

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
MAY 17, 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, 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: Kaye Matucheski, Clerk-Treasurer; Mark Desotell, Director of Administrative Services; Sarah Repp, Park, Recreation and Cemetery Director; Roger Musolff, Zoning Administrator/Building Inspector; Eric Roller, Director of Public Safety; Jon Petroskey, Fire Chief; and Jaime Horswill, Utility/Clerical Assistant.

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

1. Approval of the Minutes from the April 12 and 19, 2017 Meetings

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

2. Waiver of Insurance Requirement and Permit Fee for Antigo Garden Club on May 27, 2017 at Heinzen Peaceful Valley Pavilion

Antigo Garden Club is planning their Annual Plant Sale to be held on Saturday, May 27, 2017. They would like to hold it at the Heinzen Pavilion in the Peaceful Valley Park area. At these events they sell plants with the funds used for scholarships and to provide plantings in the city park areas.

The club is requesting waiver of the insurance requirements and permit fee.

Motion to waive the insurance requirement and permit fee for the Antigo Garden Club's annual plant sale on May 27, 2017 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 6/14/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

3. Request for Waiver of Insurance Requirement and Permit Fee for Motivational Speaker for Debbie and Lisa Thom for City Park West on July 12, 2017

Debbie and Lisa Thom provided a Waiver Request Application Form for a Christian motivational speaker to inspire people to live by God's word and help people be a better version of themselves. The request is to waive insurance and the permit fee for this event to be held at City Park West on July 12, 2017. There will be no charge for persons to attend the event but

there will be a free will offering done to assist with paying for the speaker. They plan to have music before the event and possibly serve food.

Debbie Thom provided a letter advising that she has a heart for the community with the drugs, teen pregnancy, drinking, and abuse. She thinks the speaker is a great speaker and if she can just change one heart it would be worth it, but she knows that everyone will be touched by her words.

Kaye Matucheski, Clerk-Treasurer, noted concerns regarding waiving insurance requirements as this is not an established club or organization.

Aldersperson Balcerzak suggested the Thoms attempt to get help from other churches to cover the cost and more importantly the insurance requirements.

Mayor Brandt advised that in previous years, the fees and insurance requirements have generally been waived for non-profit organizations.

Aldersperson Bugni noted concerns with liability if the insurance requirements are waived. Ms. Matucheski advised that the City's insurance could be responsible and the City has a \$25,000 deductible.

Mayor Brandt noted that if the committee agrees to waive the fees for private individuals and groups, they need to be ready to do it for all private individuals and groups regardless of the message.

Ms. Matucheski further advised that it is her goal this year to have a policy in place for waiver of fees and insurance requirements for next summer.

Motion to approve waiver of insurance requirement and permit fee for Lisa and Debbie Thom event as presented was denied.

RESULT:	MOTION LOST [0 TO 6]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
NAYS:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

4. Purchase of Office Furniture for Police Department

Eric Roller, Public Safety Director, provided a memo advising that he is looking to replace the office furniture in the front office of the safety building for the two clerical staff that work in this area. He received a quote from Clermont Printing under the state contract pricing. One of the units includes an adjustable work height desk to accommodate either a standing or sitting position. This desk is shared by two employees that work ten hour days seven days a week. The office furniture also included some added storage as they have run out of room for daily work necessities. The total for the furniture is \$8,462.20 with the state contract price discount of 42%. He has budgeted \$7,256 in his CIP budget for this purchase. The adjustable height desk qualifies for a 50% match from our insurance carrier, CVMIC, for a qualifying amount of \$665. He will need to use \$541 of the remaining balance from the CIP Varda Alarm budget to cover the total cost of \$8,462.20.

Aldersperson Bugni commented on the significant expense before the 42% discount.

Motion to approve the purchase of the office furniture from Clermont Printing for a total cost of \$8,462.20 as presented including a transfer of \$541 from the CIP Varda Alarm budget for this purpose.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 6/14/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

5. Fire Dept. CIP Funds to Purchase Equipment

Jon Petroskey, Fire Chief, provided a memo advising that as part of the CIP budget, he put money aside for miscellaneous equipment on the fire trucks. He is requesting to replace two items; the control system for the air bags and a set of Milwaukee cordless hand tools.

Chief Petroskey's memo advised that the current airbag controller was here when he started in 1993. The seals are dried out and it uses the old SCBA bottles with the air pressure of 2,216; which the department only has two of. He would like to upgrade this controller to a newer model which also uses the new SCBA bottles with pressures of 4,500; which the department has 38 of. He has received two quotes; Pomasl Fire at \$2,895 and Paul Conway Shields for \$2,975.

Chief Petroskey's memo closed by noting that they currently have cordless hand tools that are about four years old and showing signs of end of life. Personnel that are on the Wisconsin Task Force 1 team have found very good results with Milwaukee Fuel cordless hand tools. The tools design uses much less power which provides better battery life. These tools will be kept on the fire truck for use on fire and rescue scenes. He researched several sites for these tools and found similar prices. Home Depot and CPO are the same price at \$1,328 and Grainger is a little more at \$1,410.

Chief Petroskey advised during the meeting that he was informed that the cordless hand tools do not meet CIP requirements. Chief Petroskey can purchase this out of his operating budget and does not need committee approval.

Motion to approve the purchase of an airbag controller from Pomasl Fire in the amount of \$2,895 with funding derived from the Fire Department CIP fund as presented.

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

6. Purchase Accela (Springbrook) Code and Contact Management Software and Authorize a Budget Amendment

Ms. Matucheski provided a memo advising that the City has been placing an emphasis on enforcing ordinances for junk vehicles and other garbage/junk complaints. This is a process that has many steps involved which takes a lot of staff time. Right now the actions taken are being tracked by a manual spreadsheet. Staff recently had a demonstration of software that would automate the tracking process, allows workflows for any department involved in the process, and also allows other staff to see the status of a complaint. The software is the same that is used for many of our other functions so it integrates with the address information we already have. Because this is a new emphasis, no funds were budgeted for this software purchase. However, it would be best to implement the software now from the beginning as we would also be able to track complaints by address. The estimated cost of the Accela (Springbrook) software including purchase, implementation, training, and maintenance for the first year is less than \$10,000. Accela is working on a firm quote. The City's CIP undesignated fund balance exists from funds that were not spent on budgeted items as the planned purchases many have cost less than the budgeted funds. When the CIP was established, the

undesignated fund balance was intended to build so the City would have funds for an emergency or need that may arise. While this is not an emergency situation, it is an unforeseen need due to the new emphasis on the ordinance. Ms. Matucheski recommends utilizing the CIP undesignated fund balance of up to \$10,000 for this purchase. A budget amendment would be needed.

Ms. Matucheski noted during the meeting that she expects the cost to be approximately \$8,000. Accela does not sell this product any longer. They do support this, but do not push the sales. If the City does not purchase this software now, Ms. Matucheski is concerned that it will not be available next year.

Motion to purchase Code and Contact Management Software from Accela in an amount not to exceed \$10,000 with funding derived from the undesignated fund balance as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 6/14/2017 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

7. Confidentiality Ordinance for Board of Review When Income and Expense Information is Requested by the Assessor in Property Assessment Matters

Ms. Matucheski provided a memo and a sample ordinance. In order to assess some types of property, the assessor may request income and expense information from the property owner. Because of the nature of the information, it should be kept confidential and not subject to the open records laws. The Council must adopt a confidentiality ordinance allowing for this which is what she is asking consideration for. She provided a sample that was provided in the Board of Review training. She sent this sample to the City Attorney as it will need to be worded and formatted to fit the City's ordinances.

Motion to approve the Confidentiality Ordinance for Board of Review as presented.

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

8. Correction to Ordinances Sections 14-1110, 14-1113, and 14-1114 to Correct Conditional Use Permit References from the Zoning Board of Appeals to the City Plan Commission

Ms. Matucheski provided a memo advising that currently the City Plan Commission considers any Conditional Use Permit requests that are filed. In the City's ordinances, there is reference to Conditional Use Permits with the Board of Appeals having the authority to consider these requests. Changing these references will update the ordinance to current practice for Conditional Use permits.

Motion to approve the correction to ordinances for Conditional Use Permits as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 6/14/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

Closed Session

1. Closed Session: Pursuant to Section 19.85(1)(e), Wisconsin Statutes, and upon proper motion, the committee will convene into closed session to discuss the sale of property to SC Swiderski. 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 6:21 pm pursuant to Section 19.85 (1)(e), Wisconsin Statutes, Kassis moved, Bugni seconded, to convene into closed session to discuss the sale of property to SC Swiderski. Carried 6-0.

APPROVED

At 6:47 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. Carried 6-0.

APPROVED

Motion to approve offer to purchase of 8.25 acres of City owned property located north of the Remington Detention Pond to SC Swiderski for \$41,250.

RESULT:	RESOLUTION TO COUNCIL [5 TO 1]
	Next: 6/14/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
NAYS:	Tim Kassis

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

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

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

Bill Brandt, Chairperson

Date