

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

| <b>Attendee Name</b> | <b>Title</b> | <b>Status</b> | <b>Arrived</b> |
|----------------------|--------------|---------------|----------------|
| 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; Eric Roller, Police Chief/Public Safety Director; Kirk Packard, Street Commissioner; Jon Petroskey, Fire Chief; Kaye Matucheski, Clerk-Treasurer/Finance Director; Sarah Repp, Park, Recreation and Cemetery Supervisor; 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 November 20, 2019 Meeting

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Glenn Bugni, Ward 7                                         |
| <b>SECONDER:</b> | Tim Kassis, Ward 3                                          |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

2. Request for an Unpaid Personal Leave of Absence by a Police Officer

Officer Feld provided a letter noting unforeseen medical issues requesting a temporary unpaid leave of absence from his position of Patrol Officer with the City of Antigo Police Department. He has been unable to work since November 26, 2019 due to an acute medical condition requiring his immediate attention. However, if dealt with promptly, it should result in a full and speedy recovery. He has an appointment December 9, 2019 for a surgery consult. He will be requesting that any procedure be performed quickly to assure a timely return to his position without restrictions. He will follow up with Chief Roller with all updates and paperwork as needed. He appreciates any potential consideration of a post-surgery non-work related limited duty assignment if necessary.

Mark Desotell, Director of Administrative Services, provided a memo with applicable sections of the Employee Manual with regards to unpaid leave of absence. Mr. Desotell's memo recommended that Officer Feld be granted a temporary unpaid personal leave of absence due to medical reasons beyond the 14 calendar days as allowed on the City's part of the Employee Manual. Because the leave is anticipated to last beyond 30 calendar days it is also his recommendation that vacation and other benefits no longer continue to accrue. Officer Feld's medical insurance premiums will be covered by the City for the months of December 2019 and January 2020. This is due to the use of available compensatory time previously accrued and utilized in December and based upon sick leave benefits accrued during Officer Feld's six months of employment which will be credited in January.

Mr. Desotell commented that he would give an update on the status of the Police Officer at the March meeting.

Motion to approve the unpaid personal leave of absence for Officer Feld due to medical reasons beyond the 14 calendar days as allowed in the Employee Manual and that the vacation and other benefits no longer continue to accrue during the unpaid absence. The medical premiums will be covered by the City for the months of December 2019 and January 2020 due to the use of available compensatory time previously accrued and utilized in December and based upon sick leave benefit accrued during employment.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 1/8/2020 6:00 PM</b>                               |
| <b>MOVER:</b>    | Tim Kassis, Ward 3                                          |
| <b>SECONDER:</b> | Glenn Bugni, Ward 7                                         |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

### 3. Professional Services Agreement with LCEDC for Project Administration Efforts for 5th Avenue Project

Mr. Desotell provided a memo with a proposed Professional Services Agreement with the Langlade County Economic Development Corporation (LCEDC) for services related to the administration oversight of the Community Development Block Grant Revolving Loan Fund (CDBG RLF) Close funds associated with the Downtown Fifth Avenue project. The LCEDC office provided these services to the City of Antigo for past CDBG-PF projects and they have completed tasks in a timely and accurate manner. In the past, LCEDC staff attended any required training related to the funding packages and established great rapport with City staff and engineering consultants in order to deliver the required services. He is also requesting that any bidding requirements be waived for these services and that the work be awarded to LCEDC under Section #4 (Quality Based Selection) of the City's Purchasing Policy.

Motion to approve the Professional Services Agreement with Langlade County Economic Development Corporation for services related to the administration oversight of the Community Development Block Grant Revolving Loan Fund and that any bidding requirement be waived for these services under Section #4 (Quality Based Selection) of the City's Purchasing Policy.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 1/8/2020 6:00 PM</b>                               |
| <b>MOVER:</b>    | Reinhardt Balcerzak, Ward 8                                 |
| <b>SECONDER:</b> | Tom Bauknecht, Ward 4                                       |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

### 4. Request to Waive Bidding Process for Asbestos Abatement at 504 5th Avenue

Roger Musolff, Building Inspector/Zoning Administrator, provided a memo regarding the home at 504 Fifth Avenue which has been inspected and is in unsalvageable condition. A raze order was issued several years ago but no action was taken. The City Attorney has followed the legal process to order abatement of property and the procedure was set in motion. By state statute, a municipality must test for asbestos before demolition and this test was positive for asbestos in the transite siding, sink, windowing glazing and floors. Following testing, he sought quotes for asbestos removal based on previous projects. It was anticipated the cost would not exceed the \$6,000 for bidding to be required. Two quotes were received, Environmental Plant Services Inc. for \$6,320 and Mavo Systems Wisconsin, LLC for \$7,400, exceeding the \$6,000 limit.

Based on a quote of \$6,320 by Environmental Plant Services Inc. of Schofield, he is requesting waiver of the bid process for qualification based professional services and authorization for payment of the abatement fee of \$6,320 allowing advancement. The funding source will be Contractual Services for Demolition of Buildings.

Mr. Musolf's memo concluded by noting the Street Department will proceed with demolition of the property. All expenses will be placed on the property taxes as a special assessment for the owner.

Motion to waive the bidding process for asbestos abatement at 504 Fifth Avenue and accept the bid from Environmental Plant Services Inc. for \$6,320 with funding derived from Contractual Services for Demolition of Buildings.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 1/8/2020 6:00 PM</b>                               |
| <b>MOVER:</b>    | Glenn Bugni, Ward 7                                         |
| <b>SECONDER:</b> | Tom Bauknecht, Ward 4                                       |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

#### 5. Waiver of Insurance Requirement and Permit Fees for 2020

Julie Zack, Administration and Clerical Assistant, provided a memo noting the 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. Last year, the attached events were granted the requested waivers provided they met established criteria and this worked very well and saved the process of going through two committees and then to Council for action.

The Park, Recreation and Cemetery Director has again requested permission from the Park, Cemetery and Recreation Commission to waive the shelter rental fees for the attached events. Ms. Zack is requesting the Clerk-Treasurer/Finance Director be granted permission to waive event permit fees and insurance requirement for the listed events. These events that are listed are community events that meet some or all of the following criteria:

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.

Recognize volunteers that participated in community service projects.

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 were to change its approved location.

Motion to approve the waiver of insurance requirements and permit fees for 2020 as presented.

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| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 1/8/2020 6:00 PM</b>                               |
| <b>MOVER:</b>    | Tim Kassis, Ward 3                                          |
| <b>SECONDER:</b> | Tom Bauknecht, Ward 4                                       |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

#### 6. Consider Forgiveness of Demolition Costs & Fees Associated with Removing a Garage at 726 2nd Avenue

Mr. Desotell provided a memo advising that a deteriorated garage was removed by City crews at 726 Second Avenue following a long series of neighborhood complaints registered against the home owner. Subsequent to the demolition of the garage the home was foreclosed upon by CoVantage Credit Union with the understanding that they would raze the home at their own

costs.

During the foreclosure process and subsequent demolition of the home by CoVantage Credit Union's contractor the City was contacted by CoVantage staff requesting the forgiveness of some or all of the special charges to the property including that of the former garage demolition by City crews. It was beneficial to the City to have the home removed by the financial institution as typically these types of properties often result in tax foreclosure. That process most generally leads to the City facing the full costs associated with the home's demolition as well.

It is Mr. Desotell's recommendation that \$2,133.79 in Abate-a-Nuisance charges related to the property at 726 Second Avenue to be waived so as not to be the responsibility of CoVantage Credit Union as follows:

|                                                          |                 |
|----------------------------------------------------------|-----------------|
| Garage demolition completed by the City of Antigo        | \$2,995.66      |
| Invoices to outside vendors (tires, dumpster, equipment) | <u>\$861.87</u> |
|                                                          | \$2,133.79      |

The \$2,133.79 represents fees related to the City's labor and equipment charges for the demolition of the garage prior to the foreclosure process. The 861.87 should not be waived as it represents costs to outside vendors as part of the demolition process. It is his understanding that CoVantage will advance the sale of the property to adjacent landowner(s) subsequent to Council action with no further request of the City in regards to this property.

Motion to approve forgiveness of demolition costs and fees in the amount of \$2,133.79 associated with removing a garage at 726 Second Avenue as requested.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
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| <b>MOVER:</b>    | Glenn Bugni, Ward 7                                         |
| <b>SECONDER:</b> | Tim Kassis, Ward 3                                          |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

#### 7. Consideration for purchase of a used Ladder Truck

Jon Petroskey, Fire Chief, provided a memo advising the City of Starkville, Mississippi is in the process of replacing their 2006 Pierce Dash Ladder truck. This truck has a 100' platform with a 2,000 GPM pump. It closely matches the desired equipment that the fire department has been seeking for replacement of their 1991 E-One Ladder truck. A detailed list of this unit is provided. The asking price for the truck is \$250,000 and falls within currently available CIP funds designated for this purpose. It is his intention, upon committee approval, to schedule an inspection of the truck in Mississippi in order to have a final recommendation on a purchase ready for the January Council meeting. This inspection would be completed by a Red Power Diesel representative acting as a buyer's agent for the City of Antigo. There will be an estimated \$5,000 cost for the inspection to travel to Mississippi for Red Power Diesel representative out of the Fire Truck Replacement CIP funds. This inspection trip would not be scheduled until staff investigated the unit a bit further directly with Starkville Fire Department to assure it is the right piece of equipment for the City of Antigo. Also, he would not schedule the inspection trip until Starkville could assure staff of holding the purchase until the January Council meeting. He is also requesting additional funding that may be needed to bring the truck up to working order for the City of Antigo to come out of the Fire Truck CIP replacement fund. The anticipated funding would not exceed 15% of the purchase price of the truck.

Chief Petroskey's memo concluded by noting that the truck is scheduled to be available in the spring of 2020. If this transaction is unable to be completed due to any reason it is his intent to continue the search for a replacement ladder truck. Chief Petroskey is requesting approval to

investigate other replacement units as they come available under similar circumstances. The Fire Truck CIP replacement fund has a balance of \$417,752 as of January 1, 2020. By authorizing staff to work directly with outside municipalities or vendors for the purchase of a used ladder truck, the committee is providing pre-approval for staff's final recommendation to go directly to Council in order to expedite the process regarding future opportunities.

Mayor Brandt indicated staff has been down to look at the vehicle already. He further indicated an Offer to Purchase has been submitted.

Mayor Brandt noted that staff is always welcome to investigate replacement vehicles, but they need to come to this committee to approve any expenditure. If a special meeting is necessary, that is fine.

Upon inquiry by Alderperson Kassis, Chief Petroskey indicated that the vehicle has approximately 50,000 miles and was a demo vehicle.

Mr. Desotell noted that the vehicle is 15 years newer than the one the City currently has.

Ms. Matucheski commented that a new vehicle would be \$1,200,000.

Motion to approve the purchase of a used Ladder Truck from City of Starkville for \$250,000.

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>                    |
|                  | <b>Next: 1/8/2020 6:00 PM</b>                               |
| <b>MOVER:</b>    | Glenn Bugni, Ward 7                                         |
| <b>SECONDER:</b> | Tim Kassis, Ward 3                                          |
| <b>AYES:</b>     | 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

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|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Glenn Bugni, Ward 7                                         |
| <b>SECONDER:</b> | Tim Kassis, Ward 3                                          |
| <b>AYES:</b>     | Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak |

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Bill Brandt, Chairperson

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Date