

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
JULY 18, 2018

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	Absent	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Mark Desotell, Director of Administrative Services; Kaye Matucheski, Clerk-Treasurer/Finance Director; Jim Pike, Communication and Technology Supervisor; Dominic Frandrup, Library Director; Sarah Repp, Park, Recreation and Cemetery Director; Jacob Hale, Dirks Group; 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 June 20, 2018 Meeting

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

2. Write off Block Grant Loan in the Amount of \$1,593.62 for 143 Weed Street

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo advising that 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 an agreement can be entered into. 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. 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.

Peggy Dodd provided a letter advising that she has been the owner of her home at 143 Weed Street for over 45 years. During her 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, she moved to Appleton to be near her son and his family. She currently lives in a low income subsidized housing apartment. As part of that move, her house in Antigo was listed for sale with Bolen Realty. After a few months with little activity and no offer to purchase, she decided to lower the asking price. She now has an offer that she has accepted. The problem is that the sale price will not allow her to pay all of the expenses and have enough dollars remaining to fully satisfy the Block Grant mortgage. She is requesting the City of Antigo

consider accepting the dollars available as payment in full. She does not have any savings or assets that she can draw from to pay the balance due. Her current income situation, minimal social security income, is such that she will be unable to make any kind of payments towards this debt in the future. She has been a tax payer in the City of Antigo for over 45 years and unfortunately regrets that she is unable to pay this debt.

Motion to write of the Block Grant Loan at 143 Weed Street in the amount of \$1,593.62 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

3. Award of Server Environment Bid Deemed Most Advantageous to the City of Antigo

Jim Pike, Communication and Technology Supervisor, provided a memo noting that 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 as follows:

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. Mr. Pike recommends the low bid from The Dirks Group. This is a budgeted project with funding derived from the 2018 CIP technology plan.

Motion to approve the server environment bid from The Dirks Group with funding derived from the 2018 CIP technology plan as presented.

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

4. Event Permit Fee Waiver for Alex Hintz Benefit Softball Tournament

Cory Dieck provided a Waiver Request Application form for the Alex Hintz Benefit Softball Tournament with proceeds going to Mr. Hintz's battle with cancer. He is requesting waiver of the event permit fee.

Alderperson Balcerzak questioned why some of the questions were not answered such as

serving alcoholic beverages, playing music or using amplification and working with outside vendors.

Sarah Repp, Park, Recreation and Cemetery Director, advised that Mr. Dieck is working with the Clerk's office regarding the alcoholic beverages. He will be providing his own insurance. Ms. Repp was not in the office when the form was dropped off. She will follow up with him and make sure the second page of the application is completed.

Ms. Repp further advised that if he is playing music that is ok, that is just something they internally like to make the participants aware of if they are in a residential neighborhood.

Ms. Repp advised that if the committee approves the request, she will follow up and make sure everything is completed and signed.

Upon inquiry by Alderperson Kassis, Mayor Brandt suggested moving the request forward to Council and Ms. Repp can have the form completed before Council.

Motion to approve the event permit fee waiver for Alex Hintz Benefit Softball Tournament contingent upon Ms. Repp obtaining all information and signatures on the Waiver Request form.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

5. Waive Permit Fees for Habitat for Humanity House at 217 Field Street

Ms. Matucheski provided a memo advising that 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.

Motion to waive the permit fees for Habitat for Humanity house at 217 Field Street.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

6. Hotel Motel Administrative Fund Funding for Additional Staffing For Up to Four Annual Ball Tournaments

Ms. Repp provided a proposed resolution advising that the Park and Recreation Department incurs costs that exceed budgeted amounts to prepare and provide additional staff for annual baseball and softball tournaments. The tournaments have grown due to each ball organization running well organized tournaments with restroom and field maintenance services provided by the Park and Recreation Department. 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. Each baseball tournament brings in a

large number of visitors to the Antigo area supporting local economy and filling hotels and campgrounds. Ms. Repp is requesting assistance from the Hotel Motel Administrative Fund to cover additional labor costs incurred by the Park and Recreation Department for up to four annual tournaments at \$1,000 each.

Ms. Repp advised that in the past, the committee has approved two tournaments. She is now requesting approval of four tournaments as for the past few years the tournaments have expanded.

Mayor Brandt indicated that the tournaments do bring in a lot of people to the community.

Upon inquiry by Alderperson Feller Gottard, Ms. Repp clarified that currently she receives \$1,000 per tournament up to two tournaments per year. She is now requesting an additional \$1,000 for two more tournaments per year for a total of four tournaments or up to \$4,000 per year.

Motion to approve assistance from the Hotel Motel Administrative Fund to cover additional labor costs incurred by the Park and Recreation Department for up to four annual tournaments at up to \$1,000 each.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

7. Amend Resolution for Night/Weekend/Holiday Incentive Pay to Include Year-Round Part-Time Public Works Park/Street Employees

Ms. Repp provided copies of previous resolutions as well as a summary of the timeline of events regarding incentive pay as well as year-round part-time pay and year-round part-time positions. Ms. Repp is requesting the year-round part-time employees receive a \$0.50 increase, per the Council approved 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).

Ms. Repp is further requesting this pay be retroactive to January 1, 2018.

Upon inquiry by Alderperson Balcerzak, Ms. Repp noted that the funds are already budgeted.

Upon inquiry by Mayor Brandt, Mark Desotell, Director of Administrative Services, noted that the pay should be retroactive to January 1, 2018, and he recommends that this be available only for current employees.

Upon inquiry by Alderperson Bauknecht, Ms. Repp noted that the pay would be approximately \$168 for two employees (through June 2018).

Mr. Desotell indicated that this amount would be reduced as the department is down to only one year-round part-time employee.

Motion to approve night/weekend/holiday incentive pay and holiday pay to include year-round part-time Public Works Park/Street Employees retroactive to January 1, 2018 to include any current employees.

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

8. Recommendation for the Promotion of Kirk Packard to the Position of Street Commissioner

Mr. Desotell provided a memo noting that 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 Mr. Desotell) to promote Kirk Packard accordingly. Mr. Packard 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 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) plus any Council authorized cost of living adjustment

Vacation schedule to run according to the Employment Manual as based on Mr. Packard'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 Counsel and be available for August Council consideration.

Mr. Desotell's memo concluded by noting 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.

Motion to approve the promotion of Kirk Packard to the position of Street Commissioner as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

9. Change Agents for Wisconsin Retirement System

Ms. Matucheski provided a memo advising 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 Ms. Matucheski. Due to Amy's death, the Mayor signed the paperwork to change the agent temporarily to Ms. Matucheski and the alternate agent to Jeanne Jensen, Deputy Clerk-Treasurer, so the requirements for WRS could be met. The City's newest employee, Alisha Resch, has been

appointed to the Human Resource Specialist position so Ms. Matucheski is requesting approval to change the agent to be Ms. Resch with the alternate to be Ms. Jensen.

Upon inquiry by Alderperson Kassis, Ms. Matucheski noted that the agent cannot be the position, it must be a person.

Motion to approve the appointment of Alisha Resch as agent for the Wisconsin Retirement System and Jeanne Jensen as the alternate as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

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

Mr. Desotell provided a memo advising that 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 his 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.

Motion to approve extension of the vacation anniversary date for Julie Zack from July 5, 2018 to August 31, 2018 for the utilization of 12 hours of unused vacation time as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

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

Mr. Desotell provided a memo advising that 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.

Mr. Desotell is 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. He is 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 three recently vacated positions in the Clerk's office.

Mayor Brandt indicated that he does not want to continue to carry vacation over for these employees, he would like to get to a point where there is a clean slate. Both employees are in agreement with this alternative.

Upon inquiry by Alderperson Bauknecht, Ms. Matucheski explained that vacation benefits are use them or lose them and the amount of vacation depends on years of service.

Motion to approve payment for any unused vacation balance on the pay period closest to their anniversary date for the Clerk-Treasurer/Finance Director and Deputy Clerk-Treasurer due to additional workload created by staff vacancies.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

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

Mr. Desotell provided a memo with attached "Side Letter" of an agreement between the City of Antigo and the Professional Police Association representing 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.

Mayor Brandt advised that the City has been looking at a high deductible insurance and other ways to save money with insurance and this is an idea to save some money while keeping the coverage the same. Both unions have agreed to voluntarily pay the 10% of the premiums associated with Stop-Loss and Administrative fees to save premium monies. This was not mandatory, however the employees could see the problems the City was facing.

Upon inquiry by Alderperson Kassis, Mr. Desotell advised this would be effective January 1, 2019. Ms. Matucheski noted that the premiums would be taken out of employee's checks in December 2018 for premiums due January 1, 2019.

Upon inquiry by Alderperson Feller Gottard, Mayor Brandt explained that currently the employee pays 10% of the premium and the City pays 90%. The City also pays 100% of the Stop-Loss and Administrative Fees. Beginning January 1, 2019, the employee would pay 10% of the premium and Stop-Loss and Administrative Fees and the City would pay 90% of the premium and Stop-Loss and Administrative Fees.

Upon inquiry by Alderperson Balcerzak, Mr. Desotell advised that it would be approximately \$43 a month for a family plan.

Motion to approve the 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 relative to Stop-Loss and Administrative Fees as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

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

Mr. Desotell provided a memo with attached "Side Letter" of an agreement between the City of Antigo and the Firefighters Union representing 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.

Motion to approve the Side Letter of Agreement with the Antigo Firefighters Union, Local 1000 regarding additional voluntary co-payment of 10% of the associated healthcare premiums relative to Stop-Loss and Administrative Fees as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

14. 10% Healthcare Premium Co-Pays to include Stop Loss & Administration Fees for all Non-Represented Employees

Mr. Desotell provided a memo noting that 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.

Mayor Brandt thanked staff for working on this as it was very time consuming and a lot of thought was involved.

Motion to approve 10% healthcare premium co-pays to include Stop-Loss and Administrative fees for all non-represented employees.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

15. Consideration of Contribution Request from the League of Wisconsin Municipalities Campaign Regarding the Dark Store and Walgreens Tax Shift

The League of Wisconsin Municipalities provided a letter asking for the City'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. 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. They 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, they 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 the League to implement an issue advocacy campaign to insure that this problem is discussed and addressed by the Legislature.

The letter continued to note that the City has already started to receive regular updates on this challenge, and will also receive a toolkit of resources that can be used 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 can be used to put this to an advisory vote in August or November. They will also provide the City with background information that will be helpful when legislative and gubernatorial candidates ask about issues impacting the community. The League cannot do this without help. The Board has authorized a withdrawal of \$75,000 from League reserves for this effort. They are partnering with the Wisconsin Counties Association, Wisconsin Towns Association, League of Wisconsin Municipal Mutual Insurance and others. But they also need the City's support. They realize that resources are limited, but asked municipalities to please consider contributing what seems reasonable, based on the impact that this tax shift will have on the community, and what it will cost to fight the steady stream of big box and Walgreens tax appeals that have begun throughout the state.

The letter concluded by noting that every city and village is different and they do not presume to know what is a reasonable amount to contribute. They are hoping that every community will consider \$1,200 to be a minimum contribution to this important effort.

Mayor Brandt explained that the dark stores and Walgreens would like to pay taxes on their property as if they were no longer in business. They do not feel that doing business should add to their tax rate.

Alderperson Bauknecht commented that it does shift the taxes from the commercial places to residential. This was explained very well in the municipal magazine.

Mr. Desotell commented that this is a national issue and some states have addressed this with legislation and others have not.

Ms. Matucheski indicated that this has happened with Menards and Walgreens in other municipalities and they are losing 30-50% of the value of the store to the dark store which then gets shifted to residential properties.

Upon inquiry by Alderperson Bauknecht, Ms. Matucheski explained that contributions to this cause would have to come from either Council budget or the Undesignated Fund Balance.

Upon inquiry by Alderperson Kassis, Mr. Desotell noted that this is a state issue that the City should get behind.

Motion to approve the contribution request from the League of Wisconsin Municipalities Campaign regarding the dark store and Walgreens tax shift in the amount of \$1,200 with funding derived from the Contingency Fund.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

16. Write Off Roofing Permit Fee of \$30 for 519 Ninth Avenue

Ms. Matucheski provided a memo advising that 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. She has made numerous collection attempts but due to the amount of the balance, it does not make sense to pursue further legal action. She is requesting approval to write off the \$30 balance as uncollectible.

Upon inquiry by Alderperson Balcerzak, Ms. Matucheski explained that permits do not need to be paid before work is done. Permits are issued over e-mail and phone. It is much more convenient for contractors and City staff.

Mayor Brandt noted that non-payment is not a common occurrence and Ms. Matucheski noted she will pursue collection if the opportunity arises.

Motion to approve writing off the roofing permit fee for \$30 for 519 Ninth Avenue as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

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

Ms. Matucheski provided a memo advising that a meeting was recently held with employees of MSA Professional Services and staff to review the status of each of the City's Tax Increment Finance Districts (TIFs). 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 TIFs. 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 Highway 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 the City with a quote to assist with these services and the quote should be available by the time of the meeting. Staff is 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 TIFs. Staff would like approval to move forward with the extensions of 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.

Mayor Brandt indicated that the quote from MSA is \$13,000.

Upon inquiry by Alderperson Balcerzak, Mr. Desotell indicated that this is a reasonable quote. This was compared to previous quotes and MSA was asked to revise their original quote and add some services. They did give the City a price break in 2015 and were asked to match that.

Motion to extend TIFs 4, 5 and 7 to allow for additional years to capture tax increment and amend boundaries for TIF 7 and approve MSA to assist in the process at a cost of \$13,000 with funding derived from the TIFs as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

18. Starting Wage for Human Resource Specialist

Ms. Matucheski provided a memo advising that 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, she 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.

Motion to approve the starting wage for the Human Resource Specialist at Class 9, 6 month anniversary of \$52,855.87 and allow her to move to Step 1 as of January 1, 2019 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/8/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

19. Special Assessment Waiver Request for 610 Third Avenue

Ms. Matucheski provided an e-mail from the property owners Claire and Kam Kim of 610 Third Avenue regarding a Special Assessment for lawn cutting on June 11, 2018. The e-mail noted that they suffered a catastrophic attack on their company's server and have financial troubles. They bought a house in Antigo to reduce their cost of living and it turned out that the house was in terrible condition all around. It should have been condemned but it was sold to them. They

are struggling to find someone to help them finish the repair work. They do not feel the bill for grass cutting can possibly be \$211. By the time the notice that the grass needed to be cut reached them in Washington State, they were already late. They are requesting reduction of this invoice to cost as incurred. They just do not have such monies.

Alderpersion Kassis commented that he sees no reason to approve the request.

Motion to deny the request for a special assessment waiver at 610 Third Avenue for lawn cutting on June 11, 2018.

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

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:43 pm

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

Bill Brandt, Chairperson

Date