

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
AUGUST 15, 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, Ward 4 Tom Bauknecht presiding.

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

Others in attendance: Eric Roller, Police Chief/Director of Public Safety; Jon Petroskey, Fire Chief; Kaye Matucheski, Clerk-Treasurer/Finance Director; Jeff Marciniak; Gordon Neve, President of the ATV/UTV organization; Mark Desotell, Director of Administrative Services; Dominic Frandrup, Library Director; and Jaime Horswill, Clerical/Utility Assistant.

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

1. Approval of the Minutes from the July 18, 2018 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Carol Feller Gottard, Tim Kassis, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Glenn Bugni

2. Sprinkler Credit for New Home at 345 Mayfair

Robert Sekorski, provided a letter indicating that he is currently building a new single family home at 345 Mayfair Street and will be putting in the lawn shortly. He was informed that sprinkler credits would not apply to him due to not having a history of usage. City Hall personnel told him to write a letter to the committee requesting a waiver for the sewer usage charge for the lawn sprinkling.

Upon inquiry by Alderperson Kassis, Kaye Matucheski, Clerk-Treasurer/Finance Director, advised that the Utility Department has no idea what the water charges will be at this point as he just got hooked up to water and has not been billed yet. No one is currently living at the home so the water will solely be for establishing his lawn.

Ms. Matucheski noted that the committee has done this in the past for other new homes establishing lawns.

Motion to approve the sprinkler credit request for the new home at 345 Mayfair Street.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/12/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Tim Kassis, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Glenn Bugni

3. Approve One-Week of Vacation Time for Human Resource Specialist as an Exempt Position

Ms. Matucheski provided a memo requesting approval for vacation of one week for the first year for the Human Resource Specialist. Being that this is an exempt position, comp time is not accrued so it is customary to start vacation upon hire. After the first year, the regular exempt vacation schedule per the Employee Manual will apply.

Upon inquiry by Alderperson Feller Gottard, Ms. Matucheski advised that vacation time goes by anniversary date not calendar year.

Motion to approve one week of vacation time for the Human Resource Specialist as an exempt position as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/12/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Tim Kassis, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Glenn Bugni

4. Job Description Updates for the DPW Working Foreman Position

Mark Desotell, Director of Administrative Services, provided a copy of the draft changes to the Working Foreman position in the Street Department. His memo indicated that neither the Street Commissioner nor the Human Resource Specialist had been given the opportunity to recommend any additions or deletions.

Upon comment by Alderperson Kassis, Mr. Desotell indicated that a lot of the changes are simply formatting changes.

Alderperson Balcerzak noted some redundancy. Mr. Desotell acknowledged the same under Necessary Knowledge, Skills and Abilities, removal of J: must reside within a fifteen (15) mile radius of the City limits. On the first page, the date would be September 12, 2018 to coincide with the Council meeting and the pay grade has previously been approved at Class 2 + \$1.50.

Motion to approve the job description updates for the Department of Public Works (DPW) Working Foreman Position as amended.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/12/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Carol Feller Gottard, Tim Kassis, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Glenn Bugni

5. Purchase of Squad Vehicle

Eric Roller, Director of Public Safety, provided a memo requesting to purchase one 2019 Ford Explorer Police Package vehicle from Langlade Ford to replace the oldest squad in the fleet.

He has budgeted for two vehicles for 2018 in the CIP and will only have to replace one squad at this time due to the replacement in the summer of 2017 of two squads that were damaged in the wind storm of March 2017. The replacement of the damaged squads has thrown off the normal rotation of purchasing two squads per year, though he will be carrying forward the money from the 2018 CIP to the 2019 CIP to potentially cover the cost of purchasing multiple vehicles during the same year in the future.

Chief Roller's memo continued to advise that in July 2018 he was informed that Ford will be discontinuing the Police Package Sedan and also will be changing the Police Package Sport Utility for the 2020 model year. Due to these changes, Ford Motor Company is requiring all 2019 models to have the order placed by September 21, 2018. Production of the 2019 Models will end in the early months of 2019. They have previously purchased squads from Langlade Ford and they have been extremely easy to deal with and have met the state bid price on vehicles. He has received an estimate of \$30,958 for the purchase of the vehicle with the similar setup of the previous years. This vehicle has only increased \$458 from the 2017 model.

He is requesting to purchase the 2019 Police Package Sport Utility from Langlade Ford for the purchase price of \$30,958 from the CIP budget, and use remaining money from this account to changeover the vehicle with Belco Solutions of Lodi and purchase any new equipment for the vehicle that may be necessary during the changeover. The old squad will be sold on auction after the changeover is complete.

Upon inquiry by Alderperson Bauknecht, Chief Roller advised that the damaged squads were covered completely by the insurance company except for the \$1,000 deductible.

Motion to approve the purchase of a 2019 Police Package Sport Utility from Langlade Ford for the purchase price of \$30,958 from the CIP budget, and use remaining money from this account to changeover the vehicle with Belco Solutions of Lodi and purchase any new equipment for the vehicle that may be necessary during the changeover as requested.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Carol Feller Gottard, Tim Kassis, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Glenn Bugni

6. Create a Fire Dept. Chaplain Program

Jon Petroskey, Fire Chief, provided a memo requesting to start a Chaplain program for the Antigo Fire Department similar to what the Antigo Police Department did earlier this year. The program will mirror the Police Department program of providing spiritual and emotional support to all members of the department, their families and the public. The program can help the department in many ways such as counseling, assist with critical incident stress debriefing after traumatic calls, assist with funerals of department members if requested and help fire and Emergency Medical Service personnel with stress management, ethics and family situations. This will be a volunteer position with no compensation for services. The Fire Department Officers will have input as to whom is selected for this program and Chief Petroskey will seek advice from the Town of Antigo Volunteer Department as they have had a Chaplain for over 15 years. He anticipates minimal funding for this program which will come from the current budgets.

Chief Petroskey did receive information regarding the Chaplain Program from the Federation of Fire Chaplains.

Upon inquiry by Alderperson Bauknecht, Chief Roller noted that you technically could utilize the same Chaplains for the Police Department Program and the Fire Department Program,

however, the two Chaplains that the Police Department utilize are very active. It would also be nice to find someone with experience with fire.

Motion to approve the creation of a Fire Department Chaplain program as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/12/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Carol Feller Gottard, Tim Kassis, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Glenn Bugni

7. CIP Funds for New Portable Radios

Chief Petroskey provided a memo advising that he has been setting CIP money aside for several years to purchase new radios. He has a quote from General Communications for new portable radios with the National Association of State Procurement Officials (NASPO) pricing agreement which the State of Wisconsin is part of for state pricing. The current radios were received through a grant in 2007 and the radios have a ten year service life in the emergency arena. With newer technology, the newer radios will have better water resistance/proof capability which is the biggest problem during fire attack. They have had several times during active fires that they are unable to reach the interior crew because of wet radios and radio mic. Six of the radios will come from the EMS CIP and the remaining will come from the Fire CIP. The radios that they will be pulling out of service will go to the Public Works Department if they need them.

Upon inquiry by Alderperson Balcerzak, Chief Petroskey advised that the department will purchase 17 radios in total.

Motion to approve the purchase of 17 radios utilizing the EMS and Fire CIP as budgeted.

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

8. Provide Ambulance Service to Troutland Rescue Coverage Area

Chief Petroskey provided a memo advising that he has been approached by Troutland Rescue, Town of Evergreen, Village of White Lake and Town of Wolf River to provide ambulance coverage. The initial discussion was to start January 1, 2019 but he was contacted recently to move this date up. Over the last couple of years, Troutland Rescue Squad has struggled with getting volunteers to cover the ambulance calls. The City of Antigo has a Secondary Contract with Troutland which has the City of Antigo cover their area if they cannot staff the call. This has been happening over the last couple years and more often over the recent months. Troutland and the three municipalities know that they cannot withstand this process and has requested us to provide service to their area.

Chief Petroskey's memo continued by adding that he is in the process of getting budget numbers together to evaluate the total revenues and expenses. He has reached out to the State of Wisconsin to see what paperwork needs to be filled out and he has discussed this with the Medical Director, Dr. Corina Norrbom. This week he has contacted the town chairs of the current 10 towns they serve and they had a positive feedback.

Chief Petroskey indicated that he does not have firm numbers that we would like to pass out at this point, however it looks favorable. He wanted to bring the idea to the committee before they hear it from the public.

Chief Petroskey indicated that part of the budget would include another firefighter position as there would be enough revenue to sustain this position with benefits.

Upon inquiry by Alderperson Feller Gottard, Chief Petroskey explained that currently Troutland is utilizing volunteers. If they are unable to staff the ambulance the City of Antigo has a secondary contract in place for assistance.

RESULT:	INFORMATION ONLY
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9. Change Request to Marciniak Agriculture Lease

Jeff Marciniak provided a letter advising that he and his dad rent the land by Remington Lake and by the Highway 64 by-pass. He is requesting to change the rent payment terms to better fit the farm's cash flow. Half of the payment due at the end of April and the other half at the end of November would work well. He would also like the City to add four additional years to the lease. The land needs a significant amount of lime and this is rather expensive (\$100 to \$200 per acre). He is willing to apply the lime but needs the extension to recoup his investment.

Upon inquiry by Alderperson Balcerzak, Mr. Marciniak indicated that his original lease was for four years. He is currently in his third year of the four year contract. Last year he did invest in \$3,000 worth of lime.

Upon inquiry by Alderperson Kassis, Ms. Matucheski indicated that the current lease does not include the acreage that was going to be utilized for development.

Ms. Matucheski explained that before the land was rented to Marciniaks, there was someone else farming the land. They missed the advertisement in the paper to lease the land.

After discussing different options, motion to approve extension of Jeff Marciniak's lease for an additional four years to a term ending January 1, 2024 as well as changing the rent payment terms to half of the payment due at the end of April and the other half at the end of November as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
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Next: 9/12/2018 6:00 PM

MOVER: Tim Kassis, Ward 3

SECONDER: Tom Bauknecht, Ward 4

AYES: Carol Feller Gottard, Tim Kassis, Tom Bauknecht, Reinhardt Balcerzak

ABSENT: Bill Brandt, Glenn Bugni

10. Ordinance for the Establishment of Specific ATV/UTV Routes in the City Allowing Residents to Travel the Most Direct Line to the Established Route Leading to Existing Trails in Langlade County and Surrounding Towns

Mr. Desotell provided a memo summarizing events surrounding a proposed ordinance for the establishment of specific ATV/UTV routes in the City allowing residents to travel the most direct line to the established route leading to existing trails in Langlade County and surrounding towns as well as a proposed map.

Mr. Desotell explained that the winter ordinance allows for snowmobiles and ATV/UTV's can travel the most direct route from their home to a trail regardless of a corridor. What he is proposing is rather than travel the most direct route from your home to a trail is utilizing the most direct route from your home to one of two corridors.

Mr. Desotell showed on the map, that utilizing First Avenue as an alternate crossing will be necessary if the fairgrounds is hosting an event, that area will be closed.

Upon inquiry by Alderperson Kassis, Mr. Desotell explained that signage will be the responsibility of the ATV/UTV Club.

Upon inquiry by Alderperson Kassis, Chief Roller advised that he does not see any issue with the corridors as laid out on the proposed map.

Mr. Desotell further indicated that efforts are underway for connectivity with other towns.

Alderperson Kassis commented that other municipalities do this and some areas can go throughout the City.

Gordon Neve, President ATV/UTV organization, advised that Merrill has the entire City opened up to ATV/UTV traffic. The club is trying to make everything safe first with established routes and then move forward.

Mr. Desotell advised that the proposed ordinance is patented after two municipalities, the City of Merrill and the City of Tomahawk.

Mr. Desotell commented additionally that Langlade County has opened up the fairgrounds when there are no events taking place, however, the ATV/UTV has not gotten permission from the Town of Antigo to open up North Avenue as this is within their jurisdiction.

Upon inquiry by Alderperson Bauknecht, Ms. Matucheski noted that an ordinance is effective upon the date of publication.

Mr. Desotell and Ms. Matucheski explained a few "housekeeping" issues with the ordinance such as on page 24 of the packet, item K, subparagraph 5 *Exit the highway as quickly and safely as practicable after crossing the bridge* would be removed. Subparagraph 1 would be changed to *Cross any bridge in the most direct manner....* On page 25 of the packet, the first paragraph would read *No person shall leave or allow an ATV/UTV to remain unattended....* They will also check the ordinance with the City Attorney for his approval.

Motion to approve the proposed ordinance as amended to establish specific ATV/UTV routes in the City allowing residents to travel the most direct line to the established route leading to existing trails in Langlade County and surrounding towns as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 9/12/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Tim Kassis, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Glenn Bugni

Any Other Matters Authorized by Law to be Considered

Mr. Desotell advised that bids were previously taken on the membrane system for the roof. Staff has noticed that the original commercial water heater is failing and while researching the replacement of the water heater realized if this is replaced prior to the installation of the membrane system on the roof, the roof penetration can be eliminated. This will be better for the membrane as it would be one less place to leak.

Mr. Desotell had requested that Roger Musolff obtain quotes, which he received four, for the replacement of the commercial water heater. The lowest bid is from Heinzen Plumbing and Heating for \$11,391.98. There is currently \$10,000 budgeted for this item.

Mr. Desotell intends on bringing this matter to Council and request them to allow the Mayor to continue this project out of necessity, accept the lowest bid and waive the bidding requirements so that this project can be accomplished before the roof membrane is installed to alleviate unnecessary roof penetration.

Mr. Desotell further indicated that the extra funding would come from City Hall maintenance.

Upon inquiry by Alderperson Feller Gottard, Mr. Desotell noted that all quotes were local and for the same unit and Heinzen was the lowest.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:50 pm

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

Tom Bauknecht, Chairperson

Date