

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
OCTOBER 16, 2019

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	Excused	
Bill Brandt	Mayor	Present	
Tim Kassis	Ward 3	Present	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Jon Petroskey, Fire Chief; Eric Roller, Public Safety Director/Police Chief; Kaye Matucheski, Clerk-Treasurer/Finance Director; Mark Desotell, Director of Administrative Services; and Jaime Horswill, Lead Office Assistant.

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

1. Approval of the Minutes from the September 18, 2019 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
EXCUSED:	Carol Feller Gottard

2. Approval to Re-Hire Vacant Police Clerical Resource Assistant Position

Eric Roller, Director of Public Safety/Police Chief, provided a memo advising that one of the Police Clerical Resource Assistants gave her two week notice and was officially done with the Antigo Police Department as of October 7, 2019. The employee took a job with Langlade County as a dispatcher. He is looking to rehire for the position as they continue to have a need to provide customer service for the front window and support to the officers and management. He is currently taking applications for the position until October 16, 2019 and hopes to refill the position as soon as possible.

Motion to approve to rehire the vacant Police Clerical Resource Assistant position.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
EXCUSED:	Carol Feller Gottard

3. Purchase of Computer for Squad Car

Chief Roller provided a memo looking to purchase one squad computer to replace a computer that has been regularly causing problems. The computer is approximately seven years old and has exhausted the useful existence. He has budgeted in the Capital Equipment/Improvement Plan (CIP) for replacement of all the squad computers, though he is looking to replace them only when they go bad. Baycom of Green Bay can provide the Panasonic Toughbook CF-31 at the state contract price of \$3,452.

Motion to purchase a Panasonic Toughbook CF-31 from Baycom of Green Bay for the state contract price of \$3,452 utilizing budgeted funds.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
EXCUSED:	Carol Feller Gottard

4. Information to Provide Ambulance Service to the Town of Elcho

Jon Petroskey, Fire Chief, provided a memo advising that he has been approached by the Town of Elcho to provide ambulance coverage starting on January 1, 2020. They continue to have staffing concerns similar to Troutland. Mark Desotell, Eric Roller and Chief Petroskey met with Gary Johnson, Elcho Town Chairman early in September and had a good discussion. He put a budget together similar to the process done with Troutland last year. The numbers look favorable and he has a meeting with Elcho on October 17, 2019 to discuss which direction they would like to go.

Chief Petroskey included an agreement that Attorney Winter put together for Evergreen, White Lake and Wolf River. The base of the contract is the same as they currently have with the 10 townships with some modification to include a five year agreement. The Mayor, Mr. Desotell and Chief Petroskey attended a Town/City Ambulance Committee meeting with several of the towns present. Everyone present had positive feedback about moving forward with this process.

Upon inquiry by Alderperson Kassis, Mr. Desotell indicated that at this time it is not the intent to need additional staffing.

Chief Petroskey indicated that the department is currently down two positions. The department has conducted several interviews this past week and there is a Police and Fire Commission meeting next week.

Alderperson Bugni noted that the revenue must exceed the cost for this to be favorable.

Mayor Brandt indicated that the City does not want to extend itself to the point where care of City residents and the ten towns is jeopardized.

Mayor Brandt noted that it must be made clear that people needing the ambulance service will be transported to Langlade Hospital as our ambulances do not need to be sitting in Rhinelander when they can be back in Antigo.

Mr. Desotell indicated that the call volume anticipated with this would be eight to ten additional calls per month.

INFORMATION ONLY

RESULT:	PLACED ON FILE-NO VOTE
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5. Consider the Ratification of the Tentative Collective Bargaining Agreement with the Antigo Firefighters, Local 1000

Mark Desotell, Director of Administrative Services, provided a memo advising that negotiations with the Antigo Firefighters, Local 1000 took place in September and a Tentative Agreement was reached between the negotiating teams. He provided a copy of the tentative agreement that will be passed along to Council for the November meeting following committee action.

Mr. Desotell indicated that the changes were primarily financial.

Mayor Brandt indicated that some changes were made to put more money on the front end upon hire to try to attract more people.

Mr. Desotell noted the probationary period has been extended to eighteen months. Insurance Stop Loss and Administrative Fee language has been added.

Upon inquiry by Alderperson Kassis, Mr. Desotell acknowledged that this is budgeted for. The starting wage has been increased but the growth is not as fast so over the course of five years, the amount equals out.

Motion to approve the tentative collective bargaining agreement with Antigo Firefighters, Local 1000.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
EXCUSED:	Carol Feller Gottard

6. Accepting Sealed Electronic Bids Through Vendor Registry or a Consultant Hired to Manage the Bidding Process (information only)

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo indicating that the City has a new vendor software that will be used to manage vendors, the bidding process, certificates of insurance, W-9's, etc. called Vendor Registry. This software will assist in making the bidding (or quoting) process more standard. One capability of the software is the ability to accept sealed bids electronically. The software keeps the bid sealed and releases it at the bid opening time. This will allow greater flexibility to bidders as they would not have to drive here to drop off a bid or mail it and hope that we get it in time.

Ms. Matucheski's memo further noted that after reading the Purchasing Policy, it does not specifically state paper bids so she does not believe action is needed on this item. It is just informational to make you aware that we will be accepting bids electronically only through Vendor Registry or through a consultant that is handling the bidding process. We will not be accepting sealed bids by e-mail.

Upon inquiry by Alderperson Bauknecht, Ms. Matucheski advised that an alderperson will need to be present for the bid opening as usual. Nothing will change with the process. The bids will still be advertised and opened as usual. Paper bids will still be accepted as well.

Upon inquiry by Alderperson Bugni, Ms. Matucheski indicated that no one will be able to open the electronic sealed bids. They will not be released until the scheduled bid opening time. The software locks everyone out, including the administrators.

INFORMATION ONLY

RESULT:	INFORMATION ONLY
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7. Proposed Revision to Employee Manual Allowing for 1 week (40 Hours) of Vacation Time to be Converted as Salaried Payroll for Exempt Employee's that have Reached the Maximum Allowable Vacation Benefit Allotment

Mr. Desotell provided a memo advising that in an effort to address the sometimes difficult utilization of earned vacation time for those exempt employees that have reached the maximum allowable weeks allotted for this benefit it is his recommendation that the Director of Administrative Services be allowed to convert up to one week (40 hours) annually as salaried payroll at the time of the employee's anniversary date. The revised Employee Manual language

necessary to accomplish this recommendation was provided. The financial impact of this recommendation will be attributed to the Department budget from which the exempt employee serves in their capacity.

He is further requesting that the proposed revisions to the Employee Manual become effective immediately upon committee action contingent upon Council approval.

Mayor Brandt indicated that requesting to carry time over each year is not working for these employees as they cannot utilize the time as it is. Rather than lose the hours every year, he would rather pay them up to one week. These employees have vacation time scheduled and at times have to cancel it because of work demands.

Upon inquiry by Alderperson Bauknecht, Ms. Matucheski indicated that in order to receive the maximum allowable weeks which is six, you have to have completed 22 years of service. You have to use your vacation within the year or you lose it.

Motion to approve the revision to the employee manual to allow for the Director of Administrative Services to convert up to one week annually as salaried payroll at the time of the employee's anniversary date for those exempt employees that have reached the maximum allowable weeks effective immediately contingent upon Council approval.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/13/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
EXCUSED:	Carol Feller Gottard

Any Other Matters Authorized by Law to be Considered

None

Adjournment

1. **Motion to:** Adjourn at 6:17 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
EXCUSED:	Carol Feller Gottard

Bill Brandt, Chairperson

Date