CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE

MINUTES OF MEETING HELD

MAY 15, 2019

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: Eric Roller, Public Safety Director; Dominic Frandrup, Library Director; Jon Petroskey, Fire Chief; Sarah Repp, Park, Recreation and Cemetery Director; Mark Desotell, Director of Administrative Services; and Jaime Horswill, Lead Office Assistant.

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

1. Approval of the Minutes from the April 17, 2019 Meeting

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

2. Dominic Frandrup, Library Director, Presentation on the Library (information only)

Dominic Frandrup, Library Director, provided a PowerPoint presentation regarding the Antigo Public Library. He discussed a timeline starting in 1897 when the first library opened in Antigo to 1997 when the current library was completed.

Mr. Frandrup advised in 2018 the Library offered over 160 programs for children through adults and had 5,400 people attend them. The Antigo location alone had over 75,000 visits in 2018 which means that the entire population of Langlade County would have visited the Library four times in 2018. Over 58,000 uses of the Wi-Fi and almost 10,000 uses of the computer stations occurred in 2018. Langlade County has 19,160 residents and 8,635 hold library cards. Out of 7,780 City of Antigo residents, 4,491 hold library cards.

Mr. Frandrup noted that 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% per year since 2013. 2017 research study found that 53% of millennials had used libraries within the last year. This is more than any other demographic and there was strong agreement the 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.

Mr. Frandrup advised that in 2013 a new roof was put on the library due to faulty shingles during construction. The Library Board agreed to break the formal joint City/County Library Agreement due to the dire nature of the leaks and pays for one-third of it because the City and County could not afford the whole project. In 2016 the joint City/County Library Agreement was renewed until 2026 with the only changes to the agreement being penalties for withdrawing from the agreement. The Library remodeled the main area. The Library CIP Committee met and determined the following goals: 2014-HVAC repairs, 2015-switching from pneumatic to digital controls, 2016-high efficiency lighting.

Mr. Frandrup noted in 2018 the Library self-funded the LED lighting project. A vehicle hit the meeting room in December.

Mr. Frandrup advised that Representative Mary Felzkowski received a Wisconsin Library Association Legislator of the Year award at the Antigo Library in 2019. In 2019 the Library CIP Committee met again to discuss HVAC improvements to the Library. The remodel of the meeting room and kitchen is scheduled for April 2019 due to the vehicle accident. There is a tentative plan to rehab the Library HVAC in 2020 which has been discussed since 2012.

Mr. Frandrup spoke about the Shawano County Library Consolidation, which will leave a shortfall in his budget and will continue indefinitely.

He further noted that he is projecting the HVAC improvements to be split three ways between the City, County, and Library Board which will cause a further shortfall. He further noted the flat funding for the Library for ten years. Therefore the Library is requesting an additional $10,000 to be added to next year's budget.

Mayor Brandt commented that in 2013 some of the problem the City and County had at that time was that it was their understanding that the Library was setting money aside in their budget for projects such as a new roof. The agreement Mr. Frandrup is referring to between the City and the County was put together so projects such as the HVAC could be saved for by the Library. The City and County would contribute extra money towards the library to do these projects but the budgeted amount would stay the same. Once the money is given to the Library, the City has no control over what the Library does with it. The City was under the impression that some of it was being saved for projects.

Mayor Brandt indicated that the City and County are jointly responsible for any updates to the Library for health and safety. He does not believe the HVAC system is a building code violation.

Mark Desotell, Director of Administrative Services, advised that the one-third that Mr. Frandrup is referring to that the Library put towards the roofing project was still City and County money as the City allows the Library budget to overfund the operating budget and any money carried over stays with the Library. That money should be saved. No other Department within the City of Antigo gets to retain any money saved on the operating budget, it goes back to the General Fund.

Upon inquiry by Alderperson Feller-Gottard, Mr. Frandrup indicated that the HVAC system runs on pneumatic controls instead of digital. They have approached Focus on Energy for some rebates.

Mr. Desotell commented that he has looked at a boiler replacement at the Wastewater Treatment Plant for the past seven years. It is still in the 2016 budget to replace, but if it is still surviving he continues to roll the project to the next year.

Upon inquiry by Alderperson Balcerzak, Mr. Frandrup estimates the HVAC system to cost approximately $50,000.

Mayor Brandt also commented that the Library has cut its hours, but when he checked with payroll, it remained the same.

Mr. Frandrup indicated that the Library has cut hours but has also lost staff that had to be rehired.

Mayor Brandt indicated that he spoke with Library Board members who indicated that Saturday hours were not cut because of budget, they were cut as there were no customers on Saturday afternoons.

Mr. Frandrup advised they did do it to save money, however, it increased staff need during open hours.

INFORMATION ONLY

RESULT:	**PLACED ON FILE-NO VOTE**

3. Waive Permit Fees for Sober Living Facility (Referred by Alderperson Balcerzak)

Mayor Brandt noted that this matter was referred by Alderperson Balcerzak.

Mr. Desotell commented that the estimated total would be approximately $1,900 for the various building, excavation, and Conditional Use permits. He has spoken with Robin Stowe from Langlade County and recommended that this amount come out of the joint project money that the City has committed.

Alderperson Balcerzak noted that this is the one venture that the City and County are both in favor of.

Mayor Brandt commented that the City is also pledging up to $150,000 towards this project.

Alderperson Balcerzak commented that this project affects the whole community.

Motion to waive the permit fees for the Sober Living Facility with funds to come from the $300,000 joint project money the City has committed.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 6/12/2019 6:00 PM**
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
ABSENT:	Tim Kassis

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

Mark Desotell, Director of Administrative Services, provided a memo indicating that 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 Fifth Avenue reconstruction project from Superior Street to Lincoln Street 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 and County representatives attended several public informational meetings presented by North Central Health Care (NCHC) describing both the need and benefits resulting from the investment into a Sober Living Facility. Based on the projected estimate of $450,000 for the purchase of a facility, its renovation, and initial start-up costs it was determined that the three entities (Langlade County, NCHC, and the City of Antigo) should each pledge a one-third 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.

Mr. Desotell's memo further recommended commitment from the City in an amount up to $150,000 from the $300,000 joint City/County fund in support of the 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 one-third commitment of up to $150,000 by the City of Antigo the matter will be referred back to committee for consideration.

Mr. Desotell commented that the County has passed a companion resolution to this for up to $150,000.

Mayor Brandt commented that the City will have no ownership in this project.

Motion to commit up to $150,000 by the City of Antigo for the property purchase and necessary renovations for the conversion of the existing building located at 915 First Avenue for a County Sober Living Facility for women.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 6/12/2019 6:00 PM**
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
ABSENT:	Tim Kassis

5. Approval to Fill Park, Recreation and Cemetery Department Open Working Supervisor Position

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a memo advising that Dan Washatko transferred to the Street Department and the Working Supervisor position is now vacant in the Park, Recreation and Cemetery Department. She is requesting permission to fill this position.

Mayor Brandt noted that if the position is filled from within to authorize hiring of that position.

Motion to approve filling the Park, Recreation and Cemetery Department open Working Supervisor Position and if filled from within to hire the vacant position until all current positions are filled.

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

6. Approval to Hire One Patrolman for the Antigo Police Department to Maintain Staffing

Eric Roller, Police Chief/Public Safety Director, provided a memo advising that Sergeant Nate Musolff has given his resignation letter on April 12, 2019 and has requested that his last working day be May 20, 2019. Sgt. Musolff has resigned to work in the private sector and Chief Roller wants to thank him for his 21 years of service with the Antigo Police Department. Chief Roller is requesting to accept applications and hire a patrolman for the Antigo Police Department to maintain staffing at 15 sworn officers. He has been advertising for a patrolman position the last couple of weeks and would like to hire someone during the month of June.

Chief Roller's memo advised that the night shift Sergeant Jerry Reichl is moving to day shift Sergeant after the hiring and field training process. This will create a night shift Sergeant that he will be posting internally for the future.

Upon inquiry by Alderperson Bauknecht, Chief Roller advised that he is not aware of any upcoming retirements in the immediate future.

Upon inquiry by Alderperson Balcerzak, Chief Roller explained that during their last hiring they developed a hiring list and there was one person who had not received his/her certification and would be approximately six months. This would hinder the hiring process. The second person wishes to work in Portage County therefore, he will need to start over on the hiring process.

Motion to hire one patrolman for the Antigo Police Department to maintain current staffing.

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

7. Purchase of a 2019 Ford Police Response Pickup Truck from Langlade Ford for the Police Department

Chief Roller provided a memo requesting the purchase of a 2019 For 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 for the vehicle is $45,740 and the state purchase price is $34,500 with the police options. This is $1,000 more than the Ford Utility Vehicle that the Department recently purchased though the concession is greater on the pickup truck as the utility is retail priced at $39,360. The pickup truck will be a good addition to the fleet and will have the added benefits of transporting large items or items that should not be transported inside a vehicle. He is also requesting that the vehicle be outfitted to police standards with lighting, electronics, and safety components. Changeover of the squad will be done through Belco Solutions of Lodi. They will be adding a squad computer to this vehicle as the new records management allows for mobile field reporting. Chief Roller has budgeted money for this purchase through the 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 the Detective Sergeant for his regular duties and special duties.

Chief Roller's memo concluded by noting that this vehicle will replace the 2010 Chevrolet Malibu that has been used as an unmarked squad, training vehicle, and undercover vehicle. He is anticipating keeping this vehicle for training and an undercover vehicle as the trade in value is approximately $3,000 to $4,000 and the undercover vehicle is even older.

Motion to approve the purchase of a 2019 Ford Police Response Pickup Truck from Langlade Ford for the Police Department as well as outfitting the truck to police standards as presented utilizing budgeted funds.

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

8. Re-Mount of Current Ambulance onto a New Chassis

Jon Petroskey, Fire Chief, provided a memo advising that within the CIP budget for Ambulance Services, he has been building a fund balance to replace the older ambulance. It has come time to replace or update the 2009 Horton Ambulance which has over 220,000 miles on the chassis. Staff researched and found that they can re-mount the current ambulance body onto a new chassis. This practice is nationally becoming more common and provides a very economical way to update the high mileage ambulances; specifically when the module has very little or no problems. He 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.

Chief Petroskey recommends 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. He is also recommending not trading in the 2009 chassis as the 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 $116,661 (re-mount 2009 Horton Body onto 2019 F-450 chassis) and $4,090 (add 84 month/200,000 miles/8,000 hour transmission warranty) for a total of $120,751.

Chief Petroskey is further 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. This amount would only be utilized upon prior approval of the Director of Administrative Services. This approach to the re-mount of the existing ambulance body appears to be saving $90,000 when compared to the purchase of a completely new unit.

Upon inquiry by Mayor Brandt, Chief Petroskey indicated that North Central Ambulance Sales met all of the required criteria.

Motion to accept the bid from North Central Ambulance Sales for $116,661 to re-mount the 2009 Horton Ambulance onto a new chassis and $4,090 for the additional warranty for a total of $120,751 as presented as well as up to $3,000 to address any unforeseen problems encountered during the re-mount process upon prior approval from the Director of Administrative Services.

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

9. Correct Hotel/Motel Tax Commission Membership, Terms, and Officers to Comply with Wisconsin State Statute 66.0615 (1m)(c)(1)(3)(4)

Mayor Brandt provided a memo advising that during the most recent Hotel/Motel Room 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 Statutes 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, its shall elect a chairperson, vice chairperson, and secretary."

In order to comply with the statute, Mayor Brandt is recommending the Hotel/Motel Room 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 annually and then confirm by the Common Council. The members will then annually elect the Chairperson, Vice Chairperson, and Secretary.

Upon inquiry by Alderperson Bugni, Mayor Brandt indicated that this was brought to his attention after a vote occurred at the Commission meeting that was not agreed upon by a party. After review of the statute it was determined that the Commission is not correctly formed therefore an Ordinance needs to be drafted to conform with state statute.

Mayor Brandt indicated that according to the City Attorney all business conducted in the past shall remain and the only action that needs to be addressed is the vote at the last meeting, which will take place at a future meeting with the new Commission.

Motion to approve the Hotel/Motel Room 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 annually and then confirm by the Common Council. The members will then annually elect the Chairperson, Vice Chairperson, and Secretary as presented.

RESULT:	**ORDINANCE TO COUNCIL [UNANIMOUS]** **Next: 6/12/2019 6:00 PM**
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
ABSENT:	Tim Kassis

10. Authorize CliftonLarsonAllen LLP (CLA) to Conduct Water & Sewer Rate Studies to Determine Rate Adjustments

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo advising that with the upcoming construction projects and capital improvements for the Water and Sewer Enterprise Funds, it is necessary to review the 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. She 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 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 $11,750. The Water and Sewer Utilities operating budgets would pay for these costs.

Motion to authorize CliftonLarsonAllen LLP to conduct the water and sewer rate studies to determine rate adjustments in the amount of $11,750 with water and sewer utilities operating budgets paying for these costs.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 6/12/2019 6:00 PM**
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
ABSENT:	Tim Kassis

11. Request for Proposal for Banking Services from Financial Institutions Approved as Public Depositories (information only)

Ms. Matucheski provided a memo advising that the City currently has its main bank accounts with Huntington Bank. She was notified that Associated Bank has purchased the Wisconsin operations of Huntington so the City will need to change banks. They only purchased a portion of the Huntington business, so the City will have to change all of the account numbers for automatic payments, have new checks printed, etc. Because of having to go through this process anyway, she 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 Committee members are aware of what is happening with the City's banking services.

INFORMATION ONLY

RESULT:	**PLACED ON FILE-NO VOTE**

Any Other Matters Authorized by Law to be Considered

None

Adjournment

1. **Motion to:** Adjourn at 6:48 pm

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

Bill Brandt, Chairperson

Date