

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
OCTOBER 17, 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: Lisa Volkman, Clerical/Administrative Assistant; Kaye Matucheski, Clerk-Treasurer/Finance Director; Jon Petroskey, Fire Chief; Eric Roller, Police Chief/Public Safety Director; Mark Desotell, Director of Administrative Services; 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 September 19, 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. Consider Quotes and to Waive the Bidding Process for Asbestos Removal at 511 Clermont Street to Allow for Future Demolition of this Former Laundry Building

Mark Desotell, Director of Administrative Services, provided a memo advising that the former laundry building located at 511 Clermont Street has been purchased by the City making way for its demolition and eventual reuse for additional municipal parking stalls and as a drive through drop-off lane for postal customers. It is his recommendation to start the process for removing the asbestos materials identified within the MSA Professional Services Abatement Report.

Mr. Desotell noted that once an abatement contractor is selected and the identified asbestos is removed it is his intent to continue with razing the building utilizing the Street Department to complete the demolition process.

Mr. Desotell advised that quotes were solicited and due today. They did solicit quotes from two companies that the City has worked with in the past. Only one quote was received from Mavo Systems in the amount of \$4,870, the other company was non-responsive. This amount is within the purchase policy limit for quotes.

Upon inquiry by Kaye Matucheski, Clerk-Treasurer/Finance Director, Mr. Desotell advised that he originally did not know how much the quote was going to be therefore he requested waiver of the bidding requirement. The quote is within the purchasing policy limits, therefore, a waiver is not necessary.

Upon inquiry by Alderperson Feller Gottard, Mr. Desotell noted that disposal of all asbestos and Department of Natural Resource notification is included in the quoted amount.

Motion to accept the quote from Mavo Systems in the amount of \$4,870 for asbestos removal at 511 Clermont Street as presented with funding derived from Demolition of Building funds.

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

3. Agreement to Provide Ambulance Service to Village of White Lake, Town of Evergreen and Town of Wolf River

Jon Petroskey, Fire Chief, provided a memo advising that he has mentioned the last several months that he has been approached by Troutland Rescue, Town of Evergreen, Village of White Lake and the Town of Wolf River to provide ambulance coverage. At last month's meeting he provided a copy of the agreement for ambulance coverage for the three municipalities. This month he is requesting to approve the agreement with the three municipalities for five years. A copy of the agreement has been sent to the towns and village and they do not have any concerns. They are also happy that the City is able to take on the extra coverage area to provide ambulance service.

Upon inquiry by Alderperson Feller Gottard, Chief Petroskey indicated that the Town of Langlade is currently being served by Pickerel Rescue.

Motion to enter into an agreement for five years to provide ambulance service to the Village of White Lake, Town of Evergreen and the Town of Wolf River as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/14/2018 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

4. Add Fulltime Fire Fighter Position with the Addition of Village of White Lake, Town of Evergreen and Town of Wolf River Ambulance Coverage

Chief Petroskey provided a memo advising that with the additional coverage areas to the Village of White Lake, Town of Evergreen and Town of Wolf River, he is recommending the addition of a full-time Fire Fighter position. This position would give the short crew a full working crew which will allow the department to staff more transfers with on-duty personnel and help cover shortages with multiple calls, sick leave or Family Medical Leave. As staff created a budget to cover the three municipalities the expenses included a full-time Fire Fighter with benefits. All the numbers look positive and last week he met with the ten towns and they all felt this was a good direction to go.

Mayor Brandt reviewed the 2019 Expense and Revenue Plan that was provided and noted a surplus of approximately \$14,938.

Upon inquiry by Alderperson Kassis, Chief Petroskey indicated that the Ambulance Department currently does the billing for these areas and were able to look at the history for the projected revenues.

Upon inquiry by Alderperson Feller Gottard, Chief Petroskey indicated that the department currently has two vacancies and adding this position would make it three. However, they did hire someone today who will start after putting in their two weeks notice, leaving the department

short two employees. They also interviewed someone last May who will graduate in December so this is a potential candidate. They are actively trying to recruit new hires.

Motion to add a full-time Fire Fighter position with funding derived from the addition of the Village of White Lake, Town of Evergreen and Town of Wolf River ambulance coverage as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/14/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

5. Change Position Within the Clerk-Treasurer/Finance Director's Office from Clerical/Utility Assistant to Lead Office Assistant with a Hourly Wage of \$1.50 more than the Utility/Accounting Assistant Positions

Ms. Matucheski provided a memo noting that with all of the changes that have occurred within the Clerk's Office in the last six months it has given staff a chance to evaluate how services are provided and the distribution of the work load. With this in mind, she is asking for the Utility/Clerical Assistant position to be upgraded to Lead Office Assistant. There are many responsibilities that this position would take over on a daily basis. An updated job description was provided as well. The Deputy Clerk-Treasurer and Ms. Matucheski have been working a lot of extra time trying to at least get the work done that has time constraints, for meetings or monthly balancing, etc. By changing one clerical position in the office to a lead position, that position will be able to independently take care of many of the day-to-day things that will not have to come to them. This will allow for more time to get to the other duties that they have been working many extra hours to achieve.

Ms. Matucheski's memo concluded by adding that as with other lead positions within the City, she is requesting a wage of \$1.50 per hour over the clerical positions within the office. This would be an annual increase of \$3,120 plus benefits and would be covered in the existing budget.

Mayor Brandt noted that this position would help the Clerk and Deputy Clerk delegate some of the authorities in that office. This position would help alleviate some of the burden on the Clerk and Deputy Clerk. This position would have some supervisory roles and responsibilities as well.

Upon inquiry by Alderperson Balcerzak, Ms. Matucheski explained that typically in a current job description there are not residency requirements. However, with this position there is a Deputy Election Clerk part of the job description which requires the employee to reside within the City of Antigo to do the election duties.

Upon inquiry by Lisa Volkman, Clerical/Administrative Assistant, Ms. Matucheski advised that the Utility/Clerical Assistant position will be eliminated and this employee will be the Lead Office Assistant.

Motion to approve the Lead Office Assistant job description and hourly wage increase of \$1.50 more than the Utility/Accounting Assistant positions as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/14/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Balcerzak
ABSENT:	Glenn Bugni

6. Approval of Manager/Administrative Assistant Job Description and Wage Change and Approval to Hire any Open Position to Maintain Current Staffing Level

Eric Roller, Police Chief/Public Safety Director, provided a memo advising that Lynda Schroepfer has given her notice of retirement after 25 years with the City of Antigo Police Department as Clerical Administrative Assistant. Lynda will be retiring as of October 30, 2018. Lynda was hired as an Administrative Assistant for the Police Department and has worked a regular shift Monday thru Friday, 35 hours per week. Two other clerical positions were created a couple of years later to work in the front office. The Antigo Police Department is required under the rental agreement with Langlade County to cover the front office and he utilizes the three office staff for this function.

Chief Roller is looking to replace Lynda's position in the front office as an Office Manager/Administrative position that will work 40 hours per week as a direct support to the Chief and Captain, and to oversee the job functions of the front office and staff. This will change the job description of the Administrative Assistant slightly and will add some supervision duties to the position.

Chief Roller is requesting to have this position receive a rate of \$1.50 more than the base rate of the two Clerical Administrative Positions within the office. This will be consistent with other supervisory positions within the City of Antigo and this rate will be \$0.34 cents above the current rate. Chief Roller is requesting to replace the Administrative Assistant position with someone for the Office Manager/Administrative Assistant position at 40 hours per week with the pay rate increase. If that position is hired from within, he is requesting to rehire the Clerical/Administrative position to maintain staffing level of three in the front office.

Upon inquiry by Alderperson Bauknecht, Chief Roller acknowledged the change from 35 hours per week to 40 hours per week as the duties are going to increase as well as direct support to the Chief and Captain. Years ago he attempted a similar move, but the person in this position was not interested in the supervisory role.

Ms. Volkman commented that she has worked between City Hall and the Police Department for the past 23 years. She has worked in a variety of clerical positions within this time period. She has concerns as she does not feel that there is enough work for three full-time employees. She understands the obligation to staff the front office, and has expressed concerns. She believes that all duties could be divided up between two full-time employees that are currently there with equal abilities and skills so they are more level as far as workloads are concerned. She suggested hiring a part-time employee to work half days and cover vacations and time off.

Ms. Volkman also expressed concerns with the proposed job description noting a supervisory type position. There is no administrative assistant or post-secondary education or managerial experience required within the job description. She believes this should be in the job description if you are going to pay this person a higher wage and give them more hours.

Chief Roller advised that he disagrees with Ms. Volkman. Both he and the Captain do a lot themselves and would like to pass work on to the new position. Both he and the Captain are unable to do a lot of supervisory management as they are often on the road. He also has taken the role of Public Safety Director and that has a lot of duties. Additionally, just like with the

Police Officers, he expects the office staff to be proactive with work. There is plenty of work to be done and can be initiated. This is where an office manager/supervisor would be helpful.

Aldersperson Feller Gottard commented that she does not like the idea of a part-time employee with no benefits. She is afraid of training a person and then having them leave for a higher wage or benefits. This is not a feasible idea.

Aldersperson Balcerzak commented on having only two full-time employees and if something happened to one of them, the City would be in trouble. He likes the idea of three full-time employees.

Aldersperson Bauknecht, Balcerzak and Kassis thanked Ms. Volkman for sharing her input.

Motion to approve the Manager/Administrative Assistant job description and wage change and approval to hire any open position to maintain current staffing level.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/14/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
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 6:24 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