

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
DECEMBER 18, 2018

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: Angie Close, Langlade County Economic Development Corporation; Kaye Matucheski, Clerk-Treasurer/Finance Director; Eric Roller, Police Chief/Public Safety Director; and Mark Desotell, Director of Administrative Services.

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

1. Approval of the Minutes from the November 28, 2018 Meeting

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

2. Library Agreement with Village of White Lake (information only)

Dominic Frandrup, Library Director, provided a memo advising that the Library has an employee at the White Lake branch that was being paid for half of his time through the Library and half of his time through the Village of White Lake. Because he is a City of Antigo employee, he should be paid for all of his hours through the City of Antigo. The extra hours that the Village of White Lake pays for the branch to be open should then be reimbursed to the City directly by the Village. The Library Director has gotten an agreement with the Village of White Lake to begin this arrangement as of January 1, 2019. The Library Board is considering the agreement on the same day as the Committee meeting. This is an informational item only and requires no action from the Committee.

INFORMATION ONLY

RESULT:	INFORMATION ONLY
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3. Request to Allow Clerk-Treasurer to Waive Permit Fees and Insurance Requirements for Event

Julie Zack, Administration/Clerical Assistant, provided a memo advising that there are many events held throughout the year which utilize City property, park space, facilities, and/or City services. These events are required to file a Special Event Permit Application with the City. They are also required to pay a permit fee and provide insurance for the event with the City listed as an additional insured. In addition, there are shelter fees that are charged. In the past, these events were requested and granted waivers provided they met established criteria. This worked very well and saved the process of going through two committees and then to Council for action.

Ms. Zack's memo continued by advising that the Park, Recreation and Cemetery Director will again request permission from the Park, Cemetery and Recreation Commission to waive the shelter rental fees for the same events. The request is that the Clerk-Treasurer/Finance Director be granted permission to waive the event permit fees and insurance requirements for the events.

The events are community events that meet some or all of the following criteria:

- a. They are open to the public at no charge and offer either an educational experience for attendees or a remembrance or a memorial for those within our community.
- b. Recognize volunteers that participated in community service projects.
- c. A profit is not created from the event, with any funds raised invested back into the community for various community projects, events, programs or local organizations.

Any new events would still be required to go through the committee process for approval, this includes if an established event changes its approved location.

Motion to approve the request to allow the Clerk-Treasurer/Finance Director to waive permit fees and insurance requirements for events as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/9/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

4. 2018 Budget Transfers/Amendments to Actual Expenditures

Kaye Matucheski, Clerk-Treasurer/Finance Director; provided a memo advising that each year the budget is adopted based on the estimated expenditures in each function area. Because these are estimates, there are always some budget transfers/amendments that need to be made to reflect the actual expenditures. She has compiled a list of these transfers and amendments that are known at this time. There may be a few more changes that will need to be added at the January Council meeting to complete them before the final audit of the 2018 fiscal year. These entries do not reflect any additional spending except for any grants received. The other transfers are moving existing funds to different line items.

Ms. Matucheski noted there may be a few additional transfers added before Council as has been done in past years.

Motion to approve the 2018 budget transfers/amendments to actual expenditures as presented with the possibility of a few additional transfers as noted.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/9/2019 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

5. Fill Vacancy and Set Captain Compensation in Police Department

Eric Roller, Police Chief/Public Safety Director; provided a memo advising that Captain Jim Kolpack has given his notice of retirement effective February 14, 2019. Captain Kolpack was promoted to Captain on July 14, 2016 and will be with the Antigo Police Department for 33 years at his time of retirement. Chief Roller is anticipating promoting a Captain from within the

ranks of the Antigo Police Department which will result in an eventual vacancy in the department at the patrolman level. The department is currently staffed at 15 sworn officers and it is imperative to maintain that staffing level to perform and function as they have.

Chief Roller is requesting to rehire to maintain a level of 15 sworn officers for the Antigo Police Department. Filling of the position will not be done until after the retirement of Captain Kolpack. He is looking at setting the compensation for the position of Captain at pay grade 11, step 6. He anticipates filling this position in February with approval from the Police and Fire Commission and would recommend that the individual be moved to step 7 at the beginning of 2020. Step 7 requires a two year process before moving onto the next step. This is the same pay grade and step offered to Captain Kolpack in 2016.

Motion to approve and fill the vacancy within the Antigo Police Department and set the compensation for the Captain position to pay grade 11, step 6 and moved to step 7 at the beginning of 2020.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/9/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

6. Stryker Ambulance Cot Purchase

Jon Petroskey, Fire Chief, provided a memo requesting the purchase of a new Stryker Power Ambulance Cot with CIP Funds to replace a cot from 2008. He has scheduled to purchase a new Stryker Power Cot every 10 years which is the expected service life. He has requested bids and received three, which are as follows:

Stryker Sales	\$15,755.88
Pomasl Fire Equipment	\$16,348.00
Taylor Made Ambulance	\$18,750.00

Motion to approve the purchase of a Stryker Power Ambulance Cot utilizing budgeted CIP Funds from Stryker Sales for \$15,755.88.

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

7. Change Hotel/Motel Commission Member as the Community Development Corporation No Longer Exists

Mayor Brandt provided a memo advising that currently the guidelines for the Hotel/Motel Room Tax Commission include the following as per Resolution No. 026-04 as appointed by the Mayor:

Mayor, City Council President, Chamber of Commerce Director, Langlade County Economic Development Committee Chairperson, Chamber of Commerce Member, Citizen at Large and Lodging Representative.

Resolution No. 107-08 changed the Langlade County Economic Development Committee Chairperson to a non-Council member of the Community Development Corporation Board. It has been brought to Mayor Brandt's attention that there is no longer a Community Development Corporation so the Commission guidelines need to be changed to reflect a different position which the Committee will need to discuss.

Mayor Brandt noted membership is not quite correct as there is no longer a Community Development Board. He would suggest changing to the Executive Director of the Llanglade County Economic Development Corporation (LCEDC) as the Chamber Executive Director is also a member. This would give LCEDC a say in tourism money. The person serving in the place of a Community Development member would be thanked for service and would be replaced. The LCEDC Executive Director is Angie Close.

Motion to approve the change of the Hotel/Motel Commission member from the Llanglade County Economic Development Committee Chairperson to the Llanglade County Economic Development Corporation Executive Director.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/9/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

Any Other Matters Authorized by Law to be Considered

Ms. Matucheski clarified from the last meeting that there was only one Mat and Towel bid as there was some discussion if more were received.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:15 pm

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

Bill Brandt, Chairperson

Date