

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
NOVEMBER 28, 2018

Finance, Personnel, and Legislative Committee of the City of Antigo met in Regular Meeting on the above date at 6:05 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	Present	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Sarah Repp, Park, Recreation and Cemetery Director; Eric Roller, Police Chief/Public Safety Director; Angie Close, Economic Development Corporation; Jon Wald, Windy View Heights Subdivision; Jon Petroskey, Fire Chief; Mark Desotell, Director of Administrative Services; Charley Brinkmeier, Surveyor/Project Manager; Kirk Packard, Street Commissioner; and Jaime Horswill, Clerical/Utility Assistant.

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

1. Approval of the Minutes from the October 10 and 17, 2018 Meetings

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

2. Request by Jon Wald for City Participation in the Completion of Thomas Street to Laurisa Lane Allowing for Further Development of Home Construction in the Next Phase of the Windy View Heights Development

Mark Desotell, Director of Administrative Services, provided a memo advising that on April 14, 2004 an Agreement for Subdivision Improvements on Phase II of the Windy View Heights Subdivision was entered into between Jon Wald and the City of Antigo. This agreement detailed the specific responsibilities of each party and established water and sanitary sewer connections through an undeveloped portion between Thomas Street and Laurisa Lane. Some +/- 500 feet of unfinished roadway remains to connect the two roadways. Completion of the roadway is now being requested by Mr. Wald as no more additional undeveloped lots remain in the Phase II section of the subdivision. In fact the last home being built in the Phase II section by a local contractor (already responsible for the completion of 4 other homes in this area) is scheduled for completion near the end of 2018 and has already been sold. The builder is posed to buy two additional lots in this Phase II section with one home being scheduled to start construction by January of 2019.

Mr. Desotell's memo continued by adding the completion of +/- 500 feet of remaining roadway to connect the two subdivisions will provide for up to six lots for new home construction. A \$10,000 lien for the existing water utility is due the City from Mr. Wald upon initiation of Phase III. Mr. Wald is requesting that the remaining criteria of responsibility for the construction of the +/- 500 foot section be under the same conditions of the Phase II Developer's Agreement.

Mr. Desotell's memo concluded by requesting extension of the terms of the existing Phase II

Developer's Agreement for the completion of the connection of Thomas Street to Laurisa Lane for this +/- 500 foot section. He is also recommending that any future development criteria be negotiated at the time of development and to no longer be "tied" to any of these initial agreements. Additionally, this Phase III Agreement will need to address the specific responsibilities between the parties relative to storm water control.

Mayor Brandt advised that this will close up the past agreements relative to the development. Any further development will need to come under a new agreement. All of the utilities are in place for the extension of the road.

Mr. Desotell reviewed the responsibilities of both parties with regard to the 2004 agreement. The City's cost is anticipated to be approximately \$70,000.

Upon inquiry by Alderperson Kassis, Mr. Desotell noted that funding would depend on bids for the Eighth Avenue bridge replacement.

Upon inquiry by Mayor Brandt, Mr. Desotell advised that this item was approved and moved forward at the Public Works Committee meeting.

Motion to approve the request by Jon Wald for City participation in the completion of Thomas Street to Laurisa Lane allowing for further development of home construction in the next phase of the Windy View Heights Development. Any future development would require a new Developer's Agreement between the parties.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

3. \$20,000 Grant from the City's Economic Development Portion of the Hotel/Motel Room Tax Fund for Antigo Zeon, DBA (Formerly Antigo Neon/Sign & Display) to Assist with Equipment Transfer and Jobs to Antigo Resulting from a Merger with Zeon of Louisville Colorado

Mr. Desotell provided a memo advising that he and the Mayor met with Steve Friend of Antigo Zeon (formerly known as Antigo Neon/Sign and Display) regarding their merger with a company known as Zeon located in Louisville, Colorado. Zeon's manufacturing of illuminated LED signs both in the mainstream and craft brewery product lines has allowed them to be a leader in the market. The merger allows Antigo Sign and Display to expand their footprint into the LED market while retaining their roots in the neon sign category. The merger will result in the transfer of the LED based equipment from Zeon's location in Louisville, Colorado to Antigo helping to solidify and retain the existing employee base in our community. Initially, three additional mid-management jobs will be created with the expectation to stabilize the traditional employment numbers in Antigo. The investment from the merger will bring new production equipment (valued at over \$1,000,000) to the Antigo site and provide for a multi-faceted approach to sign production here in Antigo.

Mr. Desotell is working with Angie Close, Langlade County Economic Development Corporation, to explore any additional grant funding through the State of Wisconsin while recommending the consideration of a \$20,000 grant being provided to Antigo Zeon, from the City's Economic Development portion generated within the Hotel/Motel Tax fund, to help offset the purchase and transportation costs associated with moving the equipment from Louisville to Antigo.

Upon inquiry by Alderperson Bugni, Mr. Desotell advised that the merger would create three mid-level management positions as well as current job retention.

Motion to approve a \$20,000 grant from the City's Economic Development portion of the Hotel/Motel Room Tax fund for Antigo Zeon to assist with equipment transfer and jobs to Antigo resulting from a merger with Zeon of Louisville, Colorado.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

4. Sale of Property at 218 Virginia Street to Lanny Voss for \$6,000

Roger Musolff, Building Inspector/Zoning Administrator, provided a memo advising that the City of Antigo has demolished the building at 218 Virginia Street following a fire and acquired the property on May 10 of this year through the tax lien process. The property went out for bid with a minimum bid of \$3,000 with intentions other than construction of a one or two family dwelling or a minimum bid of \$1,500 with intentions of construction of a one or two family dwelling. One bid was received from Lanny Voss for \$6,000. The intended use is to expand his current property at 216 Virginia Street with the possibility of construction of a garage.

Motion to approve the sale of property at 218 Virginia Street to Lanny Voss for \$6,000.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

5. Accept Aramark Uniform Services Bid for Mat and Towel Services

Julie Zack, Administration/Clerical Assistant, provided a memo advising that the City of Antigo accepted bids for another three year term for mats and towels used throughout the City departments. Only one bid was received from Aramark Uniform Services.

Mr. Desotell commented that he believes two bids were received, however, the Aramark bid reflects a reduction in costs over the previous years.

Aldersperson Balcerzak noted that he does not really have anything to look at and would rather see the bids for comparison. He is taking staff's recommendation but in the future would rather have all the information.

Mr. Desotell advised that he had staff look at the bids and this bid is a reduced cost from previous years.

Motion to approve the mat and towel bid from Aramark Uniform Services as bid for a three year term.

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

6. Update to Part Time General Laborer Job Description to Delete the Requirement for a Commercial Driver's License (CDL) for Park, Recreation & Cemetery Department

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo advising the current job description for the year-round part time general laborer requires a Commercial Driver's License (CDL). However, she is recommending that this requirement be removed for the Park, Recreation and Cemetery Department. The CDL requirement is not necessary for the year-round part time position and by removing this requirement she hopes to increase applicants when a position is open.

Upon inquiry by Alderperson Bauknecht, Sarah Repp, Park, Recreation and Cemetery Director, advised that part-time staff does drive City vehicles and equipment, but a CDL is not required.

Upon inquiry from Mayor Brandt, Kirk Packard, Street Commissioner, advised that his part-time employees do need a CDL.

Motion to approve the update to the Part-Time General Laborer job description to delete the requirement for a Commercial Driver's License (CDL) for Park, Recreation and Cemetery Department as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

7. Approval to Fill Open Resource Clerk Position in Police Department

Eric Roller, Police Chief/Public Safety Director, provided a memo advising that Lisa Volkman resigned from the Antigo Police Department effective November 12, 2018 leaving another position open in the front office as Resource Assistant/Clerical. On November 15th, 2018 Heather Rustick was officially promoted to Administrative Assistant/Office Manager from her position as Resource Assistant/Clerical and he had prior approval to rehire that position if filled by the Administrative Assistant/Office Manager from within the department. He has received applications for the Resource Assistant/Clerical position and are setting interviews for the week of November 26th to fill the approved position from the retirement of Lynda Schroepfer.

Chief Roller is requesting that he is able to fill the third position in the front office from the resignation of Lisa Volkman and use the application list to offer this second open position to one of the qualified applicants.

Motion to fill the open Resource Clerk position in the Police Department as requested.

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

8. Approve 2019-2020 Police Vehicle Service Contract Bid from Langlade Ford for \$30 per Vehicle

Chief Roller provided a memo noting that he requested bids for the squad service contract for the 2019-2020 calendar year. He also took the contract to all service centers within the City of Antigo. He received two sealed bids which were opened by Alderperson Glenn Bugni on November 14, 2018. Langlade Ford is the current provider and they put a bid in for \$30 per month per vehicle. Marty's Shell put in a bid for \$32.95 per month per vehicle.

Chief Roller is recommending acceptance of the bid from Langlade Ford for \$30 per vehicle. He has been very pleased with the service received from Ford and they are also able to easily handle the warranty work.

Motion to approve the 2019-2020 Police Vehicle Service Contract bid from Langlade Ford for \$30 per vehicle per month.

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

9. Approve Sale of Used 2015 Ford Utility Squad Car to Rothschild Police Department Without Usable Police Equipment

Chief Roller provided a memo advising that the new squad ordered in August will be available to use within the next couple of weeks. Typically they have passed their old vehicles down to be used by other departments within the City of Antigo. At this time another department is not in need of this vehicle. He is requesting a direct sale of the squad to the Rothschild Police Department for a cost of \$8,000. He was approached by Rothschild Police Department to see if they could possibly sell them a vehicle as they have the same paint design and same squad cars in their fleet and Rothschild has increased their staff by one officer for next year and they are in need of a squad to carry them over for two years. He has been watching on-line auctions and it appears this is a very fair price to the City of Antigo while helping another local department. Rothschild Police Department was given a maximum of \$8,000 to purchase a squad. He also contacted an auction house that specialized in used squad cars and they would not give an indication of what they would purchase the vehicle for as this squad will have approximately 110,000 miles on it when they sell it. This will also guarantee a set amount for the vehicle and limit the amount of time required attempting to sell on-line.

Chief Roller is requesting an approval to sell the 2015 Ford Utility to the Rothschild Police Department as is, with the understanding that all usable police equipment will be removed from the vehicle to be placed into the new squad. Usable equipment will be police lights, police radio, squad computer equipment, gun lock radar, prisoner cage, and all personal equipment.

Motion to approve the sale of the used 2015 Ford Utility squad car for \$8,000 to Rothschild Police Department without usable police equipment.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

10. Approve Ordinance Amendment to Include Stop Signs at the Intersections of Gruber Street at South Virginia Street and Gruber Street at South Park Street

Eric Roller, Police Chief/Public Safety Director, provided a memo recommending to amend the ordinance to place stop signs on Gruber Street at South Virginia Street and on Gruber Street on South Park Street. He has received a complaint regarding the intersection of Gruber Street and South Virginia Street from a local driving instructor and the potential hazard this intersection has. Gruber Street at South Park Street has the similar situation with an uncontrolled four way intersection. These are two of the last four way uncontrolled intersections within the city and the intersections warrant the placement of stop signs on Gruber Street with South Virginia Street being the throughway, and on Gruber Street with South Park Street being the throughway.

Chief Roller recommends that the ordinance be created to create a controlled intersection on Gruber Street at South Virginia Street and on Gruber Street at South Park Street with the placement of stop signs on Gruber Street at both locations.

Upon inquiry by Mayor Brandt, Chief Roller noted there was an accident at this location where a mail truck was struck and ended up in someone's yard.

Motion to approve an ordinance amendment to include stop signs at the intersections of Gruber Street at South Virginia Street and Gruber Street at South Park Street as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

11. Accept \$25,000 Each From CoVantage Credit Union and Langlade County/Langlade County Economic Development Corporation (LCEDC) for Second Installments to the Entrepreneur Grant Program

Mr. Desotell provided a memo and proposed resolution to memorialize a second private donation of \$25,000 from CoVantage Credit Union for the continuation of the existing Downtown Entrepreneur Grant Program designed to encourage the filling of vacant retail space found along the corridor. Council has already approved the second installment of \$25,000 by the City. Langlade County/Langlade County Economic Development Corporation (LCEDC) also advanced their process for a second installment. Based on the application activity since August of 2018, some of the \$50,000 of newly approved grant funds has been obligated leaving slightly over \$25,000 remaining in unobligated fund balance.

Mr. Desotell thanked Robin Stowe of Langlade County and Angie Close, LCEDC, for their help. The program is going very well.

Motion to accept \$25,000 each from CoVantage Credit Union and Langlade County/Langlade County Economic Development Corporation for second installments to the Entrepreneur Grant Program.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

12. Write Off as Uncollectible a Former Employee's Accounts Receivable Balance of \$80 for Charges Incurred at the Time of His Resignation

Kaye Matucheski, Clerk-Treasurer/Finance Director, provided a memo advising that a former employee, Bryan Stefancin, has an outstanding charge of \$80 for a reimbursement of a test fee that was paid by the City just before he submitted his resignation. The Fire Chief and Ms. Matucheski have both made contacts trying to collect this reimbursement but have not been successful. This charge dates back to April, 2017 so she does not feel that this will be collected. Therefore, she is requesting approval to write this amount off as uncollectible. If the opportunity ever arises, she would still pursue collection of this amount.

Motion to write off as uncollectible a former employee's accounts receivable balance of \$80 for charges incurred at the time of his resignation as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

13. Approve Carry Forwards From 2018 Budget to 2019 Budget

Ms. Matucheski provided a memo advising that not all funds that are budgeted are spent each year for several different reasons such as accumulating funds each year for a large purchase or something has been ordered but will not come by the end of the year so it will not be paid until 2019. Every year in order to account for these situations funds need to be carried forward from the 2018 budget to the 2019 budget to designate these funds for specific items or projects. The department managers have compiled the list of their carry forward requests and is provided.

Mr. Brinkmeier commented that the CIP fund identifies the purpose for the money being saved.

Motion to approve the carry forwards from 2018 budget to 2019 budget as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

14. Two Budget Transfers from Severance Fund to Street Commissioner and Police Department for 2018 Retirement Payouts

Ms. Matucheski provided a memo advising that there were two retirements in 2018 that required payouts to the employees for their accrued leave. Funds for severance are budgeted in a separate line item each year as the City does not always know in advance if someone is retiring. These funds are then transferred to the applicable department after the payouts. There will

need to be the following transfers:

From Severance Reserve	\$45,210.57
To Street Commissioner	\$39,523.21 (severance)
To Street Commissioner	\$821.82 (social security tax)
To Police Department	\$4,775.71 (severance)
To Police Department	\$89.83 (social security tax)

Motion to approve two budget transfers from Severance Fund to Street Commissioner and Police Department for 2018 retirement payouts.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Tim Kassis, Ward 3
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

15. Approval of 2019 Ambulance Base Rate Increase

Chief Petroskey provided a memo requesting an increase in the 2019 ambulance base rates by 4%. The rates would be as follows:

	2018 Rate	2019 Rate
911 BLS-Resident	\$708.73	\$737.08
911 BLS-Non Resident	\$828.24	\$861.37
911 ALS 1-Resident	\$877.29	\$912.39
911 ALS 1- Non Resident	\$1007.89	\$1048.20
911 ALS 2-Resident	\$1012.67	\$1053.18
911 ALS 2-Non Resident	\$1143.95	\$1189.70
Mileage	\$18.63	\$19.37
Interfacility BLS	\$1104.32	\$1148.49
Interfacility ALS 1	\$1173.33	\$1220.27
Interfacility ALS 2	\$1311.37	\$1363.83

The increase of 4% will increase net revenue about 1.2% and he would like this rate to be effective January 1, 2019.

Upon inquiry by Alderperson Kassis, Chief Petroskey indicated that the 4% increase came from the Health Care Consumer Price Index.

Motion to approve the 2019 Ambulance base rate increase as presented effective January 1, 2019.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/12/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Kassis, Bauknecht, Bugni, Balcerzak
ABSENT:	Carol Feller Gottard

16. Fire Truck Refurbish/Replacement (Information Only)

Chief Petroskey provided a memo indicating that the City of Antigo Fire Department has been working to someday replace the 1991, 75' aerial truck. Money has been set aside through the CIP budgeting process as they continue to plan for the replacement. Over the last several years, they have had some more serious repairs which include replacing some of the rusted water lines, rebuild the pump relief valve, rebuild several pump panel valves, new radiator, and rebuild the lifting rams for the aerial ladder. As the aerial truck ages, they continue with more serious and costly repairs. Most recently they are struggling to pass the annual pump test. Chief Petroskey has been discussing what options are available during the budgeting process to someday do something with the aerial truck. More recently in discussion with Mayor Brandt, he has explored the option to rebuild/refurbish the current 1991 or to purchase a somewhat newer truck. As he continues the process of looking at all the options and to evaluate what is the best for the City of Antigo, he wants the committee to be aware as he may be bringing some of those options to the table for discussion and possible action. Over the years they have been able to put aside just under \$400,000 in the fire truck replacement fund.

Mayor Brandt noted that a new truck would cost approximately \$1,200,000. Therefore, he would like to either refurbish the current truck or look at purchasing a used truck.

Upon inquiry by Alderperson Kassis, Chief Petroskey indicated there are approximately 26,000 miles on the current truck.

Mayor Brandt commented that the truck is not used often, but we need it. To refurbish the City's current truck would cost approximately \$250,000.

INFORMATION ONLY

RESULT:	PLACED ON FILE-NO VOTE
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Any Other Matters Authorized by Law to be Considered

Alderperson Bugni discussed Langlade County's proposed wheel tax with the committee members. He noted that the City does still need money for roads. He suggests a \$10 wheel tax for City residents.

Mayor Brandt commented that he would much rather go out for a referendum stating the purpose for increased taxes for roadways and give residents a choice rather than impose a wheel tax.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:40 pm

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

Bill Brandt, Chairperson

Date