

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
NOVEMBER 16, 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, Mayor Bill Brandt presiding.

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

Others in Attendance: Amy Lynch, Human Resource Specialist; Bob Piskula, Street Commissioner; Jon Petroskey, Fire Chief; Roger Musolff, Building Inspector/Zoning Administrator; Mark Desotell, Director of Administrative Services; 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 19, 2016 meeting

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

2. Carry Over Vacation for Deputy Clerk-Treasurer

Kaye Matucheski, Clerk-Treasurer, provided a memo requesting that because of the Presidential Election and her on-going health issues that the Deputy Clerk-Treasurer be able to carry over up to 40 hours of vacation to be used within 90 days of her anniversary date. The Deputy Clerk-Treasurer has had days scheduled but has been rearranging her schedule to meet the needs of the Clerk's office.

Motion to approve carry over of up to 40 hours of vacation for the Deputy Clerk-Treasurer to be used within 90 days of her anniversary date as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

3. Policy for Personal Property Tax Minimum Value for Tax Bill

Ms. Matucheski provided a memo wondering if there should be a minimum threshold for the value of personal property for a business to receive a tax bill.

Mayor Brandt commented that this is still a tax owed and he is not certain at which point you can determine how much is not enough. He feels that someone who has to pay the tax would like to see everyone have to pay the tax.

Roger Musolff, Building Inspector/Zoning Administrator, advised that he will be assuming this

role. He has found approximately 120 home based businesses that never were on the personal property tax list. He gave the example of a sewing business, which has very limited personal property. The problem lies when a \$7 personal property tax bill is not paid. It becomes very expensive to attempt to try to collect \$7.

Upon inquiry by Alderperson Kassis, Mr. Musolff indicated that the state requires the tax. The state is currently looking at eliminating the tax.

Mark Desotell, Director of Administrative Services, indicated that there is a form that is required to be filled out by the businesses.

Mayor Brandt advised that he is unaware if the City has the authority to supersede the state. He recommends leaving it the way it is as this is still money the state is requiring the city collect and it is only fair to the others that pay.

INFORMATION ONLY

RESULT:	INFORMATION ONLY
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4. Offering Telehealth on Health Insurance

Ms. Matucheski provided a memo advising that Telehealth services are now available to employees through the City's health insurance. Telehealth is a service where a telephone number is provided that the employee/dependents can call for certain minor medical issues and avoid having to go to the doctor, walk-in, or emergency room. The cost to the City for providing this service is \$1 per employee per month or approximately \$948 per year.

Ms. Matucheski's memo further noted that the charge per telephone visit is \$45, which is applied to the employee's deductible until the maximum out of pocket limit is met. The potential savings could be approximately \$8,097.

Motion to offer Telehealth to employees with Health Insurance as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

5. Cash Receipts Import for Utility Billing Quote for Electronically Entering Payments

Mayor Brandt advised that this process was previously approved and this is just the next step in the implementation process.

Mr. Desotell noted that he spoke with Ms. Matucheski regarding this issue and she recommends approval as it will relieve staff time and pay for itself.

Aldersperson Kassis noted that this will save time for employees as well as continue with the process.

Motion to approve the cost to upgrade the current Springbrook/Accela software offering the ability to electronically enter payments to update the system for a total of \$4,900 in addition to the annual maintenance cost of \$726 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

6. 2016 Carry Forwards to 2017

Ms. Matucheski provided a list of budgeted funds that need to be carried forward to the next budget cycle for various reasons such as budgeting over several years for something or the planned purchase of project.

Motion to approve the 2016 carry forwards to 2017 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

7. 2016 Budget Transfers/Amendments for Approval

Ms. Matucheski provided a list of 2016 budget adjustments and transfers that are needed to be made for situations that occur during the year that were not known at budget time.

Motion to approve the 2016 budget adjustments and transfers as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

8. Approval to update the Tree and Shrub Ordinance Article IV

Sarah Repp, Park, Recreation and Cemetery Director, provided the Committee with a copy of the current ordinance as well as a copy of the proposed modified ordinance.

The largest change occurs in Section 34- All costs for maintenance, removal and planting of trees was assessed to the property owner. This has never been done. She would like to update the ordinance to follow how the City is currently running the program. This is not changing the program, but updating the ordinance to mirror how the program is currently administered.

Aldersperson Balcerzak noted that Ms. Repp did an excellent job with preparing this. It is very easy to see the proposed changes.

Upon inquiry by Aldersperson Balcerzak, Mr. Desotell explained that the dates that trimming is not allowed on Oak Trees is because of Oak Wilt. Bob Piskula, Street Commissioner, noted that Oak Wilt has been a problem.

Upon inquiry by Aldersperson Balcerzak, Mr. Piskula explained that residents can still take the wood if needed, but the contractor takes wood to lessen the contract. He further noted that Ms. Repp has done a good job with this program.

Motion to approve the update to the Tree and Shrub Ordinance as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

9. Request to fill vacancy within the DPW - Streets/Transportation/Water/Sewer division

Amy Lynch, Human Resource Specialist, provided a memo requesting authorization to fill any resulting vacancy regardless of the department/division impacted by an upcoming retirement within the Department of Public Works.

Motion to approve the request to fill vacancy within the Department of Public Works as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jim Darling, Ward 2
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

10. Approve the updated #1 Grader Operator Job Description

Ms. Lynch provided a copy of the current #1 Grader Operator job description along with a new proposed job description.

Upon inquiry by Alderperson Balcerzak, Mr. Piskula noted that he would prefer two years experience, but it is not mandatory. Mr. Desotell commented that the description does note any combination of education and experience.

Upon inquiry by Alderperson Bugni, Mr. Piskula believes that this position will be filled in-house and it will leave another vacancy.

Motion to approve the #1 Grader Operator Job Description as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

11. 2017 Exempt and Non-Represented Employee Wage Increase Recommendation

Mr. Desotell is recommending a salary increase of 1.5% for all exempt and non-represented employees based not only upon staff's ability to deliver quality services to the citizens of Antigo but also based on a comparable total cost for negotiated wage and Wisconsin Retirement System premium increases for Public Safety staff.

Upon inquiry by Alderperson Kassis, Mayor Brandt indicated that this has been budgeted for.

Motion to approve a salary increase of 1.5% for all exempt and non-represented employees for 2017 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

12. Recommended January 1, 2017 thru December 31, 2019 Labor Agreement between the City of Antigo and the Firefighter's Union

Mr. Desotell provided a summary of the 2017 thru 2019 contract negotiations between the City of Antigo and the Firefighter's Union.

Mayor Brandt indicated that Article 29 Duration of the Proposed Agreement and Appendix A Wages may seem misleading. The second bullet (Raise effective on January 1, 2017 consists of 0.5% across the board, raise 0.5% for Critical Care Paramedic classifications only) means that those who are not critical care paramedic classifications will receive a 0.5% increase and those that are Critical Care Paramedics will receive a 1% increase.

Motion to approve the 2017 thru 2019 contract negotiations between the City of Antigo and the Firefighter's Union as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

13. Recommended January 1, 2017 thru December 31, 2019 Labor Agreement between the City of Antigo and the Police Officer's Union

Mr. Desotell provided a summary of the 2017 thru 2019 contract negotiations between the City of Antigo and the Police Officer's Union.

Upon inquiry by Alderperson Balcerzak, Ms. Lynch and Mr. Desotell indicated that they are at 6.8% for the employee's portion under the Wisconsin Retirement Fund Plan.

Upon inquiry by Alderperson T. Bauknecht, Mayor Brandt noted that the Wisconsin "Right to Work" Law has nothing to do with public safety employees, they were exempt.

Motion to approve the 2017 thru 2019 contract negotiations between the City of Antigo and the Police Officer's Union as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Jim Darling, Ward 2
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

14. Statewide Structural Collapse Contract

Mayor Brandt indicated that the contract provided by Fire Chief Petroskey has had some language changes, which the State felt necessary. This has been beneficial to the department.

Upon inquiry by Alderperson Balcerzak, Mayor Brandt indicated that the employees who take part in the collapse rescue team hold training sessions for other department employees showing skills they have learned.

Upon inquiry by Alderperson Balcerzak, Chief Petroskey indicated that the same three employees will continue to participate.

Motion to approve the Statewide Structural Collapse Contract for 2017 and 2018 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/14/2016 6:00 PM
MOVER:	Jim Darling, Ward 2
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

Any Other Matters Authorized by Law to be Considered

Upon inquiry by Alderperson T. Bauknecht, Mayor Brandt indicated that there have not been any letters of interest for Ward 1 Alderperson.

INFORMATION ONLY.

Adjournment

1. **Motion to:** Adjourn at 6:24 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Brandt, Mayor
SECONDER:	Tim Kassis, Ward 3
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

Bill Brandt, Chairperson

Date