

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
JUNE 16, 2021

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	Absent	
Bill Brandt	Mayor	Present	
Tim Kassis	Ward 3	Present	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	

Other in attendance: Kaye Matucheski, Clerk-Treasurer/Finance Director; Jon Petroskey, Fire Chief; Dominic Frandrup, Library Director (for a portion of the meeting); 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 May 12 and 19 and June 9, 2021 Meetings

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

2. Change Council Rules to Allow for Payment of a Per Diem for the Representative Appointed to the Library Board

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo advising that Rule 7 of Council Rules (Attendance, Excused Absences) under Section (b) states that "a \$30 per diem will be paid for each committee meeting attended by the alderpersons that are appointed to that committee except for the Library Board and Housing Authority Board." This exclusion was included as State Statute also excluded payment for membership on these two boards. State Statute 43.54 (1) for the Library Board now reads:

(d) No compensation shall be paid to the members of a library board for their services, except as follows:

- 1. Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the library board.*
- 2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the library board and the municipal governing body.*

This means that instead of excluding payments, the Library Board and the Municipal Governing Body may approve the per diem be paid for the representative to perform his/her duties. The Mayor has asked that Council Rules be changed to allow for the payment of a per diem for the alderperson appointed to the Library Board. This would be effective as of May 1, 2021 (for the 2021 Council Reorganization). If this is approved, a resolution will need to be forwarded to Council. If Council approves, the Library Board will also have to approve the per diem.

State Statute 66.1201 (5) for the Housing Authority Board now reads:

(b)...the council of a city may pay commissioners a per diem and mileage and other necessary expenses incurred in the discharge of their duties at rates established by the council.

This will allow for per diem payments to be made to the Housing Authority Board representative that is appointed from Council. The Mayor has requested this also be changed in Council Rules to allow for a per diem payment which would be effective as of May 1, 2021. If approved, this would only need to be forwarded to Council for approval.

Alderperson Balcerzak received approval to Abstain as he is the representative to the Housing Authority Board.

Motion to approve changing the Council Rules to allow for payment of a per diem for the representative appointed to the Library Board and Housing Authority Board effective May 1, 2021 as presented.

RESULT:	RESOLUTION TO COUNCIL [4 TO 0]
	Next: 7/14/2021 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Bill Brandt, Tim Kassis, Tom Bauknecht, Glenn Bugni
ABSTAIN:	Reinhardt Balcerzak
ABSENT:	Carol Feller Gottard

3. Cleaning Contract for City Hall, Fire Department, and Street Department with Antigo Building Maintenance

Ms. Matucheski provided a memo noting that the City has had the same cleaning company since City Hall opened 25 years ago. There has never been a formal agreement with the contractor. The price has stayed the same over all these years so the services that are completed have been less. Staff believes it is time for a contract with expectations to be implemented. A request for proposals was advertised and only a bid from the current provider was received. In going over the contract, staff feels that having a set price for the basic cleaning per month and a per hour price for extra cleaning is the best way to proceed. The basic cleaning price has increased but the expectations for the duties have also increased.

Staff and the City Attorney are reviewing this contract. The City is paying \$1,135 per month and has been since the building opened. The new price for basic cleaning is \$2,200 per month. This is a substantial increase but as already noted there has not been one for 25 years. City Hall needs to have more cleaning than is currently being done which is another reason for the increase. In addition, any specialty cleaning such as shampoo carpets, outside windows, etc. will be charged at \$24 per employee/per hour. The work will be done on an as-needed basis.

The Street Shop is currently paying \$572 per month and the weekly cleaning price is staying the same but additional monthly cleaning is being added for \$66 per month so the total cost will be \$638 per month. Any extra services will be the \$24 per employee/per hour.

The Fire Department will have any specialty cleaning done as needed at the \$24 per employee/per hour rate. The increase in fees will be paid from the applicable department operating budgets with any additional funds needed before year end to be taken from the Contingency Fund. This new contract is something that has needed to be done for a few years already. Ms. Matucheski recommends approval and forwarding to Council.

Motion to approve the cleaning contract for City Hall, Fire Department and Street Department with Antigo Building Maintenance as well as allowing the Clerk-Treasurer/Finance Director to make any necessary budget transfers.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 7/14/2021 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

4. Refill Position in Clerk-Treasurer's Office, Eliminate Lead Office Position, and Hire to Allow for Job Training from Current Employee

Ms. Matucheski provided a memo noting that the Lead Office Assistant in the Clerk-Treasurer's Office is transferring to the upcoming open position at the Street Department in the Fall. With this vacancy she is requesting three things:

First she requests approval to move forward with filling the position as this is the person that has agendas and elections in the job description among other duties. Because of the election duties, we will be doing an internal and external search with a preference for a City resident.

Second she requests to remove the Lead Office Assistant from the position effective with the new hire. She would like to make all three of the assistant positions in her office at equal levels and have a little more autonomy for each position.

Third she requests approval to hire this position two to four weeks ahead of the current person's departure so that there can be training with the agendas, meetings, minutes, etc.

This position is absolutely needed in our office as the job duties could not be absorbed by the other employees. If the committee approves these requests, hiring the person early for training would need to be sent for Council approval. The funding would come from the existing operating budgets for the Clerk's office and the enterprise funds.

Mayor Brandt indicated that he would recommend allowing four weeks of training so the new person could get a full month of meetings, etc.

Motion to approve refilling the vacant position within the Clerk-Treasurer's office, eliminating the Lead Office Position and allowing for four weeks of job training from the current employee as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 7/14/2021 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

5. Purchase of Fire Boots & Fire Helmet from CIP

Jon Petroskey, Fire Chief, provided a memo advising that as part of the CIP budget, he put money aside for firefighter Personal Protective Equipment (PPE). Most of the firefighting gear is designed for ten years of service which they try to follow and after the ten years the PPE gets used as backup gear when the gear needs cleaning or repairs. The firefighting boots are getting to the ten years and they have several new personnel that need different sizes other than what they have so Chief Petroskey is requesting to purchase nine new pairs of fire boots. He is also requesting replacement of one fire helmet as it was recently damaged and they do not have any spare helmets.

Chief Petroskey has received several quotes and he is recommending Conway Shield for a price of \$4,465 plus shipping for nine Globe Supreme 14" fire boots with the Artic Grip and one MSA Cairns 1044 Fire Helmet using CIP funds.

Chief Petroskey distributed a quote with shipping not to exceed \$45 from Conway Shield during the meeting.

Motion to approve the purchase of nine Globe Supreme 14" fire boots and one MSA Cairns 1044 Fire Helmet from Conway Shield for a price not to exceed \$4,510 utilizing CIP funds as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

Any Other Matters Authorized by Law to be Considered

Aldersperson Bugni commended Chief Petroskey and the Fire Department for their quick response and transfer to the hospital when Mr. Bugni was in need. They were very professional and saved his life.

INFORMATION ONLY

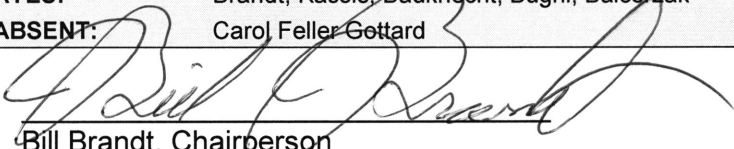
Aldersperson Bugni further noted that he received a letter (as he is part of the Historical Society) from the Garrity family regarding their home at 405 Clermont Street. He just wanted the committee to be aware the Garrity family was interested in leasing or selling the property to the City or Historical Society as it is historic.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:18 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard


Bill Brandt, Chairperson

6-30-21
Date