

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
NOVEMBER 20, 2019

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: Mark Desotell, Director of Administrative Services; and Jaime Horswill, Lead Office Assistant.

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

1. Approval of the Minutes from the October 16, 2019 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

2. Approval to Fill the Human Resource Specialist Position

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo advising that the Human Resource Specialist has resigned her position effective November 29, 2019 and is requesting permission to refill the position so that the position can be filled as soon as possible.

Motion to approve filling the Human Resource Specialist position as soon as possible.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

3. Approval to Pay Out and Carry Over Vacation for Deputy Clerk-Treasurer

Ms. Matucheski provided a memo advising that the Deputy Clerk-Treasurer has approximately 70 hours of vacation time to use by her anniversary date of January 5, 2020. She has had her time scheduled to use this vacation time before her anniversary date. However, she is the back up for the Human Resource Specialist and because that position is going to be vacant she has asked the Deputy Clerk-Treasurer if she will forgo some of her scheduled vacation in order to get the payroll processed in addition to her other duties. She has graciously agreed to this.

Ms. Matucheski is proposing that the City pay her for 40 hours of vacation time and carry over any other time that she does not use by her anniversary date. She is suggesting that as with five elections next year and training a new person, it may be difficult for her to use all of the time if it was carried over. The budget will have the funds as there will be a vacant position.

Motion to approve the pay out and carry over of vacation for the Deputy Clerk-Treasurer as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

4. Fireworks Contract for 2020

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a memo advising that the contract with Pyrotechnic Display ended as of this last year. They have provided our community with a fireworks show since 2012. Unfortunately they are unable to commit to a 4th of July show for 2020. Four other firework companies were contacted and Fireworks Country, from Wittenberg, is able to provide a show on the 4th of July and meet the necessary insurance requirements. Additionally, they have provided a popular and dynamic display at the Langlade County Fair the past couple of years.

Ms. Repp is recommending the City contract with Fireworks Country for 2020 using the same levels and sources of funding as in years past. \$6,500 will come from the Economic Development portion of the Hotel/Motel room tax funds and \$3,500 from the general operating celebrations fund for a total of \$10,000.

Motion to approve the contract with Fireworks Country for 2020 using the same levels and sources of funding as in years past.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

5. Accept Bid of \$.25 Off of the Pump Price from Wagner Shell-Antigo LLC for Gasoline/Diesel Fuel for 2020-2021

Julie Zack, Administration and Clerical Assistant, provided a memo advising that 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. The bid was opened on October 30, 2019. There was one bid from Wagner Shell-Antigo LLC for the discount of \$0.25 off the pump price per gallon.

Motion to approve the bid of \$0.25 off the pump price per gallon from Wagner Shell for gasoline/diesel fuel for 2020-2021.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

6. Proposed Revision to Employee Manual Adding 1 Additional Personal Day (8 hours) for Exempt, Non-Exempt and Non-Represented Employees including Regular Part-Time General Laborers within the Public Works Department

Mark Desotell, Director of Administrative Services, provided a memo advising his recommendation of the Personal Day benefit identified within the current Employee Manual should be considered for revision. The proposed change would add a third day for a total of 24 hours for a regular full-time exempt, non-exempt and non-represented employees. While the

employees impacted by this recommendation have been the recipients of annual wage increases as approved by City County (typically equivalent to the increases negotiated for our represented staff) they have not enjoyed any recent structural changes to their benefit packages. In fact, the opposite has been true as last year all employees shared in a cost containment measure by agreeing to contribute 10% towards the stop loss and administrative portions of their health insurance premiums.

Mr. Desotell is requesting that this revision become effective as of January 1, 2020. The recommendation is not anticipated to impose any increased costs to the 2020 budget as Department Heads will be asked to authorize the use of personal days so as not to require additional overtime expenses.

Motion to approve the proposed revision to the Employee Manual adding one additional personal day for exempt, non-exempt and non-represented employees including regular part-time general laborers within the Public Works Department as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

7. Carry Forwards and Budget Transfers for 2019

Ms. Matucheski provided a list of Carry Forwards and Budget Transfers. These requests are in line with what has been requested in the past. The carry forwards are for projects/equipment not yet complete or funds are being accumulated over a number of years to purchase capital items without borrowing. The budget transfers and adjustments are to reflect actual expenditures and to reflect the expenditures for grants or donations that were received.

Ms. Matucheski further requested the approval to make changes to these lists if there are any differences between now and the December Council meeting. These would be the same routine type entries to allow for them to be done before the end of the year. There will then be a final budget adjustment resolution on the January meeting with approval at the February Council meeting.

Motion to approve the carry forwards and budget transfers presented with approval to make changes to these lists if there are any differences between now and the December Council meeting.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

8. Consider the Purchase of a 2012 Ford F450 4x4 Ambulance with a 6.7L Power-Stroke Diesel Engine from the Town of Elcho in Conjunction with Providing Ambulance Service to their Community

Mr. Desotell provided a memo advising that at the Committee of the Whole meeting held last week, it was recommended by staff and approved by the Committee of the Whole/Council process to provide ambulance service to the Town of Elcho under a five year agreement. The Town of Elcho is offering the opportunity to purchase their existing 2012 Ford F450 4x4 ambulance with a 6.7L Power-Stroke Diesel engine. The unit had 34,244 miles as of August 27,

2019 with additional miles being added as a result of their continued operations (anticipated to transfer to the City of Antigo effective January 1, 2020). A fair market price for the unit was established at \$76,831 (representing 1.5 years of anticipated service fees from the City of Antigo to the Town of Elcho based upon the amount associated with the first year of the five year contract.) It is anticipated that an additional +/- \$5,000 will be expended by the City of Antigo to retrofit the Elcho unit.

Mr. Desotell's memo further advised that an independent retail analysis of the ambulance unit's value was provided by Pomasl. Their analysis supports the proposed sale price established by the Town of Elcho. The ambulance transaction includes much of the specialized equipment to remain with the unit helping to support the ability of the City of Antigo to provide the continued quality of service previously offered by Elcho EMS staff. These include such items as jump kits, defibrillator, stair chair, pro splints and the power-load/power-lift cots along with additional items. The Town will retain some of the currently equipped items that would help them establish a first-responder service should they choose to do so. The residents of Elcho expressed their concerns during two public meetings that Mr. Desotell attended at the Elcho Town Hall; a main component being the ability for Antigo to respond to 911 calls during winter weather conditions. It is believed that this 4x4 equipped ambulance will enhance our capabilities to do so. This purchase will allow staff to evaluate the impact of a 4x4 ambulance unit as a potential component of our future investment strategy.

Mr. Desotell's memo concluded by noting that the ambulance fund balance (carry-over from 2019 and 2020 budgeted amount) is sufficient to allow for the purchase of this unit. The City will either release the oldest/highest mileage unit to the Public Works Department or will schedule its sale on the open market via an on-line auction. The City currently maintains four ambulances in its fleet and will continue to maintain that level as a result of this transaction. He is not recommending a fifth ambulance in the fleet.

Motion to approve the purchase of a 2012 Ford F450 4x4 ambulance from the Town of Elcho in conjunction with providing ambulance service to their community with funding derived from the ambulance fund balance.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

9. Ambulance Rate Increase

Jon Petroskey, Fire Chief, provided a memo requesting an increase to the 2020 ambulance base rates of 4%. The increase will increase the net revenue about 1.2% and he is recommending the increase to be effective January 1, 2020.

Chief Petroskey included IV starts, Event Stand-By and Return Home charges in his increase. These rates have not had any adjustments made to them in years. The IV starts are mainly for The Bay at Eastview, when they cannot get an IV started, they contact Paramedics to start the IV. This charge has been \$75 for years and he is recommending changing it to \$100.

Chief Petroskey's memo further advised that the Event Stand-by rate has been \$60 per hour since they started. He is recommending keeping the same price for our local organizations like the fair, football games, and Go-For-It races. However there are events sponsored by out-of-town organizations that do not have a connection to the community and he is recommending a \$100 an hour charge.

Lastly, Chief Petroskey's memo noted they do not have a charge to return patients back home that may not have transportation, mainly on nights, weekends or holidays. They currently charge them the 911 BLS rate but he recommends a lower charge as these patients are from our local community and do not have any other transportation. The \$300 charge is enough that they will only be used when nothing else is available. They currently have a similar charge with the area nursing homes/assisted living centers. This would only be to return a patient back to their home in the normal 911 response area.

Motion to approve the ambulance rate increase of 4% and increased charges to IV starts, event stand by and return home charges as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

10. Request to Provide Ambulance Service to a Small Part of Town of Langlade

Chief Petroskey provided a memo advising he was contacted by the Town of Langlade to look at providing ambulance coverage to a small part of the Town of Langlade which borders the Town of Price. This area of the Town of Langlade is remote for Pickerel Rescue and the residents from this area are requesting the change. The City currently covers the Town of Price and this small area is connected to the current coverage area. Chief Petroskey is estimating the call volume to be one or two calls per year.

Chief Petroskey is recommending to charge similar to what they have done with Elcho, Evergreen, White Lake and Wolf River which is the per capita rate for the initial 10 townships. The current per capita rate for 2020 is \$40.98. The Town of Langlade has an estimate of 46 people that would be covered with this agreement for a total charge of \$1,885. He has contacted the town chairs of the 10 townships and they have positive feedback about moving forward with this process.

Mayor Brandt noted that the estimated people to be covered is actually 26 not 46, so the total charge would be \$1,065.

Motion to approve ambulance coverage to a small part of the Town of Langlade as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

11. 2019 Ambulance Budget Carry Forward to Purchase Bedroom Furniture

Chief Petroskey provided a memo requesting to carry forward \$25,000 from the 2019 Ambulance operations budget to purchase new wardrobe lockers, head boards, under bed storage units and acoustic coverings from the common bedroom walls. The majority of the bedroom furniture is original equipment from the construction of the building back in 1995 and has surpassed its usefulness. The 2019 operations budget has sufficient funding to accommodate this recommendation based on reduced staffing levels resulting from unfilled vacancies during the calendar year.

Mr. Desotell noted the mattresses will not be replaced as they have been recently replaced.

Motion to approve the \$25,000 2019 ambulance budget carry forward to purchase bedroom furniture as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/11/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

Any Other Matters Authorized by Law to be Considered

None

Adjournment

1. **Motion to:** Adjourn at 6:17 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