

**CITY OF ANTIGO  
FINANCE, PERSONNEL & LEGISLATIVE COMMITTEE  
MINUTES OF MEETING HELD  
APRIL 20, 2016**

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

Members Absent: None

Others Present: Trent and Danielle Meyer; Terry Brand; Sam Hardin, Music in the Park; Kaye Matucheski, Clerk-Treasurer; Mark Desotell, Director of Administrative Services; Eric Roller, Director of Public Safety; 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.

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**1. Approval of Minutes from the March 16, 2016 Meeting**

Bugni moved, Darling seconded, to approve the minutes from the March 16, 2016, meeting as previously distributed. Carried 6-0.

**APPROVED**

**2. Request for \$600 for Printing of Brochures**

Upon inquiry by Alderperson Balcerzak, Mayor Brandt indicated that the request is from the Music in the Park group. The group sent a representative if there are any questions.

Sam Hardin, Music in the Park, advised that editing is being completed and the group is nearly ready to start printing.

Upon inquiry by Alderperson Kassis, Mayor Brandt advised the funding would be derived from the economic development portion of the Hotel/Motel funds.

Darling moved, Balcerzak seconded, to approve the request for \$600 for printing of brochures for the 2016 Music in the Park with funding derived from the economic development portion of the Hotel/Motel funds. Carried 6-0.

**RESOLUTION TO COUNCIL**

**3. Review of Pitbull Ordinance**

Trent Meyer advised that he and his family have a pitbull/bull mastiff mix. He got this dog as a puppy for his children. The dog is family orientated. The dog did get loose once and was recovered by the Humane Society. Once retrieved, the Humane Society said the dog was a "bag of hugs and a sack of kisses."

Mr. Meyer advised that the police department recently discovered the dog within the City limits. The police department advised Mr. Meyer that there was an ordinance in effect banning pitbulls within the City limits. Mr. Meyer noted that his dog is a registered emotional support dog. Officers Brown, Rustick and Captain Musolff were provided documentation showing this. Mr. Meyer did receive two tickets for having the dog within City limits.

Mr. Meyer advised that every breed of dog has a reputation. It is not the breed itself, it is how you raise it. He does not have a violent vicious dog. His family has owned pitbulls since his children were born.

Mr. Meyer noted that there are owners who do not take care of their dogs or breed them specifically to fight.

Upon inquiry by Alderperson Kassis, Mr. Meyer noted that his son is autistic. His dog will not allow his son on the road. He has been trained this way. The dog is on a 250 tie out cable to make sure the cable does not break. The dog is a companion.

Upon inquiry by Alderperson Kassis, Kaye Matucheski, Clerk-Treasurer, advised the ordinance is for any pitbull not just 100%.

Mr. Meyer further noted that he went to court yesterday for his ticket. The Judge was unaware of the ordinance. Mayor Brandt noted that ordinance has been in effect since 1999.

Upon inquiry by Alderperson T. Bauknecht, Mr. Meyer explained that his dog is comforting to his autistic son. The dog has a calming effect on his son.

Chief Roller advised that there is nothing legal saying that you can be serviced by a dog. Under the ADA standards, there are dogs that can be service dogs. The dogs must be trained to do specific tasks. To obtain companion dog certification, you can simply mail paperwork into a company and for a fee, receive a certification. It is unfortunate that there are companies taking advantage of people.

Chief Roller noted that Mr. Meyer has done a good job training his dog, but the laws are in place for a reason. Everyone will say their dog is perfect until it bites. It is innate in this breed to attack. His dog may never bite. He questioned, if you change it for one, where do we stop?

Mayor Brandt noted that when this ordinance was enacted, there was concern with the pitbull breed attacking unprovoked. Families thought their dog was gentle, kind and loving but very serious injury occurred where people could not get the dogs to stop.

Alderperson Darling advised that he looked up dog bites on the internet and found that between 2005-2015, 232 Americans were killed by pitbulls. That is one citizen every seventeen days. In 2015, 41% of those fatalities were children nine and under and 59% were adults over 22.

Alderperson Balcerzak shared a story about a pitbull noting that it got ahold of one of his dogs ears and he could not get it to let go. The pitbull was on a leash and was very strong, knocking the owner to the ground.

Mr. Meyer noted that he has heard similar stories, however, he and his children were walking and he was bitten by a tea-cup chihuahua.

Alderperson Darling questioned the current ordinance, noting inconsistencies. Ms. Matucheski advised that when the ordinance went into effect, any resident that owned a licensed pitbull was "grandfathered in". The ordinance listed restrictions for these pitbulls. So now that there are no pitbulls in the community, Section C could be eliminated.

Balcerzak moved, Darling seconded, to deny changing the pitbull ordinance as written. Carried 6-0.

## **DENIED**

### **4. Review of Ordinance Regarding No Parking on Sunset Drive**

Mayor Brandt indicated that this ordinance was put into effect when the high school was built and they started to charge for parking passes. The residents on Sunset Drive complained about all of the kids parking on Sunset Drive because the kids were walking in the road as there is no sidewalk.

Aldersperson Darling noted that this ordinance is during school hours.

Ms. Matucheski noted that the police department enforces this for the school kids. But if someone is having a card party or something, parking for residents is allowed. This ordinance is geared towards the school.

Mayor Brandt suggested that the ordinance remain in effect.

Upon inquiry by Aldersperson Bugni, Ms. Matucheski indicated that there is a separate ordinance regarding trailers or campers on the street. Chief Roller believes it is 48 hours.

Chief Roller noted that officers have discretion with this ordinance. If parking is by residents, there is no problem. This is geared for the kids and parking. If by chance a ticket is issued, residents can bring it to the police department and it can be dismissed.

## **INFORMATION ONLY**

### **5. Request to Accept Offer to Release Block Grant Mortgage on 740 Gowan Road**

Ms. Matucheski provided a memo and copies of e-mails from CoVantage Credit Union and MSA Professional Services regarding the outstanding Block Grant mortgage for the home at 740 Gowan Road. The property owner is deceased and her son would like to deed the home back to CoVantage to avoid foreclosure. As the e-mails indicated, if the property goes into foreclosure, the City will most likely not recoup any of the block grant funds. CoVantage Credit Union would like to satisfy the Block Grant mortgage with a payment of \$1,000. This will allow them to take ownership of the property, rehab it, and sell it.

Ms. Matucheski's memo further noted that CoVantage has a broker's opinion on the anticipated selling price of the property at \$80,000-\$82,500 and they do not believe they will recoup all of their costs in the sale of the home. If the City does not accept the \$1,000 for a block grant satisfaction, CoVantage will have to begin the foreclosure procedures.

Balcerzak moved, Kassis seconded, to accept \$1,000 as a block grant satisfaction and release the block grant mortgage on 740 Gowan Road. Carried 6-0.

## **RESOLUTION TO COUNCIL**

### **6. Request Approval to Change Credit Card Companies**

Ms. Matucheski provided a memo noting that the City currently offers the option to pay fees by credit card through ACI Worldwide (formerly Official Payments). The service is not as good with ACI as it was with Official Payments so staff began to look at other options for credit card processing. As long as staff were looking at options, they looked at each company's ability to provide e-billing and other online services.

Ms. Matucheski advised that after considering several companies that offer these services, Payment Services Network (PSN), Accela, Third Millennium, GovPay, and ACI, staff is recommending changing our credit card processing to PSN. The company is based in Madison, Wisconsin and is able to provide the other services that the City is looking for at the most reasonable cost. Currently customers are charged 2.85% (minimum \$1.00) by ACI when they use a credit card for payment. PSN's fee for all charges except taxes is 2.75% (plus 50 cents if under \$100). The fee to pay taxes is 2.5% (plus 50 cents if under \$100).

Ms. Matucheski's memo further noted that there would also be a one-time cost for the credit card swipe terminal at the counter for \$438 (\$219 each for two terminals). There would also be a \$4.95 monthly maintenance fee and an \$89 annual fee for PCI Security Compliance.

Balcerzak moved, Bugni seconded, to change the credit card processing to Payment Services Network (PSN) with the terms as presented. Carried 6-0.

## **RESOLUTION TO COUNCIL**

### **7. Request to Approve Offering E-Bill/Online Options for Utility Billing**

Ms. Matucheski provided a memo advising that the City has received requests for e-billing and other online services for utility billing. As long as staff was researching credit card processing companies, they also researched e-bill and other online options. After obtaining quotes and listening to webinar presentations from several companies, staff feels that Payment Services Network (PSN) offers the best options for these services.

Ms. Matucheski's memo noted that there are fees in addition to the credit card fees that were discussed in the previous agenda item. There would be an additional \$35 monthly fee for e-bill services. If the City wants the website customized (which Ms. Matucheski recommends) there is a one-time fee of \$200. The single item processing fees include:

- Online e-check \$1.00 if customer pays, 50 cents if City pays (recommending City pay)
- Automated phone system 75 cents
- Live Operator \$1.50
- Bank Bill pay received electronically 35 cents each

Ms. Matucheski's memo indicated that with the online e-check, customers would be able to call into the office or call PSN directly and pay over the telephone right from their checking account. This will save processing time for staff as no manual entry of a paper check is needed. To encourage the use of this payment option, many municipalities cover the fee so there is no cost to the customer. The City of Antigo does not currently offer this option, so we have no way to figure the cost to the City except to estimate. If 500 customers were to utilize this service each month, the cost would be \$250 per month. Ms. Matucheski does not think the City would have 500 per month to begin with, but believes that as customers are aware of the service the usage would increase.

Ms. Matucheski's memo continued by noting that the e-bill system would work by customers being able to sign up for the electronic service and opt out of receiving a paper bill. They would be able to view the bill online, pay electronically, and print a receipt. The bill that they see would look like the current paper bills. This would be an optional service and not required. The customer would get an e-mail stating the bill is ready to be viewed and the system will store up to two years of history starting with the first month they register. If a customer has multiple accounts, they will be able to group the bills together. They would then pay by credit card, e-check, or mail a payment. This is the \$35 monthly fee for the service no matter how many customers use it.

Ms. Matucheski's memo further noted for the customers that pay online through their bank, the City now receives paper checks in the mail and have to manually enter the payment on the customer's account. The City would then receive an electronic batch which eliminates having to open the envelope and hand enter the payment. We would also receive the money for the payments faster electronically. Staff tracked how many of these checks are received and estimated it to be 350-400 per month. Using 400 per month, the cost for this service would be \$140 per month.

Ms. Matucheski's memo concluded by noting that the estimated cost of these services per month is \$425. There will be savings for those that opt out of paper bills as the City will not have printing and mailing costs. There will also be savings of staff time to manually enter the payments and the funds will be received into the City's bank account sooner. A few inquiries about e-bills and e-checks have been received, so there is some interest. The implementation for these services would be mid-summer if approved.

Ms. Matucheski indicated that she is requesting if payment is made by e-check, the City pay the fee. Hopefully more customers will utilize this option if the City pays the fee. She was only able to estimate the cost to the best of her ability.

Ms. Matucheski indicated that if they pay by credit card, the customer will absorb the fee.

Mayor Brandt indicated that this will eliminate a lot of paperwork that is done in the office.

Ms. Matucheski agreed and advised that the utility department currently receives paper checks if customers pay online through the bank. The department gets approximately 400 checks a month. There is also a fee for the City for each check. With this service, a file would be downloaded eliminating the need to manually open and process the checks.

Upon inquiry by Alderperson Balcerzak, Ms. Matucheski indicated that automatic bank payments would not change. Payments that are paid at the local banks will also remain the same.

Upon inquiry by Alderperson Bugni, Ms. Matucheski indicated that PSN is currently utilized in numerous municipalities.

Ms. Matucheski indicated that the e-checks will benefit the utility greatly during disconnection times. The utility will be able to take payments right away out of the customer's accounts over the phone. This service is not offered currently.

Upon inquiry by Alderperson Darling, Ms. Matucheski indicated that the \$15 fee for disputed credit card accounts has never been used. The current charge is \$35 with the City's current company.

Upon inquiry by Mark Desotell, Director of Administrative Services, Ms. Matucheski indicated that there is an opt-out clause if the City is not satisfied.

Bugni moved, T. Bauknecht seconded, to approve offering e-bill/online options for utility billing as presented. Carried 6-0.

## **RESOLUTION TO COUNCIL**

### **8. Discussion Regarding Sixth Ward Alderperson Position**

Mayor Brandt indicated that with previous open positions, the City sought letters of interest. The interested parties came to Council and have five minutes for a short presentation and the council voted on the applicants.

Upon inquiry by Alderperson Bugni, Mayor Brandt advised that the applicants can be rejected.

A formal notice was sent to Bruce Kommers, who was the winner by write-in and he rejected the offer.

Upon inquiry by Mayor Brandt, it was a consensus to have the letters of interest due by May 3<sup>rd</sup> so they can be included with the May council packet.

## **LETTERS TO COUNCIL**

### **9. Any Other Matters Authorized by Law to be Considered**

Alderperson Darling advised that the next Public Works Committee meeting will be held in the Council Chambers because of the sidewalk on Sunset Drive issue.

#### **INFORMATION ONLY**

Mayor Brandt indicated that Hydratight recently had their groundbreaking. The City is currently working with the rental group that owns the property to the north to take back the area that has not been developed per the agreement.

#### **INFORMATION ONLY**

Upon inquiry by Alderperson Kassis, Mr. Desotell indicated that he had a husband and wife look at the Edison Club. The husband has already looked at the facility and he and his wife were scheduled to visit tomorrow, but due to medical issues, they had to cancel and will reschedule.

#### **INFORMATION ONLY**

There is a group of local churches that are looking for community needed projects for a voluntary effort June 11-18, 2016. They are willing to take on painting a mural on the former Boodry property. They are looking at mimicking the fieldstone patterns on the Hudson Street Bridge and walkway. This will be community based, not religious.

#### **INFORMATION ONLY**

### **10. Adjournment**

Bugni moved, Kassis seconded, to adjourn the meeting at 6:39 p.m. Carried 6-0.

#### **APPROVED**

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Mayor Bill Brandt

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Date