CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
NOVEMBER 15, 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	Present	
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: Dominic Frandrup, Library Director; Eric Roller, Director of Public Safety; Jon Petroskey, Fire Chief; Sarah Repp, Park, Cemetery and Recreation Director; Mark Desotell, Director of Administrative Services; Kaye Matucheski, Clerk-Treasurer; Terry Brand; Trina Krusensterna; Servet Maksutoski; Stephanie Sorlie; 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 October 18, 2017 Meeting

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

2. Accept Bid of $.23 Off of the Pump Price from Wagner Shell for Gasoline/Diesel Fuel for 2018-2019

Julie Zack, Administration Clerical Assistant, provided a memo noting the City of Antigo requested a bid for a discounted price for the next two years of gasoline and diesel fuel for all city departments. Three bids were received as follows:

Wagner Oil	$0.23 discount, includes additional credit card savings and $0.00 tax exempt filing fee
Insight FS	$0.225 discount, includes additional credit card savings and $250.00 tax exempt filing fee
Draeger Oil	$0.16 discount, does not include additional credit card savings and did not fill in tax exempt filing fee

Motion to accept the bid from Wagner Oil for gasoline/diesel fuel for 2018-2019 at a $0.23 discount, including additional credit card savings, and $0.00 tax exempt filing fee as presented.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 12/13/2017 6:00 PM**
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

3. Ordinance Update for Park, Recreation and Cemetery Department to Reflect Current Pricing

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo advising that upon review of facility rates it was noted that the fee schedule within the City of Antigo ordinance was not up to date with current pricing set by the Park, Cemetery and Recreation Commission. Attorney Winter updated the ordinance to match current pricing set by the Commission, a copy of which was provided to committee members.

Upon inquiry by Alderperson Balcerzak, Ms. Repp noted that the current ordinance did not reflect what was actually being charged. Depending on where the funding is coming from, non-resident rate is 1.5% more than the resident rate.

Motion to approve the ordinance update for the Park, Recreation and Cemetery Department as presented.

RESULT:	**ORDINANCE TO COUNCIL [UNANIMOUS]** **Next: 12/13/2017 6:00 PM**
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

4. 2018 Ambulance Base Rate Increase by 4.5%

Jon Petroskey, Fire Chief, provided a memo recommending an increase to the 2018 ambulance base rates of 4.5% The increase will increase new revenue about 1.9% and would be effective January 1, 2018.

	2017 Rate	2018 Rate
911 BLS-Resident	$678.21	$708.73
911 BLS-Non-resident	$792.58	$828.24
911 ALS 1-Resident	$839.52	$877.29
911 ALS 1-Non-resident	$964.49	$1007.89
911 ALS 2-Resident	$969.06	$1012.67
911 ALS 2-Non-resident	$1094.68	$1143.95
Mileage	$17.83	$18.63
Interfacility BLS	$1056.76	$1104.32
Interfacility ALS 1	$1122.81	$1173.33
Interfacility ALS 2	$1254.90	$1311.37
Interfacility Specialty Care	$1956.24	$2044.27

Upon inquiry by Alderperson Feller-Gottard, Chief Petroskey indicated that BLS stands for Basic Life Support and ALS stands for Advanced Life Support.

Motion to increase the 2018 Ambulance base rate by 4.5% as presented.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 12/13/2017 6:00 PM**
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

5. Creation of No Parking Areas along the Intersection of Charlotte Street/Steinfest Road Consisting of the East Side of Charlotte from Steinfest to the south +/-200' and on the South Side of Steinfest from Charlotte to the east +/- 200' Terminating at the Driveway Entrances of Pebble Ridge Apartments

Mark Desotell, Director of Administrative Services, provided a memo advising that the matter of vehicular parking along both sides of Charlotte Street and Steinfest Road at the intersection of these two streets has been a topic of discussion over the past several years. Parking impacts have been magnified by the continued success of Antigo Auto and the completion of the Pebble Ridge Apartments. Mr. Desotell has spoken with the manager of Antigo Auto and learned that they recently (last two weeks) developed an employee parking area in their gravel lot located on the west side of Charlotte Street. They also spoke of the fact that Antigo Auto is working with those employees choosing to still park on Charlotte or Steinfest to do so on the north and west sides. To help assure that this is accomplished "No Parking" zones should be established by the City as follows:

A. South side of Steinfest Road from Charlotte Street to a point +/- 200' east to the Pebble Ridge Apartment entrance located on Steinfest Road

B. East side of Charlotte Street from Steinfest Road to a point +/- 200' south to the Pebble Ridge Apartment entrance located on Charlotte Street

Mr. Desotell recommends implementation of these areas as "No Parking" zones and to continue to monitor the success of this decision based on the continued cooperation of those utilizing this area to meet their parking needs.

Mr. Desotell noted that Antigo Auto is in concurrence with this.

Moved by Balcerzak, seconded by Kassis, to implement the No Parking zones as presented. Carried.

RESULT:	**CARRIED - VOICE VOTE**

6. 2017 Carry Forwards of Unspent Funds to Fiscal Year 2018

Kaye Matucheski, Clerk-Treasurer, provided a memo noting that not all funds that are budgeted are spent each year for several different reasons, such as: building funds each year for a large purchase or the item has been ordered by the end of the year but will not be received by then so the invoice will be paid in 2018. In order to account for these situations funds need to be carried forward from the 2017 budget to the 2018 budget to designate these funds for specific items. She noted in the memo the department managers were in the process of compiling lists of what funds may not be expended by the end of the year.

Ms. Matucheski provided a list of funds to be carried forward to the committee at the meeting.

Motion to approve the 2017 carry forwards as presented.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 12/13/2017 6:00 PM**
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

7. 2017 Budget Transfers/Amendments to Reflect Actual Expenditures

Ms. Matucheski provided a memo noting that every year when the budget is put together, estimates are used as to how much will be spent in each category for departments. Transfers/adjustments need to be made at the end of the year to bring the budgeted dollars to the actual dollars spent. Doing this does not add additional money to the budget but reallocates what was already budgeted. Ms. Matucheski provided a list of 2017 budget transfers and budget adjustments and noted that these are the first round as there will be additional transfers/adjustments needed after the 2017 expenditures are all entered in the system. She wanted the committee to be aware that there will be an agenda item for budget transfers/adjustments at a few more meetings.

Motion to approve the 2017 budget transfers/amendments to reflect actual expenditures as presented.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 12/13/2017 6:00 PM**
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

8. Request by Servet Maksutoski Regarding Potential Edison Club Lease Purchase Agreement

Mr. Desotell provided a memo advising that the City was approached by Servet Maksutoski requesting that the committee consider entering into a lease-purchase agreement for his family's operation of the former Edison Club as a restaurant/banquet facility. The request is such that he has indicated a desire to be in the facility effective January 1, 2018. The facility is essentially ready for operations and will require limited investment on the City's part to address a number of mechanical start up matters such as the cleaning of the grease trap, placing the water service back on-line, verifying the function of the walk in cooler/freezer at start up and assuring that the commercial range hood is fully operational.

Mr. Desotell provided a draft lease wherein it notes the lease purchase is for $150,000 at 5.5% for 20 years (with a 5 year balloon payment) The overall payment to the City, including the payment in lieu of taxes (PILOT)+Principal+Interest, shall be made each month starting on March 1, 2018 for a total monthly payment of $2,000 with a $6,000 payment due January 1, 2018 consisting of the first two month's rent for a total of $4,000 and a $2,000 security deposit to be retained by the Landlord for the purpose of addressing any late payments or damage to the facility.

Mayor Brandt reviewed the highlights of the lease purchase and noted that the majority of the agreement is standard language utilized in other lease purchase agreements.

Upon inquiry by Alderperson Kassis, Mayor Brandt noted the first payment would be made January 1, 2018.

Upon inquiry by Alderperson Bugni, Mr. Maksutoski advised that he intends on being closed Mondays and Tuesdays. The remaining days he intends on being open until 9:00 pm., Fridays until 10:00 pm. They will host weddings, funeral dinners, etc. They are looking at a menu and buffet style restaurant. They will have a bar area, but more like a supper club atmosphere.

Mr. Desotell indicated that Mr. Maksutoski will be making an additional $650 payment per month as the principal, interest and payment in lieu of taxes amounts to $1,350. This will help their equity with the balloon payment.

Upon inquiry by Alderperson Kassis, Mr. Desotell advised that Mr. Maksutoski will be responsible for all utilities as of January 1, 2018. The equipment will be inventoried and is included within the lease.

Motion to approve the request by Servet Maksutoski to enter into a lease purchase agreement with the City of Antigo for the former Edison Club as presented.

RESULT:	**RESOLUTION TO COUNCIL [5 TO 1]** **Next: 12/13/2017 6:00 PM**
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Brandt, Bauknecht, Bugni, Balcerzak
NAYS:	Tim Kassis

9. Review City Policies for When Council Approval is Required for Projects/Purchases

Ms. Matucheski provided a memo noting that at the November 8, 2017 Council meeting there was a referral to the Finance, Personnel and Legislative Committee to discuss the projects/ purchases that need to have Council approval after the Committee approves the item. As outlined at the meeting, right now if it is a budgeted item within the Capital Equipment/ Improvement Plan (CIP) and the bid is within budget, the only approval that is needed is Committee. If the item is over budget or has changed from what was budgeted (a different type of equipment for instance), then the purchase must be forwarded to Council for approval after the Committee approves it.

Ms. Matucheski's memo continued by noting that for the operating budget, if the purchase is budgeted and is within the City's purchasing policy and a normal operational expense, the purchase can be made but the checks are not mailed until Council approves the bills at the monthly Council meeting. If it is a routine invoice, the bills are paid on a weekly basis. These types of bills would include utility bills, reimbursements to employees for travel or uniform allowance, purchases/projects previously approved by Council/Committee, or an invoice with a due date or discount for paying early. The expenditures are included in the monthly list approved at the Council meeting but the checks have already been sent out on these types of bills.

Ms. Matucheski included Resolution 170-06 from December 13, 2006, approving the City's Purchasing Policy and the Committee Procedures Policy along with copies of these policies. To her knowledge, the Committee Procedures Policy has not been changed since then but the Purchasing Policy has been updated several times. She has included the latest version of this policy that was approved on March 9, 2011 by Resolution 29-11.

Alderperson Bugni made a few suggested changes to the Committee Procedures Policy and distributed the same during the meeting. He highlighted the statement "to promote the efficient administration of the City while still safeguarding the citizens' rights to accountability." Under 3c (3rd bulleted point) of the Purchasing section he revised the point to read "If the committee is satisfied that the intent of this policy has been met, they may accept or reject the recommendation of the department and forward the recommendation to the Council." Under 3c (ii.) of the Discretionary Purchases by Department Managers he revised the point to read "Greater than $10,000 must be brought to committee and Council for approval."

Alderperson Bugni advised that he is accustom to committees doing the footwork and providing recommendations to Council. He believes there is a lot of work done within the committees that is not seen by the public, despite the minutes. He believes some of the recommendations by committees should be passed on to the Council. This is according to Roberts Rules. However, any policies that the City has supersedes Roberts Rules of Order. He noted there is no violation of any policies.

Mayor Brandt noted that with regard to the Deleglise Street project, he does take responsibility. It was a change from what is typically done. He has the authority to move things to Council or have a public meeting on things. He did not. Council made it clear that they wanted ideas on ways to get more roads done within the City more effectively. This is a solution that many communities are doing. It has been proven to work in other communities and was done as a pilot program on Deleglise Street to see how it would work for our community. The cost savings is tremendous. We were able to do approximately five blocks of road compared to a block and a third. This also saved the tax payers that lived on this street from special assessments of approximately $2,000 - $2,500 each.

Mayor Brandt advised that this new approach was discussed at the Public Works committee and they thought it was worth trying. He does not see a reason to change the purchasing policy so that any purchase over $10,000 has to be brought to Council.

Alderperson Bugni noted that he thought it unusual that the sidewalk issue on Sunset Drive was stopped at the committee level and not sent to Council. He would have thought a recommendation would have been made and sent to Council. Council needs to know about things as they are the ones that receive calls.

Mayor Brandt advised that the residents along Deleglise Street were notified that the road was going to be re-done.

Alderperson Bugni noted that with the Sunset Drive project he saw a City employee in his yard and when questioned, he was told that the Public Works Committee determined that a sidewalk was going to be put in. He was not against the sidewalk, but other residents on the street were against it. The residents did not have the information. There needs to be a better job getting the information out to residents and one way of doing that would be to bring more to Council rather than just the committee. The newspaper would have knowledge of it then. A committee should do the ground work and then provide the information to the Council.

Mayor Brandt noted that the information is available on the City's website. He is not responsible for what the Antigo Daily Journal prints or does not print.

Alderperson Feller-Gottard noted that the minutes from the Council meetings are printed in the Antigo Daily Journal.

Mayor Brandt again acknowledged that the Deleglise Street project should have had more notice to the public. Staff was responding to the request to come up with an idea to stretch funds to accomplish more roads. Everyone is invited to come to any committee meetings.

Alderperson Bugni commented that with items such as Deleglise Street, the Council should have been more informed. Mayor Brandt noted that he should have been more diligent to put that idea forward. However, every expenditure cannot by-pass committee and be brought to Council. He does not have a problem bringing items to Council that are out of the ordinary of how the City does business.

Mayor Brandt also advised that he has spoken to a few residents along Deleglise Street and the majority of them after finding out that they could have been special assessed $2,000-$2,500 were happy with the decision that was implemented.

Alderperson Bugni further suggested that even though items are budgeted, once a bid is received and reviewed the committee should forward their recommendation for final approval to Council.

Mayor Brandt commented that the Council approves the full budget yearly. Equipment purchases are included in the budget and were already approved by the full Council as part of the budget process.

Alderperson Bugni noted that Council would be better informed if the committee forwarded the purchase to Council to which Alderperson Kassis commented that he does not agree.

Alderperson Bugni noted his final concern that anything over $10,000 should be brought to Council for final approval.

Mayor Brandt commented that the City purchases numerous things in excess of $10,000 such as graders, trucks, etc. However, the budget has already been authorized. If a department manager is authorized through the budget process to purchase equipment and the bid received is less than the budgeted amount, then the committee can authorize the purchase.

Alderperson Kassis questioned how many times something needs to be authorized before it can be purchased?

Alderperson Balcerzak noted that years ago purchases got passed around to different committees and it was hard to accomplish anything. That is why budgeted funds can be spent with the approval of the committee.

Mayor Brandt noted he will have staff come up with a plan to hold a public meeting when changes are considered to a project.

INFORMATION ONLY

RESULT:	**PLACED ON FILE-NO VOTE**

10. Langlade County Next Generation 911 & Record Management System Purchases and Potential Impact to the Safety Building Rental Agreement including Required Squad Equipment Purchases and Training

Mr. Desotell provided a memo advising that he, Eric Roller, and Kaye Matucheski attended a presentation by the Langlade County Sheriff's Department to the County's Public Safety Committee regarding recommended purchases by the County for a Next Generation 911 System (estimated $321,101) and for a new Superion Record Management System (estimated $713,134). They were made aware that these purchases by the County would require an approximate $75,000 investment on the City's part for updated equipment in squads and for new system training of officers. They were also made aware that the County is looking for this commitment from the City by mid-December so that the equipment would be available at the time of the system transfer some seven months from now. It was evident that the committee and County leadership felt that an adjustment requiring an increase to the City's rental rate under the Safety Building Rental Agreement was warranted. However, the County did not provide a monthly rate adjustment at this particular meeting. It was indicated that the recommended purchase of these systems would be sent to the County's Finance meeting on Friday, November 10th.

Mr. Desotell concluded his memo by noting that he spoke with Robin Stowe subsequent to the Public Safety meeting and indicated that the City would like to know both the actual costs of and squad equipment/officer training portions of the investment along with the County's recommended monthly rent increase (if any) associated with the upgraded system purchases.

Mayor Brandt noted that the City will be required to purchase some equipment, which has not been budgeted for in 2018 because we were not aware this was going on. The County further talked about the rental agreement, to which Mayor Brandt advised that the City is willing to pay its fair share but that City residents pay just as much tax as county residents and just because we live in the City does not mean we automatically have to pay more. Staff will be entering into negotiations with the County in the near future.

Mayor Brandt indicated that the County was going to purchase all of the equipment, however staff would rather the Chief deal with the vendor directly to determine exactly what the City needs to be able to operate on the system and pay it's own bill instead of reimbursing the County.

Mayor Brandt advised that the system the County did pick is operational in Marathon County so he is pretty confident.

Upon inquiry by Alderperson Kassis, Chief Roller advised that the biggest difference with the Next Generation 911 is switching from analog to digital.

Mr. Desotell advised that since his memo was sent out the County Executive Committee met and did not approve advancement of the Next Generation 911 at this time. Chief Roller indicated that there is talk about what exactly the State is going to do.

Mayor Brandt indicated that the state maybe throwing their hat in a little bit which may end up being a regional 911 system instead of a county.

Upon inquiry by Alderperson Kassis, Ms. Matucheski indicated that the City's portion of funding (approximately $75,000) would come from the undesignated fund balance of the Capital Equipment/Improvement Fund (CIP).

Upon inquiry by Alderperson Feller-Gottard, Mr. Desotell noted that the Record Management System was approved at the County and will be advancing, but they have decided to hold and wait on the Next Generation 911.

Mayor Brandt advised that staff will be working with the County and will keep the committee updated when more information is available.

INFORMATION ONLY

RESULT:	**INFORMATION ONLY**

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:50 pm

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

Bill Brandt, Chairperson

Date