CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM	**Wednesday, July 18, 2018**
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 June 20, 2018 Meeting
2. Write off Block Grant Loan in the Amount of $1,593.62 for 143 Weed Street
3. Award of Server Environment Bid Deemed Most Advantageous to the City of Antigo
4. Event Permit Fee Waiver for Alex Hintz Benefit Softball Tournament
5. Waive Permit Fees for Habitat for Humanity House at 217 Field Street
6. Hotel Motel Administrative Fund Funding for Additional Staffing For Up to Four Annual Ball Tournaments
7. Amend Resolution for Night/Weekend/Holiday Incentive Pay to Include Year-Round Part-Time Public Works Park/Street Employees
8. Recommendation for the Promotion of Kirk Packard to the Position of Street Commissioner
9. Change Agents for Wisconsin Retirement System
10. Request to Extend Vacation Anniversary Date of Julie Zack from July 5, 2018 to August 31, 2018 for the Utilization of 12 Hours of Unused Vacation Time
11. Unused Anniversary Vacation Balance Payment for Clerk-Treasurer/Finance Director and Assistant Position due to Additional Workload Created by Staff Vacancies
12. Side Letter of Agreement with the Antigo Professional Police Association, Local 326 of the Labor Association of Wisconsin regarding Additional Voluntary Co-payment of 10% of the Associated Healthcare Premiums related to Stop-Loss and Administrative Fees
13. Side Letter of Agreement with the Antigo Firefighters Union, Local 1000 regarding Additional Voluntary Co-payment of 10% of the Associated Healthcare Premiums related to Stop-Loss and Administrative Fees
14. 10% Healthcare Premium Co-Pays to include Stop Loss & Administration Fees for all Non-Represented Employees
15. Consideration of Contribution Request from the League of Wisconsin Municipalities Campaign Regarding the Dark Store and Walgreens Tax Shift
16. Write Off Roofing Permit Fee of $30 for 519 Ninth Avenue
17. Extend TIF's 4, 5, & 7 to Allow for Additional Years to Capture Tax Increment and Amend Boundaries for TIF 7 and Approve MSA to Assist in the Process
18. Starting Wage for Human Resource Specialist
19. Special Assessment Waiver Request for 610 Third Avenue

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: July 16,2018 BILL BRANDT

Antigo
"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: July 18, 2018

Re: Write off Block Grant Loan in the Amount of $1,593.62 for 143 Weed Street

The City has a Block Grant mortgage on the property at 143 Weed Street in the amount of $22,041. The property was in the process of being sold but the proceeds did not generate enough funds to pay the entire Block Grant. The proceeds were $20,447.38 leaving a balance of $1,593.62. The property owner, Peggy Dodd, has written a letter which is included stating that she does not have the money to repay the remaining balance.

Normally this type of situation would have to go to the Committee and then Council for approval before we can enter into an agreement. However, without quicker approval in this case, the sale of the house would not have gone through and the City could end up with no funds on the loan. Therefore, the Mayor gave approval to go ahead with this sale.

What is needed now is formal approval from the Committee and Council to write off the balance of $1,593.62. Although this is not the ideal situation, it was felt that in this particular case, the sale of the property and the City recouping most of the Block Grant money was the best option.

Should you have any questions, please feel free to contact me.

City of Antigo Finance Committee,

Attention: Kaye Matucheski

My name is Peg Dodd. I have been the owner of my home at 143 Weed St for over 45 years.

During my ownership there was a need for repairs and upkeep. The Antigo Block Grant Program provided funds for these repairs, on two separate occasions.

A few months ago I moved to Appleton to be near my son and his family. I currently live in a low income subsidized housing apartment.

As part of that move my house in Antigo was listed for sale with Michael Bolen at Bolen Realty, Inc. After a few months with little activity and no offer to purchase, we decided to lower the asking price.

We now have an offer that I have accepted. The problem is that the sale price will not allow me to pay all of the expenses and have enough dollars remaining to fully satisfy the Block Grant mortgages. If you would like a copy of the closing statements to prove the sale price and expenses, Michael Bolen would be happy to provide those for your review.

I am asking the City of Antigo to consider accepting the dollars available as a payment in full. I do not have savings or assets that I can draw from to pay the balance due.

My current income situation, minimal social security income, is such that I will be unable to make any kind of payments towards this debt in the future.

I have been a tax payer in the City of Antigo for over 45 years and unfortunately I regret that I am unable to pay this debt.

Thank you for your consideration.

Peggy Dodd

Peggy Dodd

Communication and Technology

Memo

To: FP&L

From: Jim Pike

CC: Mark Desotell

Date: 7/11/2018

Re: New Server Environment

The City has outgrown its existing server environment as many of the hardware devices have reached manufacturer "end of life". Storage requirements are also exceeding what is currently available. A request for proposal was submitted to upgrade our existing network and storage hardware and to migrate our existing data to the new network.

Two proposals were received; RMM Solutions and The Dirks Group, both from Wausau. The following are the bid results:

RMM Solutions

- Hardware and additional software - $42,018.05
- Professional Services, (installation) - $12,531.00
- Shipping will be billed as actual and will be an additional cost.

The Dirks Group

- Hardware and additional software - $34,081.07
- Professional Services, (installation) - $10,500.00
- There is no additional cost for shipping.

The servers and storage hardware proposed was the same from both companies.

After reviewing both proposals, I would like to recommend we go with the low bid and award the project to The Dirks Group from Wausau, Wisconsin. This is a budgeted project with the funds coming from the 2018 CIP technology plan.

Please advise.

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events
Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: *Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.*

New Events
Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. **Name of group/organization/individual) requesting wavier(s):**

CORY DIECK

2. **The following waivers are being requested and submitted for consideration** (Please check all that apply):

- ☒ **Shelter / Concession Reservation Fee** ($40.00 / $50.00 Resident or $60.00 / $75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.
- ☒ **Special Event/Parade Fee** ($25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.
- ☐ **Street Use** ($25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.
- ☐ **Insurance** – If you are not requesting an insurance waiver please include insurance with application
  - Insurance documentation must be on file with the City of Antigo prior to the event date
  - The City of Antigo must be listed as additional insured
  - $1,000,000 general liability coverage is required
  - The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

  Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.

3. **Name of Event:** ALEX HINTZ BENEFIT SOFTBALL TOURNAMENT

4. **Description of Event** (please attach an additional sheet if necessary):
BENEFIT TOURNAMENT (CO-ED) PROCEEDS GOING TO ALEX HINTZ'S BATTLE WITH CANCER.

5. **How event is benefitting the community** (are funds being reinvested into the community...etc):
ALL PROCEEDS GOING TO ALEX HINTZ TO HELP HIM IN HIS BATTLE WITH CANCER

6. **City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed) :**
ADDITIONAL TRASH RECEPTACLES

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge): [signature] **Date:** 6-28-18

For Office Use Only:

FPL: Submitted	PCR Submitted:	Council Submitted:
FPL: Approved	PCR Approved:	Council Approved:

Attachment: Dieck_EventPermit (2207 : Event Permit Fee Waiver)

Antigo
Antigo Area on the go

APPLICATION FEE
$25.00

CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: ____________ AGENT NAME: ____________________________
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: ______________________________ STATE: ______ ZIP: __________

EMAIL: ____

PHONE#: ______________________ WORK/CELL NUMBER#: ______________________

SPONSORING ORGANIZATION: ____

ORGANIZATION'S EXECUTIVE OFFICER: ______________________ PHONE: ______________

EVENT DATE(S): 9/22 - 9/23 START TIME: 8:00 AM PM END TIME: 9:00 AM PM

NAME OF EVENT: ALEX HINTZ BENEFIT SOFTBALL TOURNAMENT

REASON FOR EVENT: FUND RAISER FOR ALEX HINTZ

PERSON(S) RESPONSIBLE FOR DATE/SITE CORY DIECK
Must be present at the event and on the premises for the reservation date for the duration of the event.

ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 350-400

TYPE: ☐ Parade/Walk/Run ☒ Special Event ☐ Street Use/Closure
For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: ______________________

ASSEMBLY POINT ______________ DISBANDING POINT ______________

PARADE/WALK/RUN ROUTE: ____

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: LAKE PARK, SENIOR LEAGUE PARK, CONCESSION STAND

STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNCIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE __________ (NUMBER) HUNDRED BLOCK(S) OF ______________________ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY: ____

PLEASE ANSWER **YES OR NO** TO THE FOLLOWING:

1. **ARE YOU SERVING ALCOHOLIC BEVERAGES?** ☐ **YES** ☐ **NO**
   YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL FERMENTED MALT BEVERAGES
2. **ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION ?** ☐ **YES** ☐ **NO**
   EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. **WILL YOU BE WORKING WITH OUTSIDE VENDORS** (I.E., BOUNCY HOUSES/CATERERS) ☐ **YES** ☐ **NO**
   PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. **You are <u>required</u> by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.**
2. **Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.**
3. **Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.**
4. **Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)**

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

☐ TRAFFIC CONTROL

☐ BARRICADES

☐ TRASH BARRELS

☐ EMS SERVICES ON SITE

☐ OTHER; PLEASE LIST: ______________________________

POLICE: 715.627.6411
FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754
PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. **CERTIFICATE TO BE ON FILE FOR $1,000,000 IN GENERAL LIABILITY COVERAGE**
2. **THE CITY OF ANTIGO (WITH ADDRESS LISTED) MUST BE LISTED AS AN ADDITIONAL INSURED**
3. **A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION**

NAME OF YOUR LIABILITY INSURANCE CARRIER______________________________

☐ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE ______________________ DATE ______________________

Antigo
"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: July 18, 2018

Re: Waive Permit Fees for Habitat for Humanity House at 217 Field Street

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The last time a home was built by Habitat for Humanity in 2015, the permit fees for the new house were waived by Council. In that resolution it stated Council preferred to review each time a house was built instead of approving a blanket waiver of permit fees for Habitat for Humanity.

A house purchased from the High School was just moved to 217 Field Street by Habitat for Humanity and they are again requesting the permit fees be waived. The fees for the new residence, plumbing, heating, and electrical permits total $413.93.

If Committee approves this request, a resolution will need to be forwarded to Council. Should you have any questions, please feel free to contact Roger Musolff or me.

WHEREAS, the Park, Recreation and Cemetery Department incurs costs that exceed budgeted amounts to prepare and provide additional staff for annual Baseball and Softball Tournaments, and

WHEREAS, the additional staffing provided by the Park, Recreation and Cemetery Department assist the ball organizations with providing quality tournaments, and

WHEREAS, the baseball and softball tournaments have grown due to each ball organization running well organized tournaments with restroom and field maintenance services provided by the Park, Recreation and Cemetery Department, and

WHEREAS, numerous ball field facility upgrades have been completed through partnerships with Antigo Dugout Club, Youth Softball, and the City of Antigo, which also provided a desirable tournament experience, and

WHEREAS, each baseball tournament brings in a large number of visitors to the Antigo area supporting our local economy and filling our hotels and campgrounds, and

WHEREAS, the Park, Cemetery and Recreation Department requests assistance from Hotel Motel Administrative Funds to cover additional labor costs incurred by the Park, Cemetery and Recreation Department for up to four annual Baseball Tournaments; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo, to allow for payment from the Hotel Motel Administrative Fund of $1,000.00 for up to four tournaments which the Park, Cemetery and Recreation Department provide assistance.

ORIGIN: Park, Cemetery and Recreation Commission

July 18, 2018

RESOLUTION NO.

ORIGIN: PARKS, CEMETERIES & RECREATION COMMISSION

~~3/4/2015~~ 8/8/2018

WHEREAS, the Park, Recreation and Cemetery Department has expanded hours during the spring, ~~and~~ summer, and fall months, and

WHEREAS, the Park, Recreation and Cemetery Department would also like to have the ability to staff nights and weekends during the winter months to assist with snow removal and possible expansion of various recreation programs, and

WHEREAS, seasonal general laborer and year-round part-time staff is often required to work on holidays, evenings, and weekends; to ensure shelters, events, the wading pool, and various facilities are available to the public, and

WHEREAS, evening, weekend, and holiday shifts are often difficult to fill and require an added level of responsibility, and

WHEREAS, a $0.50 increase, per the council approved pay scale, for those filling weekend (defined as Saturday and Sunday) and night/second shift, and time and a half for those working on declared city holidays (and the day the city observes the holiday), would greatly assist with filling the required shifts, and

WHEREAS, the additional funds will not result in an increase to the current budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo, to approve $0.50 incentive pay for weekend and evening shifts, and time and a half for those working on declared city holidays, per the council approved pay scale. The funds will not result in an increase to the current budget.

____

Mayor

Attest:

____

Clerk – Treasurer

Below summarizes the timeline of events regarding incentive pay as well as year-round part-time pay and year-round part-time positions.

The additional amount we would pay (as of today; 6/19/2018) retroactively to the year-round part-time employees is: $189.94 (total amount for 2 employees).

2015: Seasonal Incentive Pay

- $0.50 incentive pay was requested because seasonal general laborer staff is often required to work on holidays, evenings, and weekends; to ensure shelters, events, the wading pool, and various facilities are available to the public.
- The positions are difficult to fill, and require an added level of responsibility, because they are working on their own. It was also requested within the same resolution that they receive time and a half if they work on a declared city holiday.

2016: Increase in Year-Round Part-Time Employee Pay

- Compensation for year round part-time employees was increased by $0.50, because this is all the budget could afford.
- In the past, the year-round part-time employees were able to work 40 hours/week. They are now only authorized to work 28 hours per week.
- They are also required to hold a CDL, and the same certifications as a full-time employee, but do not receive the benefits afforded through full-time employment.
- The adjustment was intended to assist with retention and eventual recruitment.
- At the time of this increase the year-round part-time employee was working M-F with full-time staff.

2017: Additional Year-Round Part-Time Position for Park, Recreation & Cemetery Department

- In 2017, as we reviewed operations with staff, it was decided to request an additional year-round part-time staff member to assist with evening and weekend operations in the summer, and weekend snow removal in the winter.
- This modification to staffing was made possible by reducing the number of seasonal positions, so as not to increase the budget.
- The logic was the additional year-round part-time employee working approximately 28 hours per week would assist with completion of job duties, reduce training time at season changes and increase efficiency of overall operations (allowing us to operate with fewer, but more highly trained staff).
    - The ability to train and work with someone throughout the year allows for more consistent service provided to our public and community. Staff is also more confident because they are able to receive more hands-on training in the off-season.
    - Placing our seasonal staff (which typically have less training and time on the job) with our full-time staff during the day allows for easier feedback, training, and job efficiency.

2018: Request to Update 2015 Ordinance to include year-round part-time

- In 2015 when seasonal incentive pay was requested we had one year-round part-time position that worked with our full-time crews. The thought to have them working nights and weekends in a regular capacity was not considered.
- As we have added new facilities, events, expanded services, and accepted more responsibility we have had to consider new ways to become more efficient in our operations, and more creative with our staffing while working within the budget.
- I am respectfully requesting that we update our 2015 resolution to include year-round part-time staff, and retroactively pay them for this past season that they worked nights and weekends. The total additional amount (to date) would be $189.94.
- Well trained employees have confidence to better solve problems, work more efficiently, and provide quality customer service.
- Providing an additional $0.50 to work evenings and weekends during the busy summer months and also provide time and a half on declared city holidays, is a reasonable incentive for our employees, which showcase our community to the public and visitors daily.

ORIGIN: PARKS, CEMETERIES & RECREATION COMMISSION

3/4/2015

WHEREAS, the Park, Recreation and Cemetery Department has expanded hours during the spring and summer months, and

WHEREAS, seasonal general laborer staff is often required to work on holidays, evenings, and weekends; to ensure shelters, events, the wading pool, and various facilities are available to the public, and

WHEREAS, evening, weekend, and holiday shifts are often difficult to fill and require an added level of responsibility, and

WHEREAS, a $0.50 increase, per the council approved pay scale, for those filling weekend (defined as Saturday and Sunday) and night/second shift, and time and a half for those working on declared city holidays (and the day the city observes the holiday), would greatly assist with filling the required shifts, and

WHEREAS, the additional funds will not result in an increase to the current budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo, to approve $0.50 incentive pay for weekend and evening shifts, and time and a half for those working on declared city holidays, per the council approved pay scale. The funds will not result in an increase to the current budget.

ORIGIN: Finance, Personnel and Legislative Committee

September 14, 2016

RESOLUTION NO. 78-16

WHEREAS, the compensation utilized for year-round part-time employees in the Public Works Department is based on a formula of 60% of the Class 3 position and produces an hourly wage of $11.48 per hour.

WHEREAS, in the past these positions worked over 30 hours per week and have now been approved for a maximum of 28 hours per week (1456 hours per year).

WHEREAS, the department managers have indicated a desire to advance the compensation for these positions by $.50 per hour to $11.98 as they do not receive the benefits afforded through full-time employment and this adjustment will assist with retention and eventual recruitment if the positions were to become vacant.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to increase the Department of Public Works (DPW) year-round part-time employees hourly wage by $.50 per hour to a total of $11.98 to become effective with the first payroll of 2017.

BE IT FURTHER RESOLVED, the funding for this increase of approximately $1,570 will be derived from the existing budgets of the Street and Park, Recreation, and Cemetery Departments.

BE IT FURTHER RESOLVED, these two positions would also be eligible for any cost-of-living increase provided by Council to full-time DPW employees effective for the first payroll of 2018 and thereafter.

Bill Brandt

Mayor

Attest:

Kaye M. Matuchewski

Clerk – Treasurer

9/14/16 Approved by Council

10/4/16 – Copies to Amy, Mark, Kaye, Bob, Charley + Sarah

ORIGIN: Park, Cemetery and Recreation Commission

November 08, 2017

RESOLUTION NO. 110-17

WHEREAS, the Park, Recreation and Cemetery Department has a combination of full-time, seasonal, and year-round part-time staff to complete job duties throughout the year; and,

WHEREAS, the addition of an additional year-round part time employee working approximately 28 hours per week would assist with completion of job duties, reduce training time at season changes, and increase efficiency of operations; and,

WHEREAS, the wages, including benefits, for the part-time employee is included with the department budget and will not increase the 2018 proposed budget.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve an additional year-round part-time employee for the Park, Cemetery and Recreation Department.

Bill Brandt

Mayor

COPY

Attest:

Kaye M. Matucheski

Clerk – Treasurer

11/8/17 Approved by Council

ORIGIN: PARKS, CEMETERIES & RECREATION COMMISSION

~~3/4/2015~~ 6/7/2018

WHEREAS, the Park, Recreation and Cemetery Department has expanded hours during the spring, ~~and~~ summer, and fall months, and

WHEREAS, the Park, Recreation and Cemetery Department would also like to have the ability to staff nights and weekends during the winter months to assist with snow removal and possible expansion of various recreation programs, and

WHEREAS, seasonal general laborer and year-round part-time staff is often required to work on holidays, evenings, and weekends; to ensure shelters, events, the wading pool, and various facilities are available to the public, and

WHEREAS, evening, weekend, and holiday shifts are often difficult to fill and require an added level of responsibility, and

WHEREAS, a $0.50 increase, per the council approved pay scale, for those filling weekend (defined as Saturday and Sunday) and night/second shift, and time and a half for those working on declared city holidays (and the day the city observes the holiday), would greatly assist with filling the required shifts, and

WHEREAS, the additional funds will not result in an increase to the current budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo, to approve $0.50 incentive pay for weekend and evening shifts, and time and a half for those working on declared city holidays, per the council approved pay scale. The funds will not result in an increase to the current budget.

"Antigo Area on the go"

To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: July 18, 2018

Re: Recommendation for the Promotion of Kirk Packard to the Position of Street Commissioner

Interviews were completed in the search for a new Street Commissioner following the retirement of Bob Piskula. It is the recommendation of the interview team (consisting of Eric Roller, Charley Brinkmeier and myself) to promote Mr. Kirk Packard accordingly. Kirk brings nearly 20 years of progressive responsibility within the department with time spent in each of the Water, Sewer and Street divisions.

Along with all other benefits afforded to this position, the following bulleted items represent some of the basic tenants to be included in an Employment Agreement for this exempt Department Head position:

- Initial compensation according to Pay Grade 11/Step 2
    - ($65,385.54 per year)
- Effective on the 1st payroll of 2019 advancement to Pay Grade 11/Step 3
    - ($67,498.38 per year) + any Council authorized cost-of-living adjustments
- Vacation schedule to run according to the Employment Manual as based on Kirk's existing years of service to date
- Memberships in applicable professional organizations as approved to be paid by the City of Antigo including costs of any required licenses
- The requirement for a post-offer physical examination and drug screening will be waived based on Mr. Packard's uninterrupted employment and participation in the City's CDL drug screening program
- That an at-will employment agreement memorializing the relationship between Mr. Packard and the City of Antigo be developed and reviewed by the City's Labor Council and be available for the August Council consideration

The costs associated with these recommendations are within the approved 2019 budget amounts for this position and actually represent an overall projected savings to the City.

"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: July 18, 2018

Re: Change Agents for Wisconsin Retirement System

The City must appoint an agent and an alternate agent for the Wisconsin Retirement System (WRS) in order to complete and sign any required paperwork. The agent was Amy Lynch and the alternate agent was me. Due to Amy's death, the Mayor signed the paperwork to change the agent temporarily to me and the alternate agent to Jeanne Jensen, Deputy Clerk-Treasurer, so that we could continue to meet the requirements for WRS.

Our newest employee, Alisha Resch, has been appointed to take over the Human Resource Specialist position so I would now like approval to change the agent to her with the alternate to be Jeanne Jensen, Deputy Clerk-Treasurer. If this is approved, a resolution will be forwarded to Council.

Should you have any questions, please feel free to contact me.

Antigo
"Antigo Area on the go"

To:	Mayor and City Council
From:	Mark Desotell, Director of Administrative Services
Date:	July 18, 2018
Re:	Request to Extend Vacation Anniversary Date of Julie Zack from July 5, 2018 to August 31, 2018 for the Utilization of 12 Hours of Unused Vacation Time

Julie Zack assisted the City in completing duties created by unanticipated vacancies in various departments. In doing so, she was unable to utilize 12 hours of her vacation time earned from the previous 12 months expiring on July 5, 2018. It is my recommendation to extend the anniversary date for these 12 hours from July 5, 2018 to August 31, 2018; failure on her part to utilize these hours within the allotted extension will cause them to expire.

Antigo
"Antigo Area on the go"

To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: July 18, 2018

Re: Unused Anniversary Vacation Balance Payment for Clerk-Treasurer/Finance Director and Assistant Position due to Additional Workload Created by Staff Vacancies

Due to the extraordinary circumstances created by staff vacancies in the Clerk's office both the Clerk-Treasurer/Finance Director and the Deputy Clerk Treasurer have been working additional hours in order to provide the level of service that is expected. Because of the additional hours being committed to the daily operational needs it has become difficult for either of these employees to utilize their entire vacation allotment prior to their hiring anniversary date.

I am requesting permission to compensate each of these exempt employees at an hourly rate equivalent to their annual salary divided by 2080 hours for any unutilized vacation on the nearest payroll to their anniversary date for any unutilized vacation hours. I am requesting this action in lieu of the traditional request for the extension of the anniversary dates. It is likely that their additional weekly time commitment will remain a high priority over the coming year as new staff are trained for 3 recently vacated positions in the Clerk's office.

Antigo

"Antigo Area on the go"

To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: July 18, 2018

Re: Side Letter of Agreement with the Antigo Professional Police Association, Local 326 of the Labor Association of Wisconsin regarding Additional Voluntary Co-payment of 10% of the Associated Healthcare Premiums related to Stop-Loss and Administrative Fees

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The attached 'Side Letter' of agreement between the City of Antigo and the Professional Police Association represents a mutual effort by both parties to address the rising cost of healthcare premiums. This employee-based voluntary approach towards reducing the City's overall costs associated with providing a quality healthcare benefit for its employees was made possible through the recognition and cooperation of the members of the Association. By endorsing the 'Side Letter' of Agreement the Association allowed for the savings created by voluntary payment of 10% of the premiums associated with Stop-Loss and Administrative fees to coincide with the start of the 2019 benefit year.

This action was not mandatory on their part as the current collective bargaining agreement does not require this expenditure and would not expire until the end of the 2019 calendar year. It is my recommendation that the FP&L Committee support this action.

SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF ANTIGO
AND THE
ANTIGO PROFESSIONAL POLICE ASSOCIATION
LOCAL 326 of the LABOR ASSOCIATION OF WISCONSIN

THIS SIDE LETTER OF AGREEMENT (hereinafter "the Agreement") is entered into by and between the **CITY OF ANTIGO** (hereinafter "the City") and the **ANTIGO PROFESSIONAL POLICE ASSOCIATION, LOCAL 326 OF THE LABOR ASSOCIATION OF WISCONSIN, INC.** (hereinafter "the Association").

WHEREAS**,** the City and the Association realize that it is in both parties' interests to modify Article XIV– Health Care Benefits, Section 14.01.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree to modify Article XIV – Health Care Benefits, Section 14.01 as follows:

1. Section 14.01. Modify as follows: "**Group Coverage**: The City agrees to pay ninety percent (90%) of the cost of the group hospital and medical insurance program for those employees participating in the program after they have completed ninety (90) days of full-time work. As long as the City continues with the self-insured health insurance plan design (as of April 30, 2018), the Employees agree to pay 10% of the Stop Loss and Administrative Fee coverage (currently $409.41 per month for Family/Limited-Family & $202.17 per month for Single). If the City makes the decision to switch to a different plan, the Employees payment would revert back to a Premium only payment (meaning the Association and City would only revert back from this additional premium contribution if the City changes the deductibles and co-insurance of the self-insured health insurance plan)."

2. This Agreement contains the complete agreement and understanding between the parties hereto in reference to all of the matters herein agreed upon and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of force or effect.

3. This Side Letter shall become the status quo and is to be fully incorporated into the parties' successor Collective Bargaining Agreements unless modified by the parties during bargaining. All other terms and conditions of the parties' Collective Bargaining Agreement shall apply. If there are conflicts between the Collective Bargaining Agreement and this Side Letter, the terms of this Side Letter shall govern.

IN WITNESS WHEREOF, the parties hereto execute and enact this Agreement on the dates indicated below.

ANTIGO PROFESSIONAL POLICE ASSOCIATION

____
BRUCE BROWN, PRESIDENT

DATE: ______________________________

CITY OF ANTIGO

____
BILL BRANDT, MAYOR
DATE: ______________________________

____
MARK DESOTELL, P.E., DIR. ADMIN. SERVICES
DATE: ______________________________

____
ERIC ROLLER, PUBLIC SAFETY DIRECTOR
DATE: ______________________________

"Antigo Area on the go"

To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: July 18, 2018

Re: Side Letter of Agreement with the Antigo Firefighters Union, Local 1000 regarding Additional Voluntary Co-payment of 10% of the Associated Healthcare Premiums related to Stop-Loss and Administrative Fees

The attached 'Side Letter' of agreement between the City of Antigo and the Firefighters Union represents a mutual effort by both parties to address the rising cost of healthcare premiums. This employee-based voluntary approach towards reducing the City's overall costs associated with providing a quality healthcare benefit for its employees was made possible through the recognition and cooperation of the members of the Union. By endorsing the 'Side Letter' of Agreement the Union allowed for the savings created by voluntary payment of 10% of the premiums associated with Stop-Loss and Administrative fees to coincide with the start of the 2019 benefit year.

This action was not mandatory on their part as the current collective bargaining agreement does not require this expenditure and would not expire until the end of the 2019 calendar year. It is my recommendation that the FP&L Committee support this action.

SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF ANTIGO AND THE ANTIGO FIREFIGHTERS UNION, LOCAL 1000

THIS SIDE LETTER OF AGREEMENT (hereinafter "the Agreement") is entered into by and between the **CITY OF ANTIGO** (hereinafter "the City") and the **ANTIGO FIREFIGHTERS UNION, LOCAL 1000** (hereinafter "the Union").

WHEREAS**,** the City and the Union realize that it is in both parties' interests to modify Article XIV – Health Care Benefits, Section 14.01.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree to modify Article XIV – Health Care Benefits, Section 14.01 as follows:

1. Section 14.01. Modify as follows: "**Group Coverage**: The City agrees to pay ninety percent (90%) of the cost of the group hospital and medical insurance program for those employees participating in the program after they have completed ninety (90) days of full-time work. As long as the City continues with the self-insured health insurance plan design (as of April 30, 2018), the Employees agree to pay 10% of the Stop Loss and Administrative Fee coverage (currently $409.41 per month for Family/Limited-Family & $202.17 per month for Single). If the City makes the decision to switch to a different plan, the Employees payment would revert back to a Premium only payment (meaning the Union and City would only revert back from this additional premium contribution if the City changes the deductibles and co-insurance of the self-insured health insurance plan)."

2. This Agreement contains the complete agreement and understanding between the parties hereto in reference to all of the matters herein agreed upon and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of force or effect.

3. This Side Letter shall become the status quo and is to be fully incorporated into the parties' successor Collective Bargaining Agreements unless modified by the parties during bargaining. All other terms and conditions of the parties' Collective Bargaining Agreement shall apply. If there are conflicts between the Collective Bargaining Agreement and this Side Letter, the terms of this Side Letter shall govern.

IN WITNESS WHEREOF, the parties hereto execute and enact this Agreement on the dates indicated below.

ANTIGO FIREFIGHTERS UNION

____

COREY SMITH
PRESIDENT

DATE: ______________________________

CITY OF ANTIGO

____

BILL BRANDT, MAYOR
DATE: ______________________________

____

MARK DESOTELL, P.E., DIR. ADMIN. SERVICES
DATE: ______________________________

____

ERIC ROLLER, PUBLIC SAFETY DIRECTOR
DATE: ______________________________

“Antigo Area on the go”

To:	Mayor and City Council
From:	Mark Desotell, Director of Administrative Services
Date:	July 18, 2018
Re:	10% Healthcare Premium Co-Pays to include Stop Loss & Administration Fees for all Non-Represented Employees

Based on the ‘Side Letter’ of agreement with the Professional Police Association and the Firefighters Union resulting in a mutual effort by both parties to address the rising cost of healthcare premiums, a similar action is needed for all non-represented employees including exempt personnel. This City-wide based approach towards reducing the overall costs associated with providing a quality healthcare benefit for its employees was made possible through the recognition and cooperation of staff.

This action creates the opportunity for the savings created by the employee contribution towards 10% of the premiums associated with Stop-Loss and Administrative fees to coincide with the start of the 2019 benefit year. It is my recommendation that the FP&L Committee support this action.

LEAGUE OF WISCONSIN MUNICIPALITIES

131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

June 22, 2018

Wisconsin Mayors, City Managers,
Village Presidents and Administrators

Good afternoon:

This letter is being sent on behalf of the Board of Directors of the League of Wisconsin Municipalities, asking for your city or village's support for a campaign to keep the Dark Store and Walgreens tax shift in front of candidates for the Governorship and Legislature this year.

As you know, the Dark Store and Walgreens loopholes in Wisconsin tax law are slowly but surely shifting the share of property taxes paid by commercial properties onto home owners, renters, independent businesses and manufacturers. We estimate that communities affected by these shifts will see property tax bills for homeowners and others increase by an average of 8%; significantly more in some communities.

The League worked with a huge bipartisan majority within the Legislature to craft a fair solution to this tax scheme. Unfortunately, we were not able to convince legislative leaders to put the bills up for a vote. After reviewing the impact of this tax shift on the residents and independent businesses of Wisconsin, the League Board has directed us to implement an issue advocacy campaign to insure that this problem is discussed and addressed by the Legislature. You are a key part of that effort.

Your city or village has already started to receive regular updates on this challenge, and will also receive a toolkit of resources that you can use at the local level. Those tools will include an explanatory video that can be shown at municipal meetings and meetings of civic organizations. The League, in collaboration with the Wisconsin Counties Association, has drafted language that you can use to put this to an advisory vote in August or November. We will also provide you with background information that will be helpful when legislative and gubernatorial candidates ask about issues impacting your community.

We can't do this without your help. The Board has authorized a withdrawal of $75,000 from League reserves for this effort. We are partnering with the Wisconsin Counties Association, Wisconsin Towns Association, League of Wisconsin Municipal Mutual Insurance and others. But we also need your support. We realize that resources are limited, but please consider contributing what seems reasonable, based on the impact that this tax shift will have on your community, and what it will cost to fight the steady stream of big box and Walgreens tax appeals that have begun throughout the state.

(continued)

Every city and village is different and we do not presume to know what is a reasonable amount for you to contribute. We are hoping that every community will consider $1,200 to be a minimum contribution to this important effort. Please make out checks to League of Wisconsin Municipalities-Dark Store Elimination. Checks can be mailed to the League at 131 West Wilson Street, Suite 505, Madison, WI 53703.

Thank you for stepping up to protect Wisconsin taxpayers.

Sincerely,

Jerry Deschane
Executive Director

P.S., if you want someone from the League to come to your community to discuss this further, don't hesitate to call me at 608-347-1792 or email jdeschane@lwm-info.org.

“Antigo Area on the go”

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: July 18, 2018

Re: Write Off Roofing Permit Fee of $30 for 519 Ninth Avenue

There is an outstanding balance of $30 for a roofing permit for the house at 519 Ninth Avenue that was due in November of 2017. The person that took out the permit, Troy Nonnenmacher then sold the home and did not pay the permit. We have made numerous collection attempts but due to the amount of the balance, it does not make sense to pursue further legal action. Therefore, I am requesting approval to write off the $30 balance as uncollectible.

Should you have any questions, please feel free to contact me. If approved, a resolution will need to be forwarded to Council.

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: July 18, 2018

Re: Extend TIF's 4, 5, & 7 to Allow for Additional Years to Capture Tax Increment and Amend Boundaries for TIF 7 and Approve MSA to Assist in the Process

A meeting was recently held with MSA and staff to review the status of each of the City's Tax Increment Finance Districts (TIF's). There are three TIF's that could be extended in order to capture additional tax increment to assist with paying off the debt associated with these TIF's. The State allows an extension of three years due to the decrease in the Technical College tax rate which lowered the amount of tax increment generated each year. TIF 4 would be eligible for the three year Tech College extension.

TIF 5 would be allowed a standard extension and the technical college extension so the time could be increased seven years.

TIF 7 would be allowed a standard extension and technical college extension so the time could be increased six years. In addition, it would be in the City's best interest to amend the boundaries of this TIF to capture any future expansion at businesses in that area. This would also allow for expenditures to assist with the road and/or storm sewer in the area of Hwy 64 and Saratoga Street.

There are several steps to making these changes including amended boundaries, a Joint Review Board meeting, public notices, etc. MSA is providing us with a quote to assist with these services and I should have the quote by the time of the meeting. We are looking to MSA as they have assisted the City on all of the TIFs to date so they have the institutional knowledge to apply for these extensions and amendment. The funding would be derived from each of the TIF's.

We would like approval to move forward with the extensions on TIF's 4, 5, and 7 and amending TIF 7's boundaries with the help of MSA contingent on their price quote to be reasonable.

"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: July 18, 2018

Re: Starting Wage for Human Resource Specialist

As you know there have been several vacancies in the Clerk-Treasurer's Office the past several months. Alisha Resch was hired as the utility billing clerk but she actually has a human resources background. She was promoted to the Human Resource Specialist position which is an exempt position. The position is at a Class 9 for which the entry wage is listed at $50,660.74.

After discussion with the Director of Administrative Services, we would like to start her position at the 6 month anniversary of $52,855.87 and allow her to move to Step 1 as of January 1, 2019. This is due to the extensive experience and education that she has in human resources.

If this is approved, a resolution will be forwarded to Council. Should you have any questions, please feel free to contact me.

Thank you for your consideration.

Kaye Matucheski

From: Fortino V <joyfulinbc@gmail.com>
Sent: Monday, June 25, 2018 6:36 PM
To: Kaye Matucheski
Subject: INVOICE 2228 SPECIAL ASSESSMENT

Dear Kaye

We suffered a catastrophic attack on our company's server. Financial troubles began. So we bought a house in Antigo to reduce our cost of living and it turned out that the house is in terrible condition all around. It should have been condemned but it was sold to us.

We are struggling to find someone to help us finish the repair works. The bill for grass cutting cannot possibly be $211. By the time your notice that the grass needed to be cut reached us in Washington State, we were already late. Please reduce this invoice to cost as incurred. We just do not have such monies.

Thank you.

Claire and Kam

Antigo
"Antigo Area on the go"

City of Antigo
City Clerk
700 Edison St
Antigo, WI 54409

(715) 623-3633 ext.

SPECIAL ASSESSMENT INVOICE

MAIL TO

YEO JEE KIM
336 36TH ST # 382
BELLINGHAM WA 98225-6580

INVOICE **2228**

DATE **6/15/2018**

SERVICE ADDRESS 610 THIRD AVE

PARCEL 2010201000

CUSTOMER NO. 10413

ASSESSMENT TYPE

Lawn/Weed Cutting 11 6/11/18

AMOUNT $ 211

Please remit payments to: City of Antigo
700 Edison St
Antigo, WI 54409

(Amount includes sales tax when applicable)

SPECIAL ASSESSMENT PAYMENT OPTIONS:

- Full payments received *prior to* 7/15/2018 will not accrue interest.
- Partial payments received *prior to* 7/15/2018 will only accrue interest on the remaining balance.
- Payments received on or after 7/15/2018 will accrue interest on the unpaid balance. Partial payments may be made any time.
- Any unpaid balance plus accrued interest will be transferred to the real estate taxes in November.

PLEASE NOTE: Interest accrues daily at the rate of 5.25% per year.