

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
OCTOBER 18, 2017

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

Others in attendance: Kaye Matucheski, Clerk-Treasurer; Angie Close, Langlade County Economic Development Corporation; Mark Desotell, Director of Administrative Services; Eric Roller, Director of Public Safety; and Jaime Horswill, Utility/Clerical Assistant.

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

1. Approval of the Minutes from the September 20, 2017 meeting

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

2. Approval to Hire Two Year-Round Part-Time Positions for the Park, Recreation and Cemetery Department

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo requesting approval to hire two year-round part-time employees for the Park, Recreation and Cemetery Department. She anticipates positive results to cover evenings and weekends which will result in a smoother transition from winter to spring, the ability to clear snow in the evenings and on weekends, reduction in training and learning time during the busy season, which will result in better services for the public and more knowledgeable and comfortable staff, provide dispatch with two consistent evening and weekend park staff that can be contacted should issues or questions arise and a reduction in staff burn out from covering weekends in the off season before the seasonal staff returns or after they leave.

Ms. Repp is anticipating an average savings of approximately \$5,000 in overtime. She is reducing the number of seasonal staff by one to two positions so both positions can be funded within the existing budget. Ms. Repp has the following proposed schedule: Saturday and Sunday (2 shifts-8 hour/shifts) 6:00 am - 2:00 pm and 1:30 pm to 9:30 pm; Monday and Tuesday 2:45 pm to 9:30 pm; Wednesday and Thursday 2:45 pm - 9:30 pm. Friday would rotate between the seasonal day shift employees.

Mark Desotell, Director of Administrative Services, noted that one position is a current position that needs to be re-hired and the second position would be a new position.

Motion to approve hiring of two year-round part-times employees for the Park, Recreation and Cemetery Department as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/8/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Carol Feller Gottard, Tim Kassis, Glenn Bugni

3. Rental of Billboard South of Antigo to Promote the Downtown Area

Mayor Brandt provided a memo advising that he has been contacted by two area businessmen about space being available on a large billboard south of town on the east side of Highway 45. Both thought it may be a good idea for the City of Antigo to rent this space to try and promote the downtown area to travelers. Mayor Brandt agrees that we could try this approach for a year or two to see if any results are generated. He has contacted the owner and negotiated a very fair price of \$250 a month for the rental. Mayor Brandt has asked Sarah Repp to come up with some concepts for the billboard. If approved, Ms. Repp would work with the company design team to come up with a concept that she and Mayor Brandt agree would promote the downtown. Funding would come from the City's portion of Hotel/Motel funds.

Mayor Brandt suggests trying this approach for one year at a cost of \$3,000.

Upon inquiry by Alderperson Balcerzak, Mayor Brandt noted that the drawings are just conceptual ideas that Ms. Repp had. These are not necessarily design choices.

Alderperson Bauknecht suggested utilizing the trails as part of the design.

Upon inquiry by Kaye Matucheski, Clerk-Treasurer, Mayor Brandt noted that they did not discuss a design charge, but he is sure that there probably is one.

Angie Close, Langlade County Economic Development Corporation, noted that she believes the charge is around \$750.

Ms. Close further commented that once the app was included on their billboard, the app download increased tremendously.

Upon inquiry by Alderperson Bauknecht, Mayor Brandt noted that he will not bring back the final design to the committee as it will take too long. He and Ms. Repp will work with the design people.

Motion to approve rental of the billboard south of town not to exceed \$4,000 for rent and design with funding derived from the Economic Development portion of Hotel/Motel funds.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/8/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Carol Feller Gottard, Tim Kassis, Glenn Bugni

4. Consideration of a Service Agreement with the Langlade County Economic Development Corporation for the Administration of a \$500,000 Community Development Public Facilities Block Grant Associated with the 2018 Field Street (7th to 8th Ave.) and Gowan Road (10th Ave. to Springbrook) Construction Projects

Mr. Desotell provided a memo noting that as part of the compliance requirements for the \$500,000 Community Development Block Grant for Public Facilities (CDBG) the City has reached out to the Langlade County Economic Development Corporation (LCEDC) for

administrative oversight and project submittals for the Gowan Road and Field Street projects to be constructed in 2018. The LCEDC has performed similar work for the City in the past and has been a valuable team member in the administration of these projects. During the city's most recent completed CDBG project in 2015, Angie Close was asked to track their expenses so that a more realistic budget could be established for future projects. Based on that data, the total amount projected for their services for these 2018 construction projects are based on an amount not to exceed \$10,000.

Mr. Desotell noted that Kaye Matucheski and LCEDC staff attended a CDBG administration training as required for all grant recipients. It is his recommendation to enter into this Service Agreement with LCEDC and to waive any bidding requirements based on the criteria established within the City's existing Purchasing Policy. His recommendation is based on the past quality services, familiarity with the type of work and the reduced costs associated with LCEDC performing these services.

Motion to enter into a Service Agreement with the Langlade County Economic Development Corporation for the administration of a \$500,000 Community Development Public Facilities Block Grant associated with the 2018 Field Street and Gowan Road construction projects in an amount not to exceed \$10,000 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/8/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Carol Feller Gottard, Tim Kassis, Glenn Bugni

5. Service Contract for Police Vehicles

Eric Roller, Director of Public Safety, provided a memo noting the Antigo Police Department is seeking bids for the service contract for police vehicles for the years 2018-2019. Chief Roller provided the bids during the meeting one from Langlade Ford for a bid of \$31.95 per car per month and one from Marty's Shell for \$32.95 per car per month. It is his recommendation the service contract be awarded to Langlade Ford, which is most advantageous to the City of Antigo.

Chief Roller noted that they have used Langlade Ford for the last few years and they do an excellent job.

Motion to approve the bid from Langlade Ford for \$31.95 per car per month for service of police vehicles for 2018-2019.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/8/2017 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Bill Brandt, Mayor
AYES:	Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Carol Feller Gottard, Tim Kassis, Glenn Bugni

6. Correct Ordinance to Include Section 18-41(b)(3) to Prohibit All Pitbulls

Attorney Michael Winter provided a corrected ordinance to include Section 18-41(b)(3). The City currently prohibits the keeping of dogs that are any part pit bull. The ordinance needs to be updated to include pit bull to coincide with part (a) of the ordinance as it was deleted in error.

Upon inquiry by Alderperson Bauknecht, Chief Roller noted that they recently were challenged by residents with regard to a pit bull service dog. Attorney Winter wrote an opinion and it was not an issue and was able to be enforced.

Motion to approve the correction to ordinance to include Section 18-41(b)(3) to prohibit all pit bulls as recommended by the City Attorney.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 11/8/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Bill Brandt, Mayor
AYES:	Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Carol Feller Gottard, Tim Kassis, Glenn Bugni

7. Correction of Ordinance 22-153 (h)(2) of the Truancy Ordinance

Ms. Matucheski provided a memo noting that an error was discovered in the Truancy Ordinance for the City of Antigo that needs to be corrected. Section 22-153 (h)(2) states that "Subsection (c)(1) of this section does not apply to a person who has under his/her control a child who has been sanctioned under Wis. Stats. Ch. 938." The subsection that should be referred to is (h)(1) so this ordinance corrects that.

Approval to Correct Ordinance 22-153(h)(2) of the Truancy Ordinance to refer to (h)(1) as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 11/8/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Carol Feller Gottard, Tim Kassis, Glenn Bugni

Any Other Matters Authorized by Law to be Considered

Upon inquiry by Alderperson Balcerzak, Mr. Desotell noted that the Edison Club siding was corrected with the insurance claim.

INFORMATION ONLY

Mr. Desotell noted that the recent ATV/UTV ride was very successful as they raised over \$27,000 for the Make-A-Wish Foundation. The group was very pleased with the ride.

INFORMATION ONLY

Upon inquiry by Alderperson Balcerzak, Mr. Desotell noted that the members of Badgerland Classic Car Show liked the location and the pavilion.

Mayor Brandt noted that everyone that uses the pavilion likes it.

Ms. Matucheski noted a funeral dinner was going to be held there.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:23 PM

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Carol Feller Gottard, Tim Kassis, Glenn Bugni

Bill Brandt, Chairperson

Date