

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
SEPTEMBER 19, 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; Kirk Packard, Street Commissioner; Kaye Matucheski, Clerk Treasurer/Finance Director; Eric Roller, Police Chief/Public Safety Director; Sarah Repp, Park, Recreation and Cemetery Director; Dominic Frandrup, Library Director (arriving at 6:17 pm); Jaime Horswill, Utility/Clerical Assistant; and Dave and Judy Peterson, residents of the Village of White Lake.

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

1. Approval of the Minutes from the August 15, 2018 Meeting

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

2. Approve Use of Contingency Funds from Heinzen Pavilion and CIP funds for Trail Connections in Peaceful Valley

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo advising that approximately \$9,000 remains as contingency for the Heinzen Peaceful Valley Pavilion project. She would like to recommend that the funds be applied to trail connections from the Heinzen Pavilion to the existing pathways and Warming House. Additionally, \$6,709 is budgeted in CIP for Construction of Parking and Paths. She is further recommending a portion of these funds also be applied to the pathway connections. Staff is estimating the pathway connections will cost approximately \$11,000.

Ms. Repp's memo concluded by noting that the Heinzen Pavilion is reserved consistently throughout the spring, summer, and fall. The trail connections will provide accessible pathways to the restroom facilities and Warming House, which are utilized when the Pavilion is reserved.

Upon inquiry by Alderperson Balcerzak, Ms. Repp explained that she was waiting for the project to be completed before she spent any of the contingency funds to be sure that everything was completed on the project.

Kaye Matucheski, Clerk-Treasurer/Finance Director, commented that the contingency funds are specific to the project. These funds cannot be utilized anywhere else.

Motion to approve the use of approximately \$9,000 remaining in the contingency fund for the Heinzen Peaceful Valley Pavilion project to be applied to trail connections from the Heinzen Pavilion to the existing pathways and Warming House as well as a portion of the budgeted

funds in Capital Equipment/Improvement Plan for Construction of Parking and Paths as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 10/1/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

3. Approval to Hire Year-round Part-time Employee for PRC

Ms. Repp provided a memo requesting to fill the vacant open year-round part-time employee position. This position is budgeted.

Motion to approve the hire of the vacant year-round part-time employee for the Park, Recreation and Cemetery Department.

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

4. Request to Fill an Open Position in the Street Department Created by Internal Promotion

Mark Desotell, Director of Administrative Services, provided a memo advising that starting with the promotion of Kirk Packard to the Street Commissioner position an additional internal promotion has occurred for the Working Supervisor position vacated by his promotion. Interviews for the Working Supervisor were conducted on September 12th and the successful candidate had not been notified at the time this memo was completed for your agenda packet.

Mr. Desotell's memo further added that a position within Street has been made available by the promotion of an internal candidate to the Working Supervisor position and will be posted to gauge any interest of candidates working for the Street Department under a different job title or perhaps by an employee working in a different department. Regardless of the "domino effect" of these decisions, a vacancy exists within the Street Department and he is requesting support in filling the vacancy as needed. The final number of employees is not increasing by this action and the 2018 budget already accounts for the costs associated with this position. The proposed 2019 budget does the same.

Motion to hire the vacant Street Department position as requested.

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

5. Approval to Fill Vacant Firefighter/Paramedic Position

Eric Roller, Police Chief/Public Safety Director, provided a memo advising that the Antigo Fire Department had another employee leave and move on to the DePere Fire Department. Firefighter/Paramedic Dean Jensen gave his two week notice and has left the City of Antigo. Dean came to the City in March of 2017. The Antigo Fire Department continues to operate within the budget and maintaining the number of staff is critical to the operations of the

department. They continue to attempt to take as many transfers as possible and they can only do that if the staffing level remains at the current level.

Motion to hire the vacant firefighter/paramedic position in the Fire Department as requested.

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

6. Use CIP Funds to Purchase High Pressure Airbags

Jon Petroskey, Fire Chief, provided a memo noting that as part of the CIP budget, money was put aside for Fire Truck Equipment and a set of high pressure airbags needs to be replaced. These bags are less than one inch thick and will lift up to 38 tons. The current airbags have expired however they can still use the same controller and air lines. Three estimates were obtained that include shipping as follows:

Pomasl Fire Equipment	\$5,055.00
Chief Supply	\$5,051.96
Darley Fire Equipment	\$4,984.05

Upon inquiry by Mayor Brandt, Chief Petroskey indicated that he has no recommendation as to which company to use. The product is the same from all three companies.

Alderson Kassis commented that the low bid should be accepted.

Alderson Balcerzak said that the local company should be accepted as the cost difference is not much.

Motion to accept the low bid from Darley Fire Equipment for \$4,984.05 for the purchase of high pressure airbags.

RESULT:	CARRIED [4 TO 1]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Tim Kassis, Ward 3
AYES:	Carol Feller Gottard, Bill Brandt, Tim Kassis, Tom Bauknecht
NAYS:	Reinhardt Balcerzak
ABSENT:	Glenn Bugni

7. Intercept Agreement Changes

Chief Petroskey provided a memo advising that it has been requested by a few intercepting agencies to finish ambulance transport of a patient if the patient is diverted to a different location other than Aspirus Langlade Hospital. Currently when the department does intercepts, City personnel get in the back of the requesting agencies ambulance to finish transport and the requesting agency bills the patient. If the City moves the patient to the City's ambulance, staff would have to bill the patient as per billing regulations. This process would be meeting an ambulance service at a designated location to transfer the patient into the City's ambulance. For safety purposes staff would prefer not to do this on a highway. Once the patient is in the City's ambulance, staff would finish the transport. The initial responding agency would provide care and partial transport so he is recommending reimbursing the initial responding service one-third of what is collected. The City would bill for the entire trip, even the transport miles the initial service had plus base rate.

Chief Petroskey has worked with the City Attorney to make the adjustment to the current

intercept agreement and showed the added/changed language items highlighted in yellow.

Chief Petroskey indicated that Laona and Crandon are the only two services requesting this arrangement. He is anticipating meeting these departments in the Summit Lake or Monico area.

Upon inquiry by Alderperson Kassis, Chief Petroskey indicated that they have not done this in the past as only one service can charge the patient. If they move the patient to another service, the first service loses all the money. With this agreement, the City would be able to reimburse the first service some of the money.

Chief Petroskey further noted that they used language currently utilized by Medivac so that Medicare/Medicaid will allow the City to bill for services from the initial call not once the department receives the patient. The City of Antigo will then bill for the entire call and give back one-third to the requesting service once the bill is collected. If the City does not collect on the bill, no money will be forwarded to the original service.

Motion to approve the intercept changes as suggested by Attorney Winter as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 10/10/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

8. Sale of Vacant Lot at 218 Virginia Street

Roger Musolff, Building Inspector/Zoning Administrator, provided a memo advising that the City has demolished the building at 218 Virginia Street following a fire and acquired the property on May 10, 2018 through the tax lien process. This property is zoned R-3 Residential and remains a buildable lot with an assessed value of \$9,700 but he would suggest setting a minimum bid of \$3,000.

Mr. Musolff further recommends the City request bids on the property to be sold "as is" and to have those bids be returned before November 7, 2018. As part of the bidding process the City should only accept bids for the entire parcel and the bidders must state intended use.

Upon inquiry by Alderperson Kassis, Mark Desotell, Director of Administrative Services, advised that based on past experience low bids were received on previous lots because there was no minimum requirement. Staff decided to set the minimum bid at approximately one-third of the lot's worth.

Upon inquiry by Alderperson Feller Gottard, Kirk Packard, Street Commissioner, advised that there are water and sewer services available to the property.

Mr. Desotell further explained that someone could purchase the lot to adjoin it to their lot.

Upon inquiry by Alderperson Bauknecht, Ms. Matucheski explained that the new assessed value would be determined by Assessor according to arm length sales and market value.

Motion to approve the sale of the vacant lot at 218 Virginia Street to be sold "as is" with a minimum bid of \$3,000 with bidders to state their intended use and bids due before November 7, 2018 as recommended.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 10/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

9. Add Dana Investment Advisors as a Public Depository for the City

Ms. Matucheski provided a memo advising the percentage of interest the City earns decreased drastically several years ago and has only increased slightly in the last few years. Higher earning on the City's undesignated funds is a way to increase revenues without increasing fees to citizens. The first objective is always safety, then liquidity, and then earnings. These three things in that order would still be the priority. A few years ago funds were moved from the Local Government Investment Pool to American Deposit Management which has helped to increase investment earnings. However, the City can improve earnings by adding more diversity. After exploring different types of investments and companies to assist with this, Ms. Matucheski would recommend working with Dana Investment Advisors. They also work with Cities and Villages Mutual Insurance Company (CVMIC) and other Wisconsin municipalities.

Ms. Matucheski's memo further noted that Dana's fees are .20% and after reviewing the City's investments and current earnings, the additional earnings from the new investments will more than offset the cost of the service. The City would not be locked into any long term contract so she believes it is in the best interest of the City to try this option to increase revenues.

Upon inquiry by Alderperson Balcerzak, Ms. Matucheski indicated that she would recommend starting at \$2,000,000. This would incorporate the \$1,000,000 that was paid back in the Public Improvement Fund. There is no contract that states the City would have to stay with them for any amount of time.

Upon further inquiry by Alderperson Balcerzak, Ms. Matucheski explained that the City would not actually pay a bill for the .20% fee, it would be deducted out of the interest earned.

Motion to approve adding Dana Investment Advisors as a Public Depository.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 10/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

10. Update Investment Policy

Ms. Matucheski provided a memo noting that if the Committee approves Dana Investment Advisors, Inc. as a public depository, the investment policy will need to be updated.

Ms. Matucheski advised that in Section VI after the second sentence, the following wording must be added: "Variable rate securities may be purchased with no final maturity restrictions as long as the securities have effective durations at purchase of five years or less, in the interest of minimizing market risk."

Motion to approve the updated Investment Policy as amended.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 10/10/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

11. 2019 Cost of Living Increase for Exempt and Non-Represented Employees

Mr. Desotell provided a memo advising that the 2019 budget document presented to the Committee of the Whole on Wednesday, September 12, 2018 included the budgetary projections resulting from a recommended salary increase of 2% for all exempt and non-represented employees. This recommendation is consistent with the 2019 increases for the City's Public Safety employee's which were established through collective bargaining at a rate of 2% for Police and at a rate of 1.5% for Fire based upon other items of negotiation. Staff continues to maintain the respect of their peers and consistently deliver quality services to the citizens of Antigo. They diligently work to control expenditures while striving to deliver expected services within identified budgetary constraints. These strengths are demonstrated by their daily accomplishments, by their commitment to long standing programs and by being respectful representatives of the City of Antigo. As such, he is appreciative of their support and proud of their accomplishments.

Upon inquiry by Alderperson Kassis, Mayor Brandt indicated that this has been worked into the 2019 budget.

Mr. Desotell advised that this increase would include the City Attorney and Assistant City Attorney as well.

Motion to approve a 2% cost of living increase for 2019 for exempt and non-represented employees including the City Attorney and Assistant City Attorney.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 10/10/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

12. Updates regarding the Request from Troutland Rescue to Supply Ambulance Services for the Towns of Evergreen & Wolf River and the Village of White Lake - INFORMATION ONLY

Mr. Desotell provided a memo and draft agreement as reviewed by Attorney Winter. Troutland Rescue has officially made a decision to dissolve their service and remains in need of a long term solution to their ambulance needs. Until a final agreement is entered into the Troutland Rescue service area will be covered by the City of Antigo's secondary contract with them. However, this comes at a premium cost (\$2,000 per call) so staff is in the process of negotiating the transfer of their low mileage ambulance to the City of Antigo in exchange for service for the final quarter of the 2018 calendar year. If an agreement specifically for the transfer of ownership of the ambulance from Troutland Rescue to the City of Antigo (including either the reduction or elimination of the premium costs for the current secondary services contract) can be achieved for the last quarter of 2018 it will be presented for consideration at this September meeting.

Chief Petroskey provided a memo as well. He had a meeting with Troutland and the three

municipalities on September 10th and they have decided to close. They will be contacting the State of Wisconsin Emergency Medical Service office to see what process they need to do. Mr. Desotell, Eric Roller and Mr. Petroskey have put together budget numbers and everything looks positive. In this process Troutland will no longer need their ambulance so he is currently exploring the best method for acquiring this unit for the department's current fleet allowing the replacement of the oldest unit. The Troutland unit is a low mileage ambulance capable of serving the department's needs for a number of years. The contract is based upon the language that the department currently has with the 10 townships with some modification. In this process Chief Petroskey is recommending to add a full time Firefighter/Paramedic position to the "A" crew which is currently staffed with 5 firefighters as opposed to 6 on the other two shifts. Doing so allows the department to staff more transfers with on-duty personnel and helps to cover shortages during multiple call events or when staffing is impacted by an individual firefighter being away on approved leave. He has contacted the chairs of the 10 towns and they all had positive feedback about moving forward with this process.

Mayor Brandt indicated that the City is looking at a five year agreement starting January 1, 2019.

Mayor Brandt explained that because Troutland is unable to provide services to its community and the premium cost of \$2,000 per call is cost prohibited, the City can enter into an agreement where it would accept their ambulance and equipment in exchange for covering from now until the end of the year.

Upon inquiry by Alderperson Balcerzak, Mayor Brandt explained that the City of Antigo Ambulance service could be in White Lake in approximately 20 minutes.

Chief Petroskey explained that Troutland Rescue is made up primarily of volunteers. By the time they get the call at home and go to the ambulance and then go to the location, the City could be there in approximately the same time. There are times where they call the City now for chest pain and the City will arrive at the same time or within a minute or two of Troutland Rescue.

Mayor Brandt commented that volunteer services run into problems as there are not as many volunteers as there used to.

Upon inquiry by Alderperson Bauknecht, Chief Petroskey indicated that Troutland Rescue's ambulance was ordered right after the City ordered theirs in 2009. They had the ambulance set up similar to the City's because of intercepts. Chief Petroskey believes this ambulance will be able to be in service for approximately six years or more. It has less than 45,000 miles.

Upon inquiry by Alderperson Kassis, Chief Petroskey indicated that the ambulance will be housed here and the City will get rid of its oldest ambulance, which is a 2003.

INFORMATION ONLY

RESULT:	PLACED ON FILE-NO VOTE
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13. Accept Transfer of Ownership of the Troutland Rescue Ambulance to the City of Antigo in Exchange for the Reduction/Elimination of Premium Payments in the Current Standby Services Agreement between both Parties for the last quarter of Calendar year 2018

Mr. Desotell provided a memo with a copy of the current standby agreement with Troutland Rescue. Staff is in final negotiations with them for the transfer of ownership of their current low mileage ambulance to the City of Antigo for consideration of the reduction or elimination of the high-cost standby premiums during the final quarter of 2018. This allows quality ambulance services to be provided to the citizens served by Troutland Rescue as a long term contract agreement is finalized for consideration at the October Finance, Personnel and Legislative

Committee and November Council meetings.

Upon inquiry by Alderperson Bauknecht, Chief Petroskey indicated that the equipment would include a power cot, long boards, splinting supplies, intubation equipment, etc.

Motion to accept transfer of ownership of the Troutland Rescue Ambulance to the City of Antigo in exchange for the reduction/elimination of premium payments in the current Standby Services Agreement between both parties for the last quarter of calendar year of 2018 as presented retroactive to September 19, 2018.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 10/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
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 6:31 pm

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

Bill Brandt, Chairperson

Date