

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
AUGUST 02, 2023

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

Attendee Name	Title	Status	Arrived
Terence Brand	Mayor	Present	
Tim Kassis	Ward 3	Present	
Tom Bauknecht	Ward 4	Present	
Mark Edwards	Ward 5	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Kaye Matucheski, Clerk-Treasurer/Finance Director; and Sandy Fischer, Alderperson Ward 2.

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

1. Review Director of Administrative Services Job Description

Ms. Matucheski gave a short background of when and why the title of the City Administrator had been changed to Director of Administrative Services.

A discussion of which title should be used for advertising, Director of Administrative Services or City Administrator, Mr. Desotell noted expectations are higher for an Administrator.

Mayor Brand noted a Director of Administrative Services has less authority and less pay.

Upon Mayor Brand's inquiry if there were any objections to a City Administrator title, there were none.

Upon Mayor Brand's inquiry if the job description has been updated to current, within the last month, Mr. Desotell reported the best way to describe the job description is that everything in it follows what is written in the City Ordinances for the position. Mr. Desotell noted there are some additions.

Mr. Bauknecht noted when Mr. Desotell was hired there were moving fees and some extra compensation.

There was a discussion of possibly offering an incentive for the new hire to move in to the City.

Ms. Matucheski pointed out a repetitive sentence of "carry out directives..." was also included in general duties, to which Mr. Desotell stated he would like to see it highlighted in the Supervision Received section versus the General Duties and Responsibilities section.

A discussion of what type of administrator focus would be desired so civil engineering was added to the qualifications.

Motion to approve the job description of City Administrator with changes.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/9/2023 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Brand, Kassis, Bauknecht, Edwards, Bugni, Balcerzak

2. Closed Session: Pursuant to Section 19.85(1)(c), Wisconsin Statutes, and Upon Proper Motion, the Committee will Convene into Closed Session for a Discussion of a Salary Range for the Director of Administrative Services Position. Upon Completion of Discussion in Closed Session, the Committee will Reconvene into Open Session to Act on Matters Discussed, if Necessary, and Proceed with the Regular Order of Business.

There was no need for a closed session so the salary range was discussed in open session.

Mark Desotell explained the City's pay matrix.

There was a discussion of pay ranges to consider depending on qualifications and level of experience.

Mayor Brand gave examples of comparables.

A range of steps 2 - 6 gives the City some flexibility depending on qualifications and experience.

Motion for pay range of steps 2 to 6, \$93,347.37 to \$105,254.96.

Alderpersion Fischer left the meeting at 6:42 PM.

Mayor will forward the job description and pay range to the consultant

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 8/9/2023 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brand, Kassis, Bauknecht, Edwards, Bugni, Balcerzak

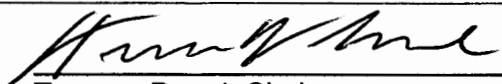
Any Other Matters Authorized by Law to be Considered

None.

Adjournment

1. **Motion to:** Adjourn at 6:47 PM.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Brand, Kassis, Bauknecht, Edwards, Bugni, Balcerzak


Terence Brand, Chairperson

8-10-23
Date