

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
DECEMBER 20, 2017

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	Absent	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Absent	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Dominic Frandrup, Library Director; Eric Roller, Public Safety Director; Sarah Repp, Park, Recreation and Cemetery Director; Alderpersons Sandy Fischer, Rick LeBrun and Barbara Rebstock; Roger Musolff, Building Inspector/Zoning Administrator; Kaye Matucheski, Clerk-Treasurer; Mark Desotell, Director of Administrative Services; Michael Winter, City Attorney; 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 November 15, 2017 Meeting

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

2. Write Off Block Grant for 1417 Fifth Avenue Due to a Foreclosure

Kaye Matucheski, Clerk-Treasurer, provided a memo indicating that while checking records for the property at 1417 Fifth Avenue, the bank foreclosed on it at the end of 2015 and ownership of the property changed in 2016. The City has two block grant mortgages on this property totaling \$14,261.49 which will need to be written off because of the foreclosure.

Motion to approve writing off the block grant mortgages for 1417 Fifth Avenue as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

3. Correction to Health Insurance Resolution #115-17 and Dental Insurance Resolution #114-07 for 2018 Fees

Ms. Matucheski provided a memo noting that the wrong fees for 2018 for the dental and health insurance were listed on Resolutions #114-17 and #115.17 respectively. The error was discovered when the resolutions were being signed and distributed. The dental insurance fee stated there was no change and that it is \$5.05 per employee/per month. There is no change but the fee is \$5.25 per employee/per month.

Ms. Matucheski's memo further noted that the health insurance administration fee stated the cost was \$56.68 per employee/per month. That was the original quote but Aspirus Arise submitted a revised quote and the fee is actually \$52.83 per employee/per month. The 2018 budget reflects the correct fees.

Motion to approve the correction to Health Insurance Resolution #115-17 and Dental Insurance Resolution #114-17 for 2018 fees as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

4. Purchase a Pollution Liability Insurance Policy for 2018

Ms. Matucheski provided a memo advising that the City's insurance policies with Cities and Villages Mutual Insurance Company (CVMIC) currently have a pollution liability exclusion. This means certain types of pollution are not covered on the policy. CVMIC has been researching the availability of purchasing pollution liability to add back some of the excluded coverage. The premium for the City of Antigo is approximately \$890 which would be a \$50,000 self-insured retention (SIR). There would still be some exclusions for pollutants and the SIR is high but it would offer more coverage than what the City currently has.

Upon inquiry by Alderperson Balcerzak, Ms. Matucheski indicated that the premium is annually.

Upon inquiry by Mayor Brandt, Ms. Matucheski indicated that this is not a policy the city currently has. This was never offered before.

Approval to purchase the pollution liability insurance policy.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

5. Deputize Clerical/Utility Assistant for Elections

Ms. Matucheski provided a memo indicating that previously in the Clerk-Treasurer's office, one of the clerical positions was deputized in order to perform election work that only a deputy can do such as initialing absentee ballots. There has been no one deputized for this purpose since the previously appointed employee retired. There would be no increase in compensation or job description as the position already indicates the handling of election related duties. This would allow the person to actually initial and sign the work that she is already doing instead of having to seek the signature of the Clerk-Treasurer or Deputy Clerk-Treasurer.

Ms. Matucheski would like to deputize Jaime Horswill for election duties. She has been performing these duties for a few years and she is comfortable with appointing her as an Election Deputy.

Motion to deputize Clerical/Utility Assistant for elections.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

6. Add a Chaplain Program for the Antigo Police Department

Eric Roller, Director of Public Safety, provided a memo noting that the Antigo Police Department is interested in starting a chaplain program for the purposes of providing spiritual and emotional support to all members of the department, their families and members of the public that they serve. The goal is to have a chaplain assist the department in the following manner:

Counsel law enforcement officers and other members of the department

Make death notifications

Assist at suicide incidents

Visit sick or injured officers in homes and hospitals

Teach officers in areas of stress management, ethics, and family life

Furnish responses to religious questions

Offer assistance at critical incidents and ceremonies

The chaplain is a volunteer position with no compensation for services and will be selected through a religiously neutral process. The chaplain is considered an on call position to meet the needs of the department and is provided with full access to all facets of the department, a distinct uniform, and training supported by the Antigo Police Department.

They are looking for a chaplain that is ecclesiastically certified in good standing and endorsed for a chaplaincy program by a recognized religious body and having a minimum of three years of service, a valid driver's license, show compassion and understanding for others, and relate easily to people while maintaining a high spiritual and moral standard. Chaplains have been involved for many years in law enforcement and have proven to be very beneficial to the profession. Many departments in Wisconsin have a successful chaplain program and have been promoting the idea to other departments as there is an increased need for support to law enforcement.

Chief Roller's memo concluded by adding that funding for the chaplain program will be very minimal and they will utilize the current training and uniform budget to maintain the program. He has already sent Officer Joe Husnick to training regarding establishing a chaplain program, and they feel they are ready to start the process.

Aldersperson Balcerzak commented that he believes this is a good idea.

Upon inquiry by Aldersperson Bauknecht, Chief Roller noted that the department could have several different chaplains depending on the response and availability.

Motion to add a chaplain program for the Antigo Police Department as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

7. Update Tobacco Ordinance to Add Nicotine Products

Chief Roller provided a memo indicating that he is looking to update the current purchase or possession of tobacco products to include all nicotine products. The reason for the change is to include the E-cigarettes and vape products within the ordinance. The current ordinance does not cover these products and is not consistent with the state statute. Including Nicotine products within the ordinance will allow the department to properly enforce the E-cigarettes and vape products.

Motion to update the tobacco ordinance to add nicotine products as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

8. Update Private Well Abandonment and Well Operation Permit Ordinances as Requested by the Wisconsin Department of Natural Resources

Roger Musolff, Building Inspector/Zoning Administrator, provided a memo and proposed updated ordinances regarding private well abandonment and well operation permits. The Wisconsin Department of Natural Resources requested the update to this ordinance as part of the annual inspection of waste water and water treatment facilities. Upon review, there were references to departments that no longer exist and some of the language was out dated.

Motion to update the private well abandonment and well operation permit ordinances as requested by the Wisconsin Department of Natural Resources.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

9. Update Language in Cross Connection Ordinance as Requested by the Wisconsin Department of Natural Resources

Mr. Musolff provided a memo and proposed updated ordinance regarding cross connection. The Wisconsin Department of Natural Resources requested the update to this ordinance as part of the annual inspection of waste water and water treatment facilities. Upon review, there were references to departments that no longer exist and some of the language was out dated.

Motion to update the cross connection ordinance as requested by the Wisconsin Department of Natural Resources

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

10. Demolition Study for Former Java Junction Building 814/16 5th Avenue

Mark Desotell, Director of Administrative Services, provided a memo noting that a number of factors have been taken into consideration regarding the recommendation to advance the demolition process of the former Java Junction building located at 814 Fifth Avenue. Since it became a tax reverted property back in 2013 the City has been working with potential entrepreneurs/developers to re-purpose the site. Some of the largest factors preventing its use included a deteriorating "built-up" roof system, continued interior water damage from the poorly maintained roof system and a lack of functioning mechanical systems for daily operation of the various retail/residential spaces.

During 2017 the City hired MSA Professional Services to conduct an asbestos assessment leading to the removal of known friable materials by Mavo Systems in preparation of the likely demolition of the building in 2018. The next step in the process is to conduct a demolition assessment of the former Java Junction building looking at the potential impacts to the neighboring buildings in terms of common walls, roof lines and any potential floor framing connections. In addition to these factors the common stairwell leading from Fifth Avenue to the apartments located on the second level of the adjoining building to the east needs to be evaluated. MSA Professional Services provided a Professional Services Agreement in the amount of \$8,500 to complete this pre-demolition review of the building providing the City with the information necessary to consider the final demolition step. It is his recommendation to have the Committee approve this next step and to waive any bidding requirements under the Exception to Bidding Requirement (Section #3) for qualification based professional services. He has communicated with the adjacent business owners during various steps in this process and will make them aware of the Committee's decision.

Motion to approve the demolition study for the former Java Junction Building at 814 Fifth Avenue with MSA Professional Services in the amount of \$8,500 and waiver of any bidding requirements under the Exception to Bidding Requirement (Section #4) for qualification based professional services as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

11. Contract for Demolition of House at 702 S Clermont St.

Mr. Musolff provided a memo advising that the bid opening for the demolition of a house at 702 S Clermont Street is scheduled for December 18, 2017 at 3:00 pm and will be distributed at the meeting.

During the meeting, Mr. Musolff distributed the bid tab with the following results:

Duffek Sand and Gravel	\$10,810 (w/out foundation removal)	\$12,610 (w/ foundation removal)
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Krueger and Steinfest foundation removal)	\$10,460 (w/out foundation removal)	\$13,860 (w/
Kautza Excavating (w/foundation removal)	\$8,490 (w/out foundation removal)	\$9,590
Heinzen Inc. (w/foundation removal)	\$11,480 (w/out foundation removal)	\$15,614

Upon inquiry by Mayor Brandt, Mr. Musolff does not recommend removing the foundation at this time.

Mr. Desotell indicated that the City does not own this property, it is not a tax reverted property so he does not recommend removal of the foundation at this time.

Upon inquiry by Alderperson Feller Gottard, Mr. Musolff indicated that the house will be removed and the foundation will remain two feet below the ground. The basement floor will be broken up, filled in and planted with grass.

Upon inquiry by Mayor Brandt, Mr. Desotell indicated that the cost of this will be charged as a special assessment back to the property.

Motion to approve the bid from Kautza Excavating for \$8,490 without removal of the foundation for demolition of a house at 702 S Clermont Street.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

12. Consideration of the Submission of a 2018-2022 TAP Grant Application for the Expansion of the City's Existing Bicycle/Pedestrian Trail System Leading from the Elevated Boardwalk and Terminating at the Remington Detention Pond

Mr. Desotell provided a memo seeking authorization to advance a 2018-2022 Transportation Assistance Program Grant (TAP) for the expansion of the existing bicycle/pedestrian trail system from its current location north of the elevated boardwalk to the northern limits of the City and west to a termination point at the Remington Detention Pond. He provided a map showing the recommended route and type of improvements needed along the various roadway sections in order to accomplish this goal. The City previously applied for these grant funds to the Wisconsin Department of Transportation (WisDOT) and unfortunately the project was not selected.

Mr. Desotell's memo concluded by adding that staff has addressed the known concerns indicated from the previous application and are recommending that the City apply for a smaller grant amount than the \$1,000,000 maximum. By doing so, he hopes to gain support from WisDOT as they have indicated a priority to fund smaller projects in order to maximize the overall statewide impacts of the program.

Mr. Desotell showed a map, noting that the area in green close to the fairgrounds is not part of the application. This \$360,000 part will be applied for under a Knowles Stewardship Funding Grant. The red areas on the map are approximately \$937,500 in requested grant funds for a total of \$187,500 in local match and \$750,000 in grant funds.

Upon inquiry by Mayor Brandt, Mr. Desotell indicated that the City's matching funds would come from a combination of budget, the funds from the sale of the Swiderski property, urban forestry sales and the Knowles Stewardship funds.

Upon inquiry by Alderperson Feller Gottard, Ms. Repp indicated Langlade Hospital has donated funds for flashing lights at the Highway 64 crossing at Charlotte Court much like those next to the hospital.

Mr. Desotell further advised that this application does not include lighting. This is not something that could be accomplished at this phase.

Motion to approve the 2018-2022 TAP Grant application as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Carol Feller Gottard, Bill Brandt, Tom Bauknecht, Reinhardt Balcerzak
ABSENT:	Tim Kassis, Glenn Bugni

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:22 pm

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

Bill Brandt, Chairperson

Date