

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
AUGUST 17, 2016

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
Bill Brandt	Mayor	Present	
Jim Darling	Ward 2	Present	
Tim Kassis	Ward 3	Absent	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Absent	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Mark Desotell, Director of Administrative Services; Amy Lynch, Human Resource Specialist; Bob Piksula, Street Commissioner; Sarah Repp, Park, Cemetery and Recreation Supervisor; Jon Petroskey, Fire Chief; and Jaime Horswill, Utility/Clerical Assistant.

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

1. Approve Minutes from the July 20, 2016 Meeting

Motion to approve the minutes from the July 20, 2016 meeting as presented.

APPROVED

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jim Darling, Ward 2
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Bill Brandt, Jim Darling, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

2. Year-Round Part-Time Employee Compensation Increase Consideration for First Pay Period of 2017

Mark Desotell advised that there is an error in the first paragraph of his memo. His memo reads 60% of the Class 3 position and it should be 60% of the Class 4 position.

Motion to approve year-round part-time employee compensation increase consideration for first pay period of 2017.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/14/2016 6:00 PM
MOVER:	Jim Darling, Ward 2
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Bill Brandt, Jim Darling, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

3. Rescind/Replace Resolution 051-04 Subsequently Authorizing Department Heads, Upon Approval of the Director of Administrative Services, to Appropriately Place Seasonal & Part-Time Staff into Established Pay-Matrix Schedules According to Experience and Ability.

Mr. Desotell noted that previously the Street Commissioner was authorized to place seasonal and part-time staff into established pay matrix schedules and the Park, Cemetery and Recreation Supervisor and Fire Chief are also requesting this authority.

Mayor Brandt noted that with a new hire the department heads would have authority to pay them a higher rate in accordance with their ability and skills.

Ms. Repp advised that a good example would be this summer she had a seasonal staff person that retired from the Parks Department. He had more skills than any of her other seasonal staff.

Mr. Piskula noted that typically you hire seasonal staff and they start at the bottom until they are trained. If the employee is already trained it does not make sense to make them start at the bottom of the pay scale.

Upon inquiry by Alderperson T. Bauknecht, Mr. Piskula noted that it is getting more difficult hiring responsible seasonal help. The quality of workers is declining. The City has to compete with other businesses and once the seasonal staff is trained and other employers find out that the employee is a good worker, the businesses are able to pay more money and offer this to the employee.

Motion to rescind/replace Resolution 051-04 subsequently authorizing department heads, upon approval of the Director of Administrative Services, to appropriate place seasonal and part-time staff into established pay matrix schedules according to experience and ability as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/14/2016 6:00 PM
MOVER:	Jim Darling, Ward 2
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Bill Brandt, Jim Darling, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

4. Edison Club Lease-Purchase Agreement Between the City of Antigo and R&S, LLC for a New Business Venture to be Known as "Wings & Ale"

Agenda item withdrawn at this time.

RESULT:	WITHDRAWN
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5. Change to Zoning Board of Appeals Ordinance to Delete Provision Requiring Submittal to Council

Motion to change Zoning Board of Appeals ordinance to delete provision requiring submittal to Council as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 9/14/2016 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Jim Darling, Ward 2
AYES:	Bill Brandt, Jim Darling, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

6. Possible Funding Sources for Street Repairs (Referred by August 10, 2016 Common Council)

Mark Desotell distributed information regarding Municipal or County Vehicle Registration Fee (Wheel Tax) and presented it to the committee.

Wisconsin law allows a town, village, city or county to collect an annual municipal or county vehicle registration fee in addition to the regular annual registration fee paid for a vehicle. The fee applies to vehicles kept in the municipality or county with automobile registration or truck registration at 8,000 pounds or less. There currently are approximately twelve municipalities

that collect a wheel tax and three counties. This would equate to approximately \$160,000 a year. This money is required to be used for transportation related purposes.

Aldersperson Balcerzak commented that he does not believe this is worth it for residents. Mayor Brandt agreed.

Upon inquiry by Aldersperson T. Bauknecht, Mr. Desotell indicated that this does not require a referendum.

Mayor Brandt is unaware of any other funding sources at this time.

Upon inquiry by Aldersperson T. Bauknecht, Mr. Desotell indicated that taxes can only be raised a certain amount, but the operating budget can be directed as Council deems necessary, however, Council would need to decide what was not a priority. Mayor Brandt noted that Council could give all the money to the Street Department, but it will not allow any other department to operate.

RESULT:	INFORMATION ONLY
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Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:11 pm

APPROVED

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jim Darling, Ward 2
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Bill Brandt, Jim Darling, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

Bill Brandt, Chairperson

Date



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: August 17, 2016
Re: Year-Round Part-Time Employee Compensation Increase Consideration for First Pay Period of 2017

The compensation utilized for Year-Round Part-Time employees in the Public Works Department (currently 1 employee each in Streets & PRC) at this time is based on a formula of 60% of the Class 3 position and produces an hourly wage of \$11.48 per hour. These positions worked over 30 hours per week in the past years and have now been slated for a maximum of 28 hours per week (1456 hours per year).

Both Bob Piskula and Sarah Repp have indicated a desire to advance the compensation for these 2 positions. These positions do not receive the benefits afforded through full-time employment and this adjustment will help with retention and eventual recruitment if the positions were to become vacant.

It is recommended to provide a \$0.50 per hour increase bringing their hourly wage to \$11.98 per hour to become effective with the first payroll of 2017. If approved by the Committee/Council process then both Bob & Sarah will adjust their 2017 budget submittal in order to assure that this recommendation is budget neutral. It is also recommended that the Year-Round Part-Time employees be eligible for any Cost-of-Living increase provided by Council to other full-time DPW employees effective for the first payroll of 2018 and thereafter. Any future recommended adjustments to the starting wage needed to remain competitive will be presented back to the FP&L Committee for consideration accordingly.



To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: August 17, 2016

Re: Rescind/Replace Resolution 051-04 Subsequently Authorizing Department Heads, Upon Approval of the Director of Administrative Services, to Appropriately Place Seasonal & Part-Time Staff into Established Pay-Matrix Schedules According to Experience and Ability.

Periodically the FP&L Committee reviews recommended pay-matrix charts submitted by a Department Head. Many factors are considered when such charts are developed; consideration of the role that the position serves within the City, competition with other entities seeking similar skills from a limited number of available applicants and the actual skills/experience of an individual to name a few of the key issues.

This agenda item is not addressing the formation of any such pay matrix chart as prior Committee/Council action has already defined them.

In 2004 Resolution #051-04 provided a series of pay matrix charts for a wide range of Seasonal, Part-time and Paid-on-Call Employees. Subsequently those pay matrix charts have been updated through the Committee/Council process as needed. Resolution 051-04 also granted discretionary authority to place people into the plan based on qualifications. However, this discretionary authority was only granted to the Street Commissioner. The rescinding of Resolution 051-04 eliminates the now obsolete pay matrix charts while seeking to grant placement authority to Department Heads subject to the approval of the Director of Administrative Services (see Draft Resolution below).

WHEREAS, the City of Antigo periodically establishes a pay-matrix chart for Seasonal, Part-time and Paid-on-Call employees based on the recommendation of a Department Head's need to maintain a competitive wage rate for these positions while identifying any associated budgetary impacts; and,

WHEREAS, Department Heads in order to seek and retain the best candidates to fill these positions may wish to recommend the hiring of a prospective candidate (or the advancement of an existing Seasonal, Part-time or Paid-on-Call

employee) based on skills and abilities (either held at the date of hire or subsequently obtained) at a rate/step higher than the introductory or current level based on the applicants/employees qualifications; and,

WHEREAS, The Department Head is required to provide the Director of Administrative Services with the financial impact of their recommendation and must receive final concurrence in order to implement a higher wage rate at the time of hire or subsequently thereafter.

NOW THEREFORE BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to rescind Resolution No. 051-04 and to allow Director of Administrative Services the authority, in conjunction with the recommendation of a Department Head, for the placement of a Seasonal, Part-time or Paid-on-Call employee into the pay matrix at a rate other than the introductory (1st year) for new hires; and,

BE IT FURTHER RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to allow Director of Administrative Services the authority, in conjunction with the recommendation of a Department Head, to adjust the placement of a Seasonal, Part-time or Paid-on-Call employee within a pay matrix based on significant training or skills obtained subsequent to the hiring process.

(Committee approved)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: August 17, 2016
Re: Edison Club Lease-Purchase Agreement Between the City of Antigo and R&S, LLC for a New Business Venture to be Known as "Wings & Ale"

I have been in discussions over the past several months with Rick Charlesworth, co-owner of Zane Guitars, regarding his interest in developing the former Edison Club under a new business venture to be known as "Wings & Ale" and operated under R&S, LLC.

The request from R&S, LLC is to enter into a Lease-Purchase Agreement with the City of Antigo based on the following parameters:

- **Lease-Purchase of \$141,500 based on the following (see attached schedule)**
 - City to complete the stripping/waxing of floors in advance of the purchase to allow a quicker transition at a projected cost of \$1,500 to establish the lease-purchase price of \$140,000 building + \$1,500 = \$141,500.
 - 20-year amortization
 - 3% interest rate
 - 5-year balloon payment
 - Interest only payment for the first 6-months
- **Payment in Lieu of Taxes (PILOT) payable to City starting with the first month**
 - Calculated @ \$288.11 per month (\$3,457.32 annually) based on \$140,000 building lease-purchase price
 - Subject to change based on annual assessed valuation

The Edison Club has remained vacant since December 9, 2015. Council Resolution No. 019-16 set the parameters for advertising a Request for Proposals (RFP) soliciting interest from potential buyers for the Edison Club. The subsequent RFP was advertised locally and the FP&L Committee was informed at their April 2016 meeting that the City did not receive any responses from interested purchasers.

Since April of 2016, I have discussed the potential re-use of the Edison Club with several interested entrepreneurs. None of the prior discussions have resulted in a solidified offer (outright purchase or lease-purchase) until this current offer from R&S, LLC.

Rick Charlesworth of R&S, LLC has indicated the following in regards to his planned

efforts and requested timeline:

- **8/17/2016 FP&L Meeting**
 - Submittal of Business Plan & Request for a Lease-Purchase Agreement
 - Draft Agreement will hopefully be available prior to meeting (not to be in packet as document is being drafted for City Attorney review)
 - If approved, sent to Council for consideration for 9/14/2016
 - Consideration of an Entrepreneur Grant Application through EDC
 - Projected \$20,000 of initial qualified investments
 - 25% match from grant projected @ \$5,000
 - If not ready for August then submitted for the September FP&L
- **9/14/2016 City Council Meeting**
 - If Lease-Purchase agreement approved the following is requested
 - Access to the building starting on 9/15/16 for start-up renovations
 - Required insurance from R&S, LLC to be submitted to the City prior to any approved renovations being initiated
 - Required permits from Building Inspector to also be in-place
 - First month's payment (interest only) + PILOT due on 11/1/16

The following are some of the anticipated parameters that will be part of the Lease-Purchase Agreement:

- R&S, LLC to provide documentation of the required building/ contents property insurance in the amount established by the lease-purchase agreement assuring replacement cost coverage
- R&S, LLC to provide documentation of the required general liability insurance requirements listing the City of Antigo as additional insured
- Specific language will be developed to assure that the proper care and maintenance of the facility is continued until the payment of the 5-year balloon or the creation of a successor agreement.
- The contents of the facility will remain the property of the City of Antigo (a list will be included within the agreement). Upon final payment of the 5-year balloon amount the building & contents will become the property of R&S, LLC.
- Failure of any terms of the agreement, lack of payment of the 5-year balloon or failure to enter into a successor agreement will revert the building and contents back to the City of Antigo.

\$141,500/20 yr amortization/3% interest/6 month interest only

Compound Period : Monthly

Nominal Annual Rate : 3.000 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	10/01/2016	141,500.00	1		
2 Payment	11/01/2016	Interest Only	6	Monthly	04/01/2017
3 Payment	05/01/2017	799.46	54	Monthly	10/01/2021
4 Payment	11/01/2021	116,055.19	1		

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	10/01/2016				141,500.00
1	11/01/2016	353.75	353.75	0.00	141,500.00
2	12/01/2016	353.75	353.75	0.00	141,500.00
2016 Totals		707.50	707.50	0.00	
3	01/01/2017	353.75	353.75	0.00	141,500.00
4	02/01/2017	353.75	353.75	0.00	141,500.00
5	03/01/2017	353.75	353.75	0.00	141,500.00
6	04/01/2017	353.75	353.75	0.00	141,500.00
7	05/01/2017	799.46	353.75	445.71	141,054.29
8	06/01/2017	799.46	352.64	446.82	140,607.47
9	07/01/2017	799.46	351.52	447.94	140,159.53
10	08/01/2017	799.46	350.40	449.06	139,710.47
11	09/01/2017	799.46	349.28	450.18	139,260.29
12	10/01/2017	799.46	348.15	451.31	138,808.98
13	11/01/2017	799.46	347.02	452.44	138,356.54
14	12/01/2017	799.46	345.89	453.57	137,902.97
2017 Totals		7,810.68	4,213.65	3,597.03	
15	01/01/2018	799.46	344.76	454.70	137,448.27
16	02/01/2018	799.46	343.62	455.84	136,992.43
17	03/01/2018	799.46	342.48	456.98	136,535.45
18	04/01/2018	799.46	341.34	458.12	136,077.33
19	05/01/2018	799.46	340.19	459.27	135,618.06
20	06/01/2018	799.46	339.05	460.41	135,157.65
21	07/01/2018	799.46	337.89	461.57	134,696.08
22	08/01/2018	799.46	336.74	462.72	134,233.36
23	09/01/2018	799.46	335.58	463.88	133,769.48
24	10/01/2018	799.46	334.42	465.04	133,304.44
25	11/01/2018	799.46	333.26	466.20	132,838.24
26	12/01/2018	799.46	332.10	467.36	132,370.88
2018 Totals		9,593.52	4,061.43	5,532.09	
27	01/01/2019	799.46	330.93	468.53	131,902.35

Attachment: Edison Club \$141500 Amortization (1093 : Edison Club Lease-Purchase Agreement)

\$141,500/20 yr amortization/3% interest/6 month interest only

Date	Payment	Interest	Principal	Balance
28 02/01/2019	799.46	329.76	469.70	131,432.65
29 03/01/2019	799.46	328.58	470.88	130,961.77
30 04/01/2019	799.46	327.40	472.06	130,489.71
31 05/01/2019	799.46	326.22	473.24	130,016.47
32 06/01/2019	799.46	325.04	474.42	129,542.05
33 07/01/2019	799.46	323.86	475.60	129,066.45
34 08/01/2019	799.46	322.67	476.79	128,589.66
35 09/01/2019	799.46	321.47	477.99	128,111.67
36 10/01/2019	799.46	320.28	479.18	127,632.49
37 11/01/2019	799.46	319.08	480.38	127,152.11
38 12/01/2019	799.46	317.88	481.58	126,670.53
2019 Totals	9,593.52	3,893.17	5,700.35	
39 01/01/2020	799.46	316.68	482.78	126,187.75
40 02/01/2020	799.46	315.47	483.99	125,703.76
41 03/01/2020	799.46	314.26	485.20	125,218.56
42 04/01/2020	799.46	313.05	486.41	124,732.15
43 05/01/2020	799.46	311.83	487.63	124,244.52
44 06/01/2020	799.46	310.61	488.85	123,755.67
45 07/01/2020	799.46	309.39	490.07	123,265.60
46 08/01/2020	799.46	308.16	491.30	122,774.30
47 09/01/2020	799.46	306.94	492.52	122,281.78
48 10/01/2020	799.46	305.70	493.76	121,788.02
49 11/01/2020	799.46	304.47	494.99	121,293.03
50 12/01/2020	799.46	303.23	496.23	120,796.80
2020 Totals	9,593.52	3,719.79	5,873.73	
51 01/01/2021	799.46	301.99	497.47	120,299.33
52 02/01/2021	799.46	300.75	498.71	119,800.62
53 03/01/2021	799.46	299.50	499.96	119,300.66
54 04/01/2021	799.46	298.25	501.21	118,799.45
55 05/01/2021	799.46	297.00	502.46	118,296.99
56 06/01/2021	799.46	295.74	503.72	117,793.27
57 07/01/2021	799.46	294.48	504.98	117,288.29
58 08/01/2021	799.46	293.22	506.24	116,782.05
59 09/01/2021	799.46	291.96	507.50	116,274.55
60 10/01/2021	799.46	290.69	508.77	115,765.78
61 11/01/2021	116,055.19	289.41	115,765.78	0.00
2021 Totals	124,049.79	3,252.99	120,796.80	
Grand Totals	161,348.53	19,848.53	141,500.00	

Attachment: Edison Club \$141500 Amortization (1093 : Edison Club Lease-Purchase Agreement)



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: August 17, 2016
Re: Change to Zoning Board of Appeals Ordinance to Delete Provision Requiring Submittal to Council

City Ordinance 14-139 (c)(1) requires a variance application be submitted to the Council and they may submit a report to the Board of Appeals. The applications have never been sent to Council first so when this provision was discovered in the ordinance, the City Attorney researched the State requirements. He found this section should be deleted as the State requirements are that the application should be handled directly by the Zoning Board of Appeals and not the Council.

We are asking to change the ordinance by deleting the section under public hearing requirements that says:

“(1) The application shall be referred to the common council, which may submit a report to the board of appeals.”

The ordinance would remain the same as to how the Zoning Board of Appeals conducts the public hearing. I have included a copy of that section of the ordinance for your review.

Sec. 14-139. - Variances.

(a) *Purpose.* The purpose of this section is as follows:

- (1) A request for a variance may be made when an aggrieved party can submit proof that strict adherence to this article would cause him/her undue hardship or create conditions causing greater harmful effects than the initial condition. A variance granted to a nonconforming use brings that use into conformance with the district and zoning requirements.
- (2) The board of appeals may authorize upon appeal, in specific cases, such variance from the terms of this article as will not be contrary to the public interest, where owing to special conditions a literal enforcement of this article will result in unnecessary hardship and so that the spirit of this article shall be observed and substantial justice done. No variance shall have the effect of allowing in any district uses prohibited in that district, permit a lower degree of flood protection than the flood protection elevation for the particular area or permit standards lower than those required by law.
- (3) For the purposes of this section, the term "unnecessary hardship" shall be defined as an unusual or extreme decrease in the adaptability of the property to the uses permitted by the zoning district which is caused by facts, such as rough terrain or poor soil conditions, uniquely applicable to the particular piece of property as distinguished from those applicable to most or all property in the same zoning district.

(b) *Application.* The application for variance shall be filed with the clerk-treasurer. Applications may be made by the owner or lessee of the structure, land or water to be affected. The application shall contain the following information:

- (1) The names and addresses of the applicant and all abutting and opposite property owners of record.
- (2) A statement that the applicant is the owner or the authorized agent of the owner of the property.
- (3) The address and description of the property.
- (4) A site plan showing an accurate depiction of the property.
- (5) Additional information required by the plan commission, city engineer, board of zoning appeals or zoning administrator.

~~X~~ (c) *Public hearing on application.* A public hearing on the application shall be held in accordance with the following:

- (1) The application shall be referred to the common council, which may submit a report to the board of appeals.
- (2) The board of appeals shall conduct at least one public hearing on the proposed variation. Notice of such hearing shall be given not more than 30 days and not less than seven days before the hearing in one or more of the newspapers in general circulation in the city and shall give due notice to the parties in interest, the zoning administrator and the plan commission. At the hearing the appellant