

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
OCTOBER 19, 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, Ward 4 Tom Bauknecht presiding.

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

Others in attendance: Jon Petroskey, Fire Chief; and Jaime Horswill, Utility/Clerical Assistant.

Minutes Approval

1. **Motion to:** Approve the Minutes from the September 21, 2016

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Jim Darling, Ward 2
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

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

1. Request for Waiver of Permit Fee and Insurance Requirement by 100 Mile Club-Monday Miles

The 100 Mile Club-Monday Miles is requesting a waiver of the event permit fee and insurance requirement for this one-time event to be held on Monday, November 14, 2016, which is a free event to encourage students to get out and walk.

Motion to approve waiver of the event permit fee and insurance requirements for the 100 Mile Club-Monday Miles event on Monday, November 14, 2016 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/2/2016 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

2. Proposed 2017 Ambulance Base Rate

Jon Petroskey, Fire Chief, is requesting a 4% increase to the 2017 ambulance base rates, which shall increase the new revenue approximately 1.8%. This rate would take effect January 1, 2017.

Upon inquiry by Alderperson T. Bauknecht, Chief Petroskey indicated that this rate would increase in 2017 and would remain in place until another request to increase or decrease was

requested.

Chief Petroskey estimates the increase to be approximately \$16,000 in potential revenue.

Chief Petroskey indicated that Medicare/Medicaid set rates on what they will pay for ambulance runs. This represents approximately 70% of the population of the ambulance transports. This increase will not affect this population.

Motion to increase the 2017 ambulance base rates by 4% as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/2/2016 6:00 PM
MOVER:	Jim Darling, Ward 2
SECONDER:	Glenn Bugni, Ward 7
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

3. Credit Card for Fire Department

Chief Petroskey indicated that currently he is the only person in the Fire Department that has a credit card, which makes it difficult to make special purchases or reservations for trainings. He is requesting an additional card for Linda Vollmar who does most of the scheduling and is available during daily operations of the department.

Motion to approve an additional credit card for Linda Vollmar in the Fire Department as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/2/2016 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

4. Joint Library Agreement Renewal (10 YEAR) between Langlade County and the City of Antigo

Mark Desotell, Director of Administrative Services, provided the current agreement between Langlade County and the City of Antigo, which expires on December 31, 2016. There currently is only one identified change in the document relating to the termination penalty language if either party exercises their option to no longer participate in the agreement. The change essentially updates the declining percentage of penalty from 50% in year one to 5% in the tenth year of the agreement. Both Robin Stowe of Langlade County and Mr. Desotell recommend the change as the original library agreement was initially based on eight years and the renewal period is a ten year duration.

Motion to approve the Joint Library Agreement renewal (10 year) between Langlade County and the City of Antigo as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/9/2016 6:00 PM
MOVER:	Jim Darling, Ward 2
SECONDER:	Glenn Bugni, Ward 7
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

5. Funds Transfer for Crusade for Kids from General Fund to Police Expendable Trust

Kaye Matucheski, Clerk-Treasurer, advised that donations received for the Crusade for Kids campaign were deposited in the general fund as an expendable trust fund had not yet been set up. There was a balance remaining in 2014 of \$124.75. Now that an expendable trust fund has been established, the donations and expenditures are processed through that account. In order to keep all of the funds in one place, a transfer of \$124.75 from the general fund undesignated fund balance to the expendable trust is needed.

Motion to approve a transfer of \$124.75 from the general fund undesignated fund balance to the expendable trust as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/9/2016 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Jim Darling, Ward 2
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

6. Change Designated Agent for Department of Employee Trust Funds from Clerk-Treasurer to Human Resource Specialist

Ms. Matucheski is requesting that the designated agent be changed from the Clerk-Treasurer to Amy Lynch, Human Resource Specialist with Ms. Matucheski designated as the alternative representative. Ms. Lynch currently completes the necessary paperwork for the employees.

Motion to approve Amy Lynch as the designated agent for the Department of Employee Trust Funds with Kaye Matucheski as the alternative representative as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/9/2016 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

7. Health Insurance Plan with Aspirus Arise instead of Wisconsin Physicians Service as of January 1, 2017 with Rates, Stop Loss, and Administrative Fees

Ms. Matucheski indicated that as of January 1, 2017 any plan that has the Aspirus Network will have to change from Wisconsin Physicians Service (WPS) to Aspirus Arise. The employees will not see a change in how the claims paperwork is handled but there will be differences on the administrative side. The stop loss carrier will be the same pricing and same carrier. The administrative fees are higher with Arise, however, the claims discounts for services obtained in the Aspirus system will be much greater with Arise as compared to WPS which they have stated will offset the increased administrative fees. The 2017 budget includes the pricing.

Motion to approve the Health Insurance Plan with Aspirus Arise instead of WPS as of January

1, 2017 with Rates, Stop Loss and Administrative Fees as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/9/2016 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

8. Dental Insurance Renewal with Delta Dental as of January 1, 2017

Ms. Matucheski provided the new Delta Dental rates, which remained the same as the previous year except for the administrative fee, which increased from \$5.05 to \$5.25.

Motion to approve the dental insurance renewal with Delta Dental as of January 1, 2017 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/9/2016 6:00 PM
MOVER:	Jim Darling, Ward 2
SECONDER:	Glenn Bugni, Ward 7
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:12 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Jim Darling, Ward 2
AYES:	Jim Darling, Tom Bauknecht, Glenn Bugni, Reinhardt Balcerzak
ABSENT:	Bill Brandt, Tim Kassis

Tom Bauknecht, Chairperson

Date



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: October 19, 2016
Re: Request for Waiver of Permit Fee and Insurance Requirement by 100 Mile Club-Monday Miles

The 100 Mile Club-Monday Miles is having an event on Monday, November 14, 2016, which is a free event to encourage students to get out and walk. They will be walking around the courthouse block which requires they have an event permit and the required insurance coverage.

They are requesting the Finance, Personnel and Legislative Committee grant a waiver of the event permit fee and waive the insurance coverage requirement for this one time event. I have attached the paperwork submitted by the group and am requesting a motion to waive the permit fee and insurance coverage.

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual requesting waiver(s):

100 mile club- Monday miles- Sarah Olafson

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

☐ Shelter / Concession Reservation Fee (\$40.00 / \$50.00 Resident or \$60.00 / \$75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.

☒ Special Event/Parade Fee (\$25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.

☐ Street Use (\$25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.

☒ Insurance – If you are not requesting an insurance waiver please include insurance with application

- ☐ Insurance documentation must be on file with the City of Antigo prior to the event date
- ☐ The City of Antigo must be listed as additional insured
- ☐ \$1,000,000 general liability coverage is required
- ☐ The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

**Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.*

3. Name of Event: Monday miles- 100 mile club November 14, 2016

4. Description of Event (please attach an additional sheet if necessary):

walk around courthouse block, From 3-5 pm, for students and families

5. How event is benefitting the community (are funds being reinvested into the community...etc):

Free event to encourage students to get out and walk- earn miles
We will advertise and invite the police officers and fire fighters
to join the kids

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed):

NA

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

Sarah J. Olafson

Date: 9-12-16

For Office Use Only:

FPL: Submitted _____ PCR Submitted: _____ Council Submitted: _____

FPL: Approved _____ PCR Approved: _____ Council Approved: _____

Attachment: 100 Mile Club Request (1159 : Request for Waiver of Permit Fee and Insurance Requirement)



APPLICATION FEE
\$25.00

CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: 9-8-16 AGENT NAME: 100 mile club
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: Hospital 112 E 5th Ave STATE: WI ZIP: 54409

EMAIL: Sarah.Olafson@aspirus.org

PHONE#: 623-9877 WORK/CELL NUMBER#: 623-9877

SPONSORING ORGANIZATION: 100 mile club

ORGANIZATION'S EXECUTIVE OFFICER: Sarah Olafson PHONE: 623-9877

EVENT DATE(S): 11-14 START TIME: 3 AM ☒ PM END TIME: 5 AM ☒ PM

NAME OF EVENT: Monday Miles - 100 mile club

REASON FOR EVENT: Community event for walkers

PERSON(S) RESPONSIBLE FOR DATE/SITE Sarah Olafson
Must be present at the event and on the premises for the reservation date for the duration of the event.

ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 40

TYPE: ☒ Parade/Walk/Run ☐ Special Event ☐ Street Use/Closure
For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: NO Vehicles or Floats

ASSEMBLY POINT Courthouse block DISBANDING POINT Courthouse block

PARADE/WALK/RUN ROUTE: We will start on Edison Street and encourage walkers to walk around the courthouse block. We will invite law enforcement to walk along.

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: Block around Courthouse-Sidewalk

STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNICIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE _____ (NUMBER) HUNDRED BLOCK(S) OF _____ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY:

PLEASE ANSWER YES OR NO TO THE FOLLOWING:

Attachment: 100 Mile Club Request (1159 : Request for Waiver of Permit Fee and Insurance Requirement)

1. ARE YOU SERVING ALCOHOLIC BEVERAGES? ☐ YES ☒ NO
 YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL FERMENTED MALT BEVERAGES
2. ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION? ☐ YES ☒ NO
 EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS) ☐ YES ☒ NO
 PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

- ☐ TRAFFIC CONTROL
- ☐ BARRICADES
- ☐ TRASH BARRELS
- ☐ EMS SERVICES ON SITE
- ☐ OTHER; PLEASE LIST: _____

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754

PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. CERTIFICATE TO BE ON FILE FOR \$1,000,000 IN GENERAL LIABILITY COVERAGE
2. THE CITY OF ANTIGO MUST BE LISTED AS AN ADDITIONAL INSURED
3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

NAME OF YOUR LIABILITY INSURANCE CARRIER _____

☒ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE

Sarah J. Olafson

DATE

9-8-16



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: October 19, 2016
Re: Proposed 2017 Ambulance Base Rate

I would like to increase the 2017 ambulance base rates 4%. The chart below indicates the changes.

Ambulance Base Rates		
	2016 Rate	2017 Rate
911 BLS - Resident	\$ 652.13	\$ 678.21
911 BLS - Non Resident	\$ 762.09	\$ 792.58
911 ALS 1- Resident	\$ 807.23	\$ 839.52
911 ALS 1- Non Resident	\$ 927.39	\$ 964.49
911 ALS 2 - Resident	\$ 931.79	\$ 969.06
911 ALS 2 - Non Resident	\$ 1,052.58	\$ 1,094.68
Mileage	\$ 17.14	\$ 17.83
Interfacility BLS	\$ 1,016.12	\$ 1,056.76
Interfacility ALS 1	\$ 1,079.62	\$ 1,122.81
Interfacility ALS 2	\$ 1,206.63	\$ 1,254.90
Interfacility Specialty Care	\$ 1,881.00	\$ 1,956.24
Proposed 4% Increase		

The increase of 4% will increase our net revenue about 1.8% which is what I estimated for the 2017 budget. This rate would take effect January 1, 2017.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: October 19, 2016
Re: Credit Card for Fire Department

Currently I am the only person in the fire department that has a credit card. This makes it difficult to make special purchases or reservations for trainings. I would like to request a credit card for Linda Vollmar who does most of the scheduling for trainings and is available during daily operations of the department.

There are many times the fire department needs to purchase something and I am not around so we go to city hall to use one of theirs or someone from the police department.

Linda is very organized and reliable to get the receipts to me so I can process them through the clerk's office. If you have any questions, feel free to let me know.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: October 19, 2016
Re: Joint Library Agreement Renewal (10 YEAR) between Langlade County and the City of Antigo

The current agreement between Langlade County and the City of Antigo expires on December 31st, 2016. The document is attached to your agenda packet for your review and consideration. Currently there is only one change in the document under Section 6 (d) relating to the termination penalty language if either party exercises their option to no longer participate in the agreement. The change updates the declining percentage of penalty from 50% in year one to 5% in the tenth year of the agreement (prior agreement ran 40% to 5% over 8 years). Both Robin Stowe and I recommended the change as the original library agreement was initially based on 8 years and the renewal period is based on a 10-year duration.

There are no other recommended changes from Langlade County. If no other changes are recommended by the FP&L Committee; you will be asked to approve the proposed document for advancement to November Council.

However, if any recommended changes are identified at the Committee level then a revised document reflecting those changes would be shared with Langlade County for mutual consideration. After meeting with Langlade County to resolve any recommended changes, the results would be brought back to the FP&L Committee in November for reconsideration and then sent to Council for December action.

**REVISED AGREEMENT ESTABLISHING A JOINT LIBRARY TO SERVE
THE CITY OF ANTIGO AND THE COUNTY OF LANGLADE**

TERM: JANUARY 1, 2017 UNTIL DECEMBER 31, 2026

WHEREAS, the City of Antigo and the County of Langlade have entered into an Agreement establishing a joint Library Board, pursuant to Section 43.53 of the Wisconsin Statutes, and

WHEREAS, both municipalities desire to enter into an Agreement relating to the matters pertaining to the operation of such joint Board, and

WHEREAS, the City of Antigo and the County of Langlade recognize the benefit to the combined community that a joint Library would provide;

NOW THEREFORE, the City of Antigo and the County of Langlade do hereby create and establish a joint Library to be known as the Antigo Public Library. The parties agree that the joint Library shall be governed according to the terms and provisions as follows:

1. LIBRARY SYSTEM

The joint Library shall be a member of the Wisconsin Valley Library Service (WVLS) that serves an area including all of Langlade County.

2. LIBRARY BOARD

- a. The joint Library Board shall consist of nine (9) members.
 1. Three (3) members shall be appointed by the Mayor of the City of Antigo, subject to confirmation by the City of Antigo Common Council.
 2. Five (5) of its members shall be appointed by the Chair of the Langlade County Board of Supervisors, subject to confirmation by the Langlade County Board of Supervisors.
 3. One (1) member shall be the Superintendent of the Unified School District of Antigo or his/her designee. The Mayor of the City of Antigo, subject to confirmation by the City of Antigo Common Council, will appoint this member.
- b. The composition of the Board shall be adjusted every ten (10) years, following the publication of the latest federal decennial census, to reflect the respective populations of the City and County.

- c. The terms of office for appointees shall be three (3) years, except for initial appointments from each government entity, which shall be for terms of two (2), three (3) and four (4) years.
- d. The joint Library Board shall not have more than one member from the City of Antigo Common Council and not more than one member from the Langlade County Board of Supervisors at any one time serving as a member of the Library Board.
- e. The joint Library Board shall perform all duties as set forth in Wisconsin Statutes Section 43.58.
- f. The joint Library shall conduct all meetings and subsequent business according to the By-Laws of the Antigo Public Library.

3. OWNERSHIP OF ASSETS

- a. The City of Antigo and County of Langlade recognize that the Library building and property located at 617 Clermont St., Antigo, WI was an equal and joint investment by both these government entities when it was constructed in 1996-1997. Since that time, the insurance on the building, property and contents of the Library, and liability insurance has been provided by the City of Antigo. Under this Agreement, the City of Antigo will continue to provide insurance on the building, property and contents of the Library, and liability insurance, with the cost of the Library's portion being charged back to the joint Library.
- b. The acquired and future assets necessary to operate a Public Library, including materials for circulation to the public, shelving, furnishings, equipment, and all other items owned by the Antigo Public Library, shall continue to be jointly and equally owned by the City of Antigo and the County of Langlade.
- c. Upon execution of this Agreement these assets shall be controlled by the joint Library Board of the Antigo Public Library.
- d. The City of Antigo and the County of Langlade shall be jointly responsible to undertake and fund "major" repairs as set forth in the Capital Improvement Plan (CIP) for the Antigo Public Library building. The City and the County shall each appoint two (2) representatives to review and update the five year CIP with the Library Board each year. The County of Langlade shall be responsible to set the CIP meeting dates and prepare the CIP meeting notices. The CIP plan shall be updated each year and submitted to the City and County for their review and approval, along with recommendations for funding such projects.
- e. "Major repairs" include any work estimated in excess of \$10,000 performed in or upon the building located at 617 Clermont Street, or any of the building's

systems, including but not limited to: HVAC, mechanical, electrical, or hydraulic.

- f. The City of Antigo and the County of Langlade shall be jointly responsible to undertake and fund emergency repairs estimated in excess of \$10,000 that are needed in order to comply with applicable safety and building codes.

4. ANNUAL APPROPRIATION

- a. Each year the Library Director shall prepare, and the joint Library Board shall submit, to the City of Antigo and the County of Langlade an appropriation request which identifies the funding for both operating expenses and capital expenditures. Funding for "major" repairs will be addressed in the Capital Improvement Plan established for the Antigo Public Library Building.
- b. The annual appropriation for the Library shall be shared by both governmental entities as follows:
 1. The City of Antigo shall fund the joint Library by providing fifty (50) percent of the revenue of the Antigo Public Library. The City of Antigo shall not exempt itself from the Langlade County Library tax.
 2. The County of Langlade shall fund the joint Library by providing fifty (50) percent of the revenue of the Antigo Public Library.
 3. Any decrease in the annual appropriation requested by the Library Board must be agreed to by both governmental entities.
 4. When necessary, the joint Library Board may request an increase in the budget. Any such request must be made to both governmental entities and must be agreed to by both entities before either can increase the revenue they allocate to fund the Library.
 5. Any funds in excess of the operating budget shall be placed in a nonlapsing fund(s) controlled by the joint Library Board to be used for future projects and/or operating costs. Such funds include: grants provided to the Library; unexpended operating funds from any previous year; and revenues collected by the Library. Donations to the Library and investment accounts are held and controlled by the joint Library Board as established in Wisconsin Statutes Section 43.58(7).
- c. As City employees, full-time Library staff are eligible for severance pay upon retirement. Under this agreement, the City of Antigo and County of Langlade are each responsible for 50% of the cost of all such severance payouts. These monies are not part of the annual allocation to the Library.

5. FISCAL AGENT

- a. The City of Antigo shall act as fiscal agent for the joint Library, and, as such, may charge the Library for documented annual costs associated with serving as the Library's fiscal agent. These costs are subject to review and approval by the Library Board each year. This paragraph is subject the terms of Wisconsin Statutes Section 43.53(2)(a).
- b. The City Clerk/Treasurer shall receive and disburse funds for the operation and maintenance of the Library as directed by the joint Library Board and according to Wisconsin Statutes Section 43.58.
- c. The City Clerk/Treasurer shall be responsible for payroll, benefit administration, insurance, and financial record keeping and auditing for the Library.

6. TERM OF AGREEMENT

- a. This Agreement shall be in effect from January, 1, 2017 until December 31, 2026.
- b. This Agreement shall be reviewed every ten years and shall be subject to automatic renewal for 10 year periods without notice, unless terminated earlier upon providing written notice.
- c. If a party wishes to terminate this Agreement, written notice must be given two (2) years prior to the intended termination date. Any termination must be effective on the 31st of December in a designated year not less than two (2) years from the date of notice.
- d. Upon termination of this Agreement prior to the expiration of the stated term, the parties agree that a penalty shall be imposed upon the terminating party, as follows:

If the Library continues to operate as a City Library, then the County as the terminating party shall pay a penalty equivalent to the percentage outlined below of the total Library budget for each year of the remaining term, in addition to payment of any amounts required by State Statute (i.e., 70% of the circulation costs for County residents who do not reside within the City of Antigo).

If the Library continues to operate as a County Library, then the City as the terminating party shall pay a penalty equivalent to the percentage outlined below of the total Library budget for each year of the remaining term, in addition to any payments required by State Statute.

<u>Year*</u>	<u>Penalty</u>
2017	50%
2018	45%
2019	40%
2020	35%
2021	30%

<u>Year*</u>	<u>Penalty</u>
2022	25%
2023	20%
2024	15%
2025	10%
2026	5%

*Upon extension of this Agreement, the "Year" and the "Penalty" will toll according to the new term (i.e., Year 1 of 10 year agreement = 50%).

In addition to the above-listed penalty, the municipality opting out of the Agreement will be required to adjust their levy limit calculation accordingly. This will include completing the necessary paperwork for the transfer of services from one governmental unit to another.

Any amounts paid under this article shall be placed in a nonlapsing fund controlled by the Library Board.

- e. Recognizing that the Antigo Public Library was founded and has continued as a municipal Library for more than one hundred years, should the parties mutually decide to dissolve this Agreement, all assets of the Library will revert to City of Antigo ownership. In the event that the City of Antigo wishes to terminate this Agreement and the County wishes to continue to operate the Library as a County Library, then all assets of the Library shall transfer to the County subject to the following-divestment schedule should the County subsequently discontinue operating the Library within 20 years:

After one year of operating a County Library - payment of 50% of the net asset value of the Library (as of the year of withdrawal by the City) to the City of Antigo with a 2.5% reduction of the 50% payment for each succeeding year, with no payment due to the City of Antigo after 20 years of operation as a County Library.

THIS AGREEMENT supersedes and replaces all previous agreements entered into between the parties hereto, including all amendments thereto.

IN WITNESS WHEREOF, the respective representatives of the parties have signed this Agreement on the dates indicated below, to be effective from January 1, 2017 until December 31, 2026.

CITY OF ANTIGO

Bill Brandt, Mayor

(Date)

Attest:

Kaye Matucheski, City Clerk/Treasurer

(Date)

COUNTY OF LANGLADE

David Solin, Chair of the Langlade
County Board of Supervisors

(Date)

Attest:

Judy Nagel, Langlade County Clerk

(Date)

Approved As To Form:

Michael B. Winter, City Attorney

Robin J. Stowe, County Corporation Counsel



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 19, 2016
Re: Funds Transfer for Crusade for Kids from General Fund to Police Expendable Trust

In 2014, the Police Department started to do the accounting for donations received for the Crusade for Kids campaign which is done in December. At the time, the funds were deposited in the general fund as an expendable trust fund had not yet been set up. There was a balance remaining in 2014 of \$124.75.

Now that an expendable trust fund has been established for Police Department donations, the Crusade for Kids donations and expenditures are processed through that account. In order to keep all of the funds in one place, a transfer of \$124.75 from the general fund undesignated fund balance to the expendable trust is needed. I am requesting approval for this transfer. If approved, a resolution will need to be forwarded to Council.

Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 19, 2016
Re: Change Designated Agent for Department of Employee Trust Funds from Clerk-Treasurer to Human Resource Specialist

Currently, I am the designated agent for the Wisconsin Retirement System (WRS) which is administered by the Wisconsin Department of Employee Trust Funds (ETF). I currently must sign all the documents that need to be sent in for the WRS even though the Human Resource Specialist is completing the paperwork for the employees. Therefore, I am requesting that the designated agent be changed to Amy Lynch, Human Resource Specialist and I will be designated as the alternate representative.

Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 19, 2016
Re: Health Insurance Plan with Aspirus Arise instead of Wisconsin Physicians Service as of January 1, 2017 with Rates, Stop Loss, and Administrative Fees

Currently the City of Antigo's Health Insurance Plan is self-funded and we contract with Wisconsin Physicians Service (WPS) for the third-party administration. As of January 1, 2017, any plan that has the Aspirus Network (which we do) will have to change from WPS to a new plan, Aspirus Arise. This is a new health insurance established between WPS and Aspirus. The employees will not see a change in how the claims paperwork is handled but there will be differences on the administrative side.

The stop loss carrier will be the same pricing and same carrier whether the coverage is with WPS or Arise. The administrative fees are higher with Arise than they would have been with WPS. However, the claims discounts for services obtained in the Aspirus system will be much greater with Arise as compared to WPS which they have stated will offset the increased administrative fees.

If we would chose to stay with WPS plan, we would only have access to a statewide network and as I had said, the discounts are much less.

It is my recommendation to change to the Aspirus Arise plan as of January 1, 2017. If this is approved, the following fees would apply:

	<u>2017-Arise</u>	<u>2016-WPS</u> (current)
Premium	\$1,600.00 - Family \$1,144.00 - Limited Family \$ 597.00 - Single	\$1,600.00 - Family \$1,144.00 - Limited Family \$ 597.00 - Single
Stop Loss Coverage	\$ 373.45 - Family/Limited \$ 158.72 - Single	\$ 365.57 - Family/Limited \$ 157.45 - Single
Administrative Fee	\$ 56.68 - All Plans	\$ 36.58 - All Plans

The 2017 budget includes the above pricing and has been distributed throughout all function areas according to the employees in each area. The funds are transferred to the Health Insurance Internal Service Fund and from there the claims and fees are paid. The fund also has a balance that assists with offsetting increased fees. If the above plan is approved, a resolution will need to be forwarded to Council as the increased payments will begin in December for January coverage.

As always, if there are any questions or concerns, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 19, 2016
Re: Dental Insurance Renewal with Delta Dental as of January 1, 2017

Currently the City of Antigo contracts with Delta Dental through WPS to administer the self-funded Dental Insurance. The plan is renewing as of January 1, 2017 and it is my recommendation to continue coverage with Delta Dental. The renewal rates are:

	<u>2017</u>	<u>2016</u>
Monthly Premium		
Family	\$ 133.00	\$ 133.00
Employee/Spouse	\$ 72.00	\$ 72.00
Employee/Child	\$ 75.00	\$ 75.00
Single	\$ 35.00	\$ 35.00
Administrative Fee		
All Plans	\$ 5.25	\$ 5.05

If this plan is approved, a resolution will need to be forwarded to Council.

As always, if there are any questions or concerns, please feel free to contact me.