

**CITY OF ANTIGO
FINANCE, PERSONNEL & LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
FEBRUARY 17, 2016**

Members Present: Mayor Bill Brandt, Alderpersons Balcerzak, T. Bauknecht, Darling, and Bugni

Members Absent: Alderperson Kassis

Others Present: Terry Brand, Lois Jones, Pat Novak, Kathy Boksa, Alice Greigo, Clark Palmer, Gloria Oberneber, and Jim Hubatch, Senior Center Task Force; Sarah Repp, Park, Recreation and Cemetery Supervisor; Mark Desotell, Director of Administrative Services; Jon Petroskey, Fire Chief; Eric Roller, Public Safety Director; Bill Obenauf and Tom Horswill, Infrastructure Alternatives; Alderperson Feller Gottard; Drew Kelly, Media; Angie Close, Economic Development Corporation; David Solin, Langlade County Board; and Jaime Horswill, Utility/Clerical Assistant.

This meeting of the Finance, Personnel & Legislative Committee was called to order on the above date at 6:00 p.m. in the Multi-Purpose Room, City Hall. Mayor Bill Brandt served as Chairperson and Jaime Horswill, Utility/Clerical Assistant, recorded the minutes thereof.

1. Approval of Minutes from the January 20, 2016 Meeting

Bugni moved, Darling seconded, to approve the minutes from the January 20, 2016, meeting as previously distributed. Carried 5-0, Absent 1.

APPROVED

2. Request to Waive Noise Ordinance for Relay for Life Event

T. Bauknecht moved, Darling seconded, to approve the request to waive noise ordinance for Relay for Life Event as presented. Carried 5-0, Absent 1.

RESOLUTION TO COUNCIL

3. Request to Waive Event Permit Fees for the Farmer's Market at Peaceful Valley Pavilion

Antigo Farmer's Market, Inc. provided a Waiver Request Application Form requesting waiver of the Special Event Permit Fees from the first Saturday in June until the first Saturday in October, 2016. The market is a place to sell locally grown produce and related food items as well as cooking and craft demonstrations. This makes available locally grown produce and locally produced food products. The market further donates fresh produce to the Antigo Food Pantry weekly.

Upon inquiry by Alderperson Balcerzak, Ms. Repp advised that the group will utilize the pavilion and place tents outside depending on how many vendors are present. There will be no tents within the pavilion.

Balcerzak moved, Bugni seconded, to approve the request to waive the event permit fees for the Farmer's Market at Peaceful Valley Pavilion as presented. Carried 5-0, Absent 1.

RESOLUTION TO COUNCIL

4. Report from Senior Center Task Force

Terry Brand provided handouts for the Antigo Area Community Senior Center. The mission statement of the center is to serve as a community focal point and meeting place for older adults, age 50 and over. Activities offered range from social and recreational to educational and travel. The Center brings people together with compassion and a welcoming spirit, showing respect and honoring differences. The Center is designed to both build and sustain a sense of community in the Antigo area. The Center recognizes that healthy aging occurs when people remain active and interactive with peers and other generations. Socialization is a key component in the healthy aging process.

The center is looking for staffing funded by the City, County, and/or School District. They are requesting \$65,000 for salary and benefits for a full time director, \$15,000 for salary for a part time activities and volunteer coordinator, \$10,000 for housekeeping/custodial services, and \$5,000 for operations/supplies for a total anticipated operation expense of \$95,000.

The center will provide a regular schedule of programs and activities including but not limited to arts, health and fitness, hobby development, social interaction, technology skills, living a healthy and active senior lifestyle, youth/parent mentoring, education, outreach, and weekly lunch with a guest speaker. There will be an array of special programming available for a fee which may include Happy Travelers bus trips and social nights/dances.

Mr. Brand indicated that the group has presented to the county and school district already. The school board has appointed Dr. McKenna and Andy Merry to the ad hoc committee and the county has appointed Dave Solin and another. He hopes the city will have two members as well.

Pat Novak spoke about the need for a senior center. There needs to be a common place with structured and non-structured activities. According to the 2015/2016 resource guide the county population is 19,977. 22.7% of this population are people ages 50-64. 20% of the population are 65+, which equates to 42.7% of the total county population.

Cathy Boksa is an Antigo native. She noted that there is no place to go to be with people of her age. She provided a calendar for a senior center in Waupaca so the committee can see what a senior center can offer.

Ms. Boksa indicated that the center will offer a coffee corner for socialization. There are currently card groups, which have dwindling numbers because people are unsure where the group is meeting. They will offer card tables for cards and other games. Exercise classes, classes to learn or expand on skills, crafts, woodworking, knitting, presentations, etc. are all things that could happen at a senior center. Seniors do not want to sit at home, they want to be active. They are asking the city and county to stand up and give seniors the things they need.

Mr. Brand distributed a comparison with numerous senior centers. Mr. Brand noted that the centers are run by cities, counties, school districts or a combination. There are taxes that the school districts are able to access which is a different way of funding that has been successful in other communities.

Mr. Brand indicated that some senior centers are able to run on less funding as the senior members do a lot of the volunteering so the center is able to run itself.

Mr. Brand further distributed a list of websites for other senior centers and what the community provides in the center.

Mr. Brand is requesting members from the council to sit on the ad hoc committee for the senior center.

Dave Solin, Langlade County, noted that his name was brought up because he advised that before he appoints anyone from the county board there needs to be more questions answered. He noted that the county has been working on this for the past two years and it is no further along at this point then it was two years ago.

Mayor Brandt advised that the city offered space two years ago to those interested in a center. The city would have provided the effort to gauge participation. They wanted to do this to see what kind of need there was within the community. He believes the offer may still be available to provide a few rooms. The city would then be able to see the interest. No one has acted on this from the senior community.

Upon inquiry by Mr. Brand, Mayor Brandt indicated that the city was offering rooms at SS Mary and Hyacinth. The city thought this would be an excellent location because of the meals that are currently done in the basement. He believes this location may help generate numbers.

Mr. Solin indicated that the county has offered space at the health care center, in the gym area. No one has taken interest in this offer.

Mr. Brand and other members of the senior task force advised that they were not involved with the senior center when these spaces were offered.

Ms. Boksa indicated that the senior center task force has approximately 100 names of individuals that are interested in a senior center, who have come to at least one informational meeting. This group started from scratch when Tim Moe spearheaded the task force.

Mayor Brandt indicated that he can get back together with Mr. Solin and look at possible space for a short term solution to gauge the need for a senior center.

Ms. Boksa indicated that they are not looking for an 8-4 location Monday through Friday with a full time director, but a space to start with volunteers to assist.

Mayor Brandt advised that he will speak with the county and get back in touch with Mr. Moe.

Mayor Brandt noted that the group may want to look at partnering with other community groups. There may be a need for the senior center to do fundraising.

Aldersperson Bugni suggested checking with local foundations. Aldersperson Balcerzak suggested writing for grants. Ms. Boksa indicated that the group is not a 501c3.

INFORMATION ONLY

5. Entrepreneur's Grant Program Application for 829 Fifth Avenue

Michael Caffero (Banquet on a Bun) provided an Entrepreneur's Grant Program Application for 829 Fifth Avenue.

The business plan submitted advised that the business is intended to be established as a Limited Liability Company with the expectation of rapid expansion in the food service industry. The company solicits financial backing in order to introduce its new product. The mission is to consistently deliver quick, quality food at a reasonable price.

The company's primary product will be Vienna Beef sandwiches, which has proven to be very popular, profitable, and a high profile business in Illinois, which has not been introduced to this area.

The company intends to finance \$33,000 over the course of two years, to be used for the following purposes:

Kitchen Equipment	\$20,000
Façade and interior remodeling costs	\$13,000

Long term debt payment is a key feature of the Company's financial plan. They expect to break even within a 12-18 month time period following the introduction of their product. Financial predictions suggest a minimum 33% return on investment by the conclusion of the financial period.

Their business summary includes that the current area businesses send one person out to grab everyone's lunch order at a fast food place because they cannot leave work for lunch and there are no deliveries in our area. Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions: speed, delivery and cost.

The company has completed a thorough analysis of its competitors pricing. Keeping in mind the competitions pricing and costs of customer acquisition, they have decided the following pricing strategy: to come in at 10-15% below area corporate fast food chains. The average lunch for two at area chains is \$13.00, and theirs would be \$11.00. They also deliver when others do not.

Alderson Darling noted a point of concern being a delinquent water bill shown on the current tax bill. After discussion, Mr. Desotell indicated that the delinquent water bill was from the previous owner for this property as this property was recently purchased.

Angie Close, Economic Development Corporation, gave an overview of the business. She advised that currently there is \$71,604.88 available in the grant program. Applicants can receive up to \$15,000 on eligible expenses.

Upon inquiry by Mr. Desotell, Ms. Close indicated that they have to be open for thirty days before the funds are released. She further indicated there is a deadline for requesting funds.

Bugni moved, Balcerzak seconded, to approve the Entrepreneur's Grant Program Application for 829 Fifth Avenue in an amount not to exceed \$15,000. Carried 5-0, Absent 1.

APPROVED

6. 2016 Water and Wastewater Operation and Maintenance Budget including Attachment "D"

Mark Desotell provided a memo advising that the City received a 2016 budget and a final expenditure summary as part of the annual submittal from Infrastructure Alternatives in accordance with the "Agreement for Operation and Maintenance" of the water and wastewater treatment facilities. In reviewing the actual 2015 expenditures for both plants the projected givebacks were calculated for 2016 as follows:

<u>Facility</u>	<u>2015 Budget</u>	<u>2015 Expenditures</u>	<u>Savings/Projected 2016 Giveback</u>
Water	\$200,500	\$185,835	\$14,665
Wastewater	\$276,000	\$256,114	\$19,886

(Note: The first numbers are actually for the 2014 Giveback and the second are 2015.)

Attachment "D" then goes on to compare the 2015 projected giveback versus the actual giveback based on 2015 expenditures to calculate our 2016 monthly payments to Infrastructure Alternatives. This calculation results in the following adjustments to our monthly payments.

<u>Facility</u>	<u>2015 Projected Giveback</u>	<u>2015 Actual Giveback</u>	<u>Difference</u>
Water	\$34,808	\$14,665	\$20,143 less
Wastewater	\$ 9,993	\$19,886	\$ 9,893 more

The difference in the projected versus actual giveback amounts are then utilized to determine the 2016 monthly payments to Infrastructure Alternatives as follows:

<u>Facility</u>	<u>2015 Monthly</u>	<u>2016 Difference/12</u>	<u>2016 Monthly</u>	<u>% Change</u>
Water	\$41,573	\$1,679	\$43,252	+ 4%
Wastewater	\$51,687	(\$825)	\$50,862	- 1.6%

Mr. Desotell's memo concluded by noting that the remainder of Attachment "D" shows some minor category adjustments with a \$0.00 increase in the projected 2016 budgets for either the water or wastewater facilities. It is Mr. Desotell's recommendation to approve the 2016 budget (Attachment "D") as presented.

Darling moved, T. Bauknecht seconded, to approve the 2016 Water and Wastewater Operation and Maintenance Budget including Attachment "D" as presented. Carried 5-0, Absent 1.

RESOLUTION TO COUNCIL

7. Request to Provide an Exception to Ordinance Under Article IX-Street Use Permits for the Peaceful Valley Corridor (East of the Sixth Avenue Bridge and West of 500 Field Street)

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a memo requesting an exemption to the Street Use Ordinance under Article IX-Street Use Permits for the Peaceful Valley Corridor (East of the Sixth Avenue Bridge and West of 500 Field Street). This will assist with promoting the use of the Peaceful Valley Festival Grounds which flows into the Peaceful Valley Park, the future Pavilion, the existing Warming House, and Community Built Rockin' Robin Playground. The exemption will provide a more streamlined and easier process for those wishing to utilize the area.

Ms. Repp's memo concluded by noting that the street closure exemption would only be for the park corridor on Sixth Avenue for the area east of the Sixth Avenue bridge and west of 500 Field Street. Additionally, all appropriate departments and authorities will be notified of the closure if requested via the permit process. Businesses to the east and west of the closure area would still have access off of Highway 45, Sixth Avenue, or Field Street.

Upon inquiry by Alderperson T. Bauknecht, Ms. Repp indicated that there is no need for signage indicating the closure of the road as you can still access any businesses in the area. Mr. Desotell indicated that for larger events such as Badgerland Classics volunteers direct traffic.

Balcerzak moved, Bugni seconded, to approve the request to provide an exception to Ordinance under Article IX-Street Use Permits for the Peaceful Valley Corridor as presented. Carried 5-0, Absent 1.

ORDINANCE TO COUNCIL

8. Purchase of 2016 Ford Utility AWD for Police Department

Eric Roller, Director of Public Safety, provided a memo requesting to purchase a new 2016 Ford Utility Police Interceptor All Wheel Drive (AWD) to replace the oldest Ford Utility to maintain the current vehicle replacement program and turn the used vehicle over to the Antigo Fire Department for them to utilize the AWD vehicle for their department

Chief Roller has budgeted \$68,000 in the CIP budget for the purchase of two squads, necessary changeover equipment, and the conversion of the squads. Late last year, he purchased the first squad under this budget to replace the squad that was given to the K9 unit last year.

Chief Roller's memo continued to note that previously the Antigo Fire Department was attempting to save money for an AWD vehicle to replace their aging AWD chase vehicle. This process would have taken many years and it was agreed to transfer the money to the Police Department to assist them in buying the vehicle and then have the same vehicle turned over to the fire department within two years. The Fire Department has had to retire their old AWD vehicle earlier than expected due to safety concerns and they are going without the AWD vehicle while they await the old squad.

Chief Roller noted that he previously purchased the squads from Ewald Automotive under the state contract bidding process. This year, Chris Corr from Langlade Ford requested to put in a bid on the vehicle. The bid from Ewald Automotive was for \$28,658 and Langlade Ford was \$28,800. Both vehicles have identical equipment and have all the same specifications.

Chief Roller indicated that Langlade Ford bid includes the plate and title on the vehicle, so the difference in bids is dropped to \$67.50.

Aldersperson T. Bauknecht noted that Langlade Ford holds the service contract as well.

Upon inquiry by Aldersperson T. Bauknecht, Chief Roller indicated that it was more advantageous before to take the state bid as the Chevrolet dealer advised that they could not match the state bid. Langlade Ford requested to bid this year.

Balcerzak moved, Bugni seconded, to approve the request to purchase a 2016 Ford Utility AWD for the Police Department from Langlade Ford as presented. Carried 5-0, Absent 1.

APPROVED

9. New Pagers for Fire Department

Jon Petroskey, Fire Chief, provided a memo noting that in 2007 the Fire Department received a grant for new pagers and radios for the entire department which include over \$75,000 worth of equipment. Since that time, money has been put aside in the CIP for when this equipment needs replacing. Currently, Chief Petroskey needs to replace 6 pagers which are ending their useful service life. The Fire Department requested quotes for 6 pagers and the low price is from Northway Communications for \$2,508, which includes setup, delivery and a three year extended warranty.

Balcerzak moved, T. Bauknecht seconded, to approve the request for six new pagers for the Fire Department from Northway Communications for \$2,508 to include setup, delivery, and a three year extended warranty. Funding will be derived from the CIP budget . Carried 5-0, Absent 1.

APPROVED

10. Options for Postage Meter Rental Agreement Renewal

Kaye Matucheski, Clerk-Treasurer, provided a memo advising that the postage meter rental agreement with Pitney Bowes is expiring in March. Pitney Bowes provided quotes for two different options. One is a model that is much more technically advanced, has more features, and costs approximately \$3,000 more over the five year lease period than the City is paying now (currently we pay \$10,243.80). She does not feel the City needs to have this advanced of a machine so she inquired if they have something more comparable to what we have now.

The model (DM-400) Pitney Bowes has is one step down and has a few less capabilities than the one we have now that they are no longer selling. It processes fewer envelopes per minute and does not allow envelopes thicker than 5/16" to go through the machine. This would require more postage tape strips to be used instead of being able to put the ink stamp right on the envelope. The cost is \$8,748 over the life of the 60 month lease which is about \$1,500 less than we are paying now.

Ms. Matucheski also requested a quote from Neopost, which was handled through Office Enterprises on the state contract. The machine they quoted (IN-700) is comparable to what the City currently has as far as processing speed and the maximum thickness of the envelopes (5/8"). The cost is \$10,612.20 which is approximately \$1,400 more than we are paying now.

Ms. Matucheski likes the features of the Neopost machine but thought it best to check the price of the supplies of both machines to see if they were comparable. Pitney Bowes ink cartridges are about \$18 more for each one, which adds about \$500 to the lease over Neopost.

The other difference in supplies is the tape strips at Pitney Bowes cost is \$69.99 for 600 labels and Neopost is about \$30 for 1,000 labels. Why this is important to take into consideration is that the Pitney Bowes machines only takes envelopes at 5/16" thick and Neopost can accommodate 5/8" thick. Besides Neopost's tapes being less expensive, fewer strips will be used.

Ms. Matucheski's memo concluded by recommending that the City lease the Neopost machine as it is the closest to the current machine which has been handling the City's mail needs adequately. This would be a five year lease agreement with quarterly payments.

Darling moved, Bugni seconded, to approve leasing the Neopost machine for a five year lease as presented. Carried 5-0, Absent 1.

RESOLUTION TO COUNCIL

11. Government Meeting Management Software

Ms. Matucheski provided a memo advising that currently meeting agendas are compiled manually and scanned in for agenda packets which can be a time consuming process. For

about the past year staff has been looking at meeting management software to assist in this process. After reviewing two specific products, iCompass and Accela, she recommends the Accela product as it has more capability for staff to manage their own agenda items.

The software would send an e-mail when the packet is ready for viewing. The Alderperson would go into the Accela software for the packet. You will be able to click on a link in the agenda to see the attachment but the best part is the agenda still stays on the left side of the screen. You will also be able to type notes on the screen.

For staff, department managers will be able to insert their own items to the software and then one person compiles everything for the agenda. Many of the now manual steps will be set up for the program to do automatically. The minutes will also be drafted using the same agenda outline which will also save time. There will be a learning curve to fully utilize the software so we would like to be able to have it in place right after the April Election so we have time to practice with it for a few months. A 15 minute demonstration of the software is available if anyone is interested in viewing it.

Ms. Matucheski's memo concluded by noting the cost of the software subscription is \$480 a month. There is a termination clause with 30 days notice. The City Attorney has reviewed the agreement and approved it.

Balcerzak moved, Darling seconded, to approve the purchase of Accela Government Meeting Management Software for \$480 a month as presented. Carried 5-0, Absent 1.

RESOLUTION TO COUNCIL

12. Write Off Block Grant Loan for 421 Deleglise Street

Ms. Matucheski provided a memo noting that the City has been notified that the home at 421 Deleglise Street was sold at a Sheriff's Sale for foreclosure on the property. There is an outstanding Block Grant Loan in the amount of \$13,713 for Jared Zalewski that is uncollectable. Therefore, it will need to be written off.

Bugni moved, Balcerzak seconded, to approve writing off the Block Grant loan for 421 Deleglise Street as presented. Carried 5-0, Absent 1.

RESOLUTION TO COUNCIL

13. Any Other Matters Authorized by Law to be Considered

NONE

14. Adjournment

Darling moved, Bugni seconded, to adjourn the meeting at 6:40 p.m. Carried 5-0, Absent 1.

APPROVED

Mayor Bill Brandt

Date