we will need to change banks. They only purchased a portion of the Huntington business, so the City will have to change all of our account numbers for automatic payments, have new checks printed, etc. Because we are going to have to go through this process anyway, I sent out a request for proposals to all of the financial institutions that are approved as Public Depositories for the City that have a local branch in Antigo. The proposals are due back on May 22, 2019.

Because of the timing of the change to Associated Bank, which is effective June 14, 2019, there will not be enough time to evaluate the proposals and get approval as the Council meeting is not until June 12, 2019. Staff will need a few weeks to get all of the changes made to allow for payroll, accounts payable, and deposits to be processed. That is why the only financial institutions that were approached were those that have already been approved by Council for the City to work with.

This is information only so that you are aware of what is happening with our banking services. If you have any questions, please feel free to contact me at 715-623-3633, extension 102.