

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
JULY 19, 2017

Finance, Personnel, and Legislative Committee of the City of Antigo met in Regular Meeting on the above date at 6:00 PM in the Multi-Purpose Room, City Hall, Mayor Bill Brandt presiding.

Attendee Name	Title	Status	Arrived
Carol Feller Gottard	Ward 5	Present	
Bill Brandt	Mayor	Present	
Tim Kassis	Ward 3	Absent	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Absent	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Kaye Matucheski, Clerk-Treasurer; Jon Petroskey, Fire Chief; Mark Desotell, Director of Administrative Services; Roger Musolff, Building Inspector/Zoning Administrator; and Julie Zack, Administrative Clerical.

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

1. Approval of the Minutes from the June 14 and 21, 2017 Meetings

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

2. Developers Agreement for Multi-Family Housing Project - Phase 2 of S.C. Swiderski

Mark Desotell, Director of Administrative Services, provided a memo advising that he included a draft Developer's Agreement in order to memorialize the Offer to Purchase contingencies in regards to the 8.25 acres of City owned property located in the southwest quadrant of the intersection of Pierce Avenue and Hogan Street for the construction of 40 to 56 apartment units with attached garages. The draft agreement is being reviewed by the City Attorney and the Developer and will be subject to change accordingly.

Mr. Desotell distributed a memo at the meeting advising that the draft agreement has been reviewed by S.C. Swiderski staff. Section 1.3 of the draft document addressed the guaranteed delivery schedule for the project. Projects of this nature require a number of local as well as state submittals as well as coordination with consultants, surveyors and contractors. It is hoped that the project could potentially be ready for ground breaking in the spring of 2018. To help assure a successful and continued project effort, they have developed new language for Section 1.3 as follows for consideration:

1.3 GUARANTEED DELIVERY OF DEVELOPMENT. The Developer intends to initiate the project in the spring of 2018 but agrees to start the Development project's construction phase no later than September 30, 2018 so that it shall be fully completed no later than September 30, 2020. The Development shall be deemed fully completed upon issuance to the Developer by Antigo of an occupancy permit. The deadline for completion of the Development may be extended by the Plan Commission for up to a total of one year for any reasonable or unexpected delays presented by the Developer and subsequently approved by the Plan Commission. If the Developer fails to initiate the project within the established or any approved extended deadline then the 8.25 acre parcel will be relinquished to Antigo by the Developer no later than 36 months of the closing date.

Motion to approve the Developer's Agreement for the Multi-Family Housing Project-Phase 2 of S.C. Swiderski as presented with the updated Section 1.3.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/9/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

3. Update Ordinance 30-99 for Adoption of Codes to Reflect the State Changes to Department and Code Numbers

Jon Petroskey, Fire Chief, provided a memo requesting to have Ordinance 30-99 Adoption of Codes updated. The current code references to Wisconsin Department of Commerce which has changed to Wisconsin Department of Safety and Professional Services (SPS). Some of the referenced code numbers have also changed with the adjustment to SPS. Chief Petroskey e-mailed the City Attorney and he recommended getting committee approval before moving forward with the changes. The majority of the code adaptations impact the Building/Inspection Department but there are several that impact the Fire Department.

Approval to update Ordinance 30-99 Adoption of Codes as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 9/13/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

4. Accept Assistance to Firefighters Grant if Awarded and Approve City's 5% Match

Chief Petroskey provided a memo advising that the City of Antigo Fire Department wrote for a federal grant in early February to the Assistance to Firefighters Grant (AFG). The AFG started in 2001 and the City of Antigo Fire Department has been awarded four grants since its inception. For 2016 the AFG has \$310.5 million to award. The department has received notification that the City's grant was favorably reviewed by a panel of peers and they needed more information before proceeding forward. Chief Petroskey provided the required information to AFG and he is requesting to accept the grant if awarded. They wrote the grant to purchase four Power Load systems which will lift and load the EMS cot with the patient, up to 700 pounds. This system has been out for about 6 years and has shown to reduce lifting injuries. They have been working with CVMIC on safe movements of patients and Chief Petroskey feels this system will help keep personnel safe in the lifting process. The grant request is for \$107,920 and the City of Antigo would have to pay 5% (\$5,396).

Chief Petroskey's memo concluded by noting that in the 2015 ambulance purchase, he requested a quote for this type of system but the system would have put the department over budget. This is a great opportunity to get the Power Load at only a 5% match. This system, if awarded, would be movable from an old ambulance to a new ambulance. He also requests the 5% moneys to come from the Ambulance CIP.

Alderperson Balcerzak commented that this is important. It is important to reduce back injuries, which can last forever.

Motion to accept the Assistance to Firefighters Grant, if awarded, as well as the City's 5% match to come from the Ambulance CIP as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/9/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

5. Amend Ordinance 2-776 to Change the Fee for NSF Checks to Include Items Returned by the Financial Institution for Any Reason

Kaye Matucheski, Clerk-Treasurer, provided a memo noting that currently the City's Ordinance #2-776 imposes a \$35 fee for checks returned by the financial institution of the issuer for non-sufficient funds. However, this fee is being charged for checks and/or other payment types that are returned to us for any reason (i.e. account closed, stop payment, etc.) Therefore, we need to change this ordinance to state that payments returned for any reason by the financial institution will be charged \$35. This will address credit card payments as well as other reasons beyond the non-sufficient funds.

Motion to amend Ordinance 2-776 to change the fee for Non-Sufficient Fund checks to include items returned by the financial institution for any reason as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 8/9/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

6. Waive Uncharged Utility Fees in the Amount of \$993.69 Caused by a Coding Error

Ms. Matucheski provided a memo advising that several years ago, the Public Service Commission (PSC) informed us that we needed to discontinue charging for water fixed charges and usage if a meter was removed from a home. We would then have to bill after the fact if it was reconnected in less than a year. We set up a fee code to address this situation. After trying this for a short time, we realized it was not going to work so we discontinued using that separate code. It was just recently discovered that a few accounts did not have the code changed back to allow for billing when the meter was reconnected. The total amount of charges that were not billed is \$993.69. Because this is our error, we are requesting approval to write this amount off as opposed to trying to charge back the customer as they were not aware they were not being fully charged for the service. The error has been fixed and everyone is now being charged correctly.

Upon inquiry by Alderperson Feller Gottard, Ms. Matucheski noted that if the water is shut off and the meter removed, there was no charge for water service. However, if the water was reconnected within one year, the utility had to back bill the time the water was shut off. Once one account was found employees manually went through other accounts to verify every one was being charged correctly. There were only a few accounts.

Motion to waive uncharged utility fees in the amount of \$993.69 caused by a coding error as presented.

RESULT: RESOLUTION TO COUNCIL [UNANIMOUS]

Next: 8/9/2017 6:00 PM

MOVER: Reinhardt Balcerzak, Ward 8

SECONDER: Carol Feller Gottard, Ward 5

AYES: Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak

ABSENT: Tim Kassis, Glenn Bugni

7. Increase in the Center for Health and Performance (Welfit) Fees from \$34.00 to \$35.00 Per Month

Ms. Matucheski provided a memo advising that currently the City of Antigo reimburses the cost of the Center for Health and Performance (Welfit) fees for employees that utilize the facility at least ten times per month. The current fee that is reimbursed is \$34. We have been notified that the fee is increasing to \$35 as of August 1, 2017. Ms. Matucheski is requesting approval to increase the reimbursement rate to the \$35 as of that same date. The funding comes from the Health Insurance Fund.

Motion to approve increasing the Welfit fees from \$34 to \$35 per month with funding derived from the Health Insurance Fund as presented.

RESULT: RESOLUTION TO COUNCIL [UNANIMOUS]

Next: 8/9/2017 6:00 PM

MOVER: Reinhardt Balcerzak, Ward 8

SECONDER: Tom Bauknecht, Ward 4

AYES: Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak

ABSENT: Tim Kassis, Glenn Bugni

8. Review Quotes to Blast/Paint Primary Clarifier #2 at Wastewater Treatment Plant and to Authorize an Exception to the Bidding Process

Mr. Desotell provided a memo noting that Infrastructure Alternatives completed the blasting/painting of primary clarifier #1 located at the Wastewater Treatment Plant back in 2015 with the intent of scheduling similar work on primary clarifier #2 this year. The work completed in 2015 by Precision Ice Blast of Peshtigo, Wisconsin was based on the following criteria:

Expertise/experience in this type of municipal application; ability to utilize both the ice blasting and sand media as appropriate or needed; reduction of waste material (sand media) requiring select disposal; and ability to provide both blasting and coating systems through a single contractor.

In order to assure due diligence in selecting a contractor for the blasting/painting of this second final clarifier, Mr. Desotell asked Tommy Horswill of Infrastructure Alternatives to seek an additional quote for the project. Because of the special nature of the services being sought, it was felt it would not be in the City's best interest to schedule formalized bidding for the work. Two quotes were received with Precision Ice Blast coming in at \$21,990 and Omni of Oshkosh providing a quote of \$54,700 for a straight sand media approach. The 2017 budget for this work was set at \$25,000 so it is Mr. Desotell's recommendation that the committee consider the Precision Ice Blast quote at \$21,990 and to waive the bidding requirement of the City of Antigo Purchasing Policy under the Professional Service (Qualification based) criteria on the above stated factors and the City's past experience with Precision Ice Blast.

Motion to approve the quote from Precision Ice Blast in the amount of \$21,990 for blast/paint primary clarifier #2 at the wastewater treatment plant utilizing budgeted funds and to waive the bidding requirements under the Professional Service criteria of the Purchasing Policy.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/9/2017 6:00 PM
MOVER:	Carol Feller Gottard, Ward 5
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

9. Quotes for Asbestos Removal at the Former Java Junction Building to Allow for Future Demolition

Mr. Desotell provided a memo advising that the former Java Junction building has been repeatedly shown and marketed for re-use with no successful investor being identified. The membrane roof system has significantly deteriorated leaving little choice as to the future of the building as rain water has started to compromise the internal structure of the building. It is Mr. Desotell's recommendation that the City start the process of removing known asbestos materials to provide the means of scheduling demolition bids for eventual Committee/Council considerations.

During the meeting, Mr. Desotell distributed a proposal from Mavo Systems for \$5,286 to remove approximately 170 lineal feet of Thermal System Insulation (TSI) on pipes, boiler insulation, 13 windows, 7 lineal feet of duct wrap, 42 square feet of grey wall board and 750 square feet of floor tile. This includes Department of Natural Resources demo notice and fee of \$400. If there are gaskets in between boiler parts and there is a need to take the boiler apart to remove, there is an additional charge of \$750. This will not be known until the exterior insulation is removed.

Upon inquiry by Alderperson Balcerzak, Mr. Desotell noted that there was an additional quote from Airtite in the amount of \$9,750.

Motion to accept the quote from Mavo Systems for \$5,286 plus the additional charge of \$750 if there are gaskets in between the boiler parts which need to be removed.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/9/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

10. Review Demolition Bids for 217 Field Street; Previously Damaged by Fire and Subsequently Tax Reverted

Mr. Desotell provided a memo advising that the single family residence located at 217 Field Street experienced a house fire on October 9, 2016. Since that time the home and property became tax delinquent and deed ownership was taken by Langlade County through the tax reversion process. Langlade County subsequently transferred deed ownership to the City of Antigo in anticipation of utilizing City demolition funds to raze the structure. Requests for bids were solicited by the City and a single bid proposal was received from Duffek Sand and Gravel, Inc. It is Mr. Desotell's recommendation that the committee advance their bid in the amount of \$8,495 to Council.

Mr. Desotell's memo further noted that subsequent to the completion of the demolition of the home, the property disposition needs to be considered as well. Funds for the demolition of the home will be derived from the City's existing 2017 demolition fund balance.

Upon inquiry by Alderperson Feller Gottard, Mr. Desotell advised that the house would be removed down to approximately two feet under ground level. The foundation would remain under ground level. Any purchasers would be made aware.

Motion to approve the bid from Duffek Sand and Gravel, Inc. in the amount of \$8,495 for the demolition of 217 Field Street utilizing the existing 2017 demolition fund balance as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/9/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

11. Authorization to Sell Vacant Lot (1/3 Acre) Located at 217 Field Street by Sealed Bids Subsequent to Demolition of House Previously Destroyed by Fire (Previously Held In Committee)

Mr. Desotell provided a short memo advising that this action is being requested in conjunction with the demolition of the house located at 217 Field Street. Sealed bids will be sought subsequent to the completion of demolition.

Mayor Brandt noted that Habitat for Humanity may want the lot and the City may donate it.

Mr. Desotell advised that Habitat for Humanity is looking at possibly purchasing the student built home at the High School and placing it on this lot.

HOLD IN COMMITTEE

RESULT:	HELD [UNANIMOUS]
	Next: 8/16/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:21 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

Bill Brandt, Chairperson

Date