

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

Members Present: Mayor Brandt, Alderpersons Balcerzak, T. Bauknecht, and Darling.
Members Absent: Alderpersons Kassis and Bugni
Others Present: Kaye Matucheski, Clerk-Treasurer; Mark Desotell, Director of Administrative Services; Jon Petroskey, Fire Chief; Eric Roller, Director of Public Safety; Sarah Repp, Park, Recreation and Cemetery Supervisor; Amy Lynch, Human Resource Specialist; 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 Brandt served as Chairperson and Jaime Horswill, Utility/Clerical Assistant, recorded the minutes thereof.

1. Approval of Minutes from the June 15, 2016 Meeting

Darling moved, T. Bauknecht seconded, to approve the minutes from the June 15, 2016, meeting as previously distributed. Carried 4-0, Absent 2.

APPROVED

Alderperson Balcerzak requested that in future agendas, items like #3 and #5 should be broken out to include one item as the updated job description and a second item to include the recommended changes to pay grade and step.

INFORMATION ONLY

2. Request to Waive the Special Event/Parade Fee for “Bright Futures 5K Color Run” on October 1, 2016

Julie Zack, Administrative Assistant, provided a memo advising that this event was missed when Council granted waivers of permit fees in Resolution No. 016-16 but it was included on the spreadsheet explaining the events which request waivers. The location and date has changed from what was requested on the spreadsheet and they are now using the Springbrook Walkway which is still city property, so a permit is required.

Bright Futures 5K Color Run is an event to encourage families to come out and spend time together doing a healthy activity sponsored by the Boys and Girls Club of Langlade County. All proceeds benefit the Boys and Girls Club which benefits the youth and families of the community.

T. Bauknecht moved, Darling seconded, to approve waiver of the special event/parade fee for “Bright Futures 5K Color Run” on October 1, 2016 as presented. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

3. Approval of Updated Job Description for the Police Captain along with Recommended Changes to Pay Grade and Step

Eric Roller, Director of Public Safety, provided a memo and a copy of the proposed job description. Chief Roller’s memo advised that the job description was updated by the Human Resource Specialist and himself to reflect the changes in the position that are necessary due

to the creation of the Public Safety Director's position and added responsibilities that will be placed on the Captain of the department.

Chief Roller's memo added that as of July 5, 2016 the position of Captain is open within the Antigo Police Department as Nate Musolff took a voluntary job transfer to a position as day shift Sergeant with the department. Chief Roller has asked Sergeant Kolpack to assume the Captain's position, and he has agreed to the job change. Sergeant Kolpack has been with the Antigo Police Department for thirty years and has done an excellent job in his roles of leadership. The changes within the job description reflect the added responsibilities Chief Roller expects Mr. Kolpack to handle.

Chief Roller's memo concluded by noting that the position of Captain was set as a Pay Grade 10 Step 9. The starting Captain will start at a Pay Grade 10 Step 8. He is recommending that the position of Captain be moved to a Pay Grade 11 Step 6 with the next movement to Step 7 beginning in January 2018, just over a year of the normal movement to that step. He is recommending this increase so that the position is set within a range that is comparable to the Director of Public Safety's position and the Fire Chief's position in relation to the job responsibilities that he will be implementing with the restructuring of public safety.

The new job description includes the following updates:

*Captain works under the guidance and supervision of the Director of Public Safety; and under the broad policy guidance of the Director of Administrative Services, Mayor, Common Council, and the Police and Fire Commission. This language replaces "works under the general guidance and direction of the Director or Public Safety/Chief of Police".

*Essential Duties and Responsibilities now include:

- Seek outside funding sources for equipment and special law enforcement directives.
- Coordinate K9 regular patrol duties and assist Director of Public Safety/Chief of Police in determining special K9 enforcement and community relations events for K9.
- Assist the Director of Public Safety/Chief of Police in purchasing of department vehicles and coordinate vehicle set up.
- Work directly with squad maintenance officer to oversee squad safety and assure equipment performance is in order.
- Coordinate cooperation of services and equipment between Police and Fire Departments.

Upon inquiry by Alderperson Balcerzak, Chief Roller indicated that under state law there are minimum requirements, which need to be followed. There are desirable qualifications, which are qualifications above the minimum requirements.

Upon inquiry by Kaye Matucheski, Clerk-Treasurer, Chief Roller indicated that it would be effective upon Council approval with the next possible step increase January, 2018.

T. Bauknecht moved, Darling seconded, to approve the updated job description and recommended changes to pay grade and step as presented. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

4. Approval of Stryker Cot Purchase and Waiver of Bidding Requirements

Jon Petroskey, Fire Chief, provided a memo requesting permission to purchase a new Stryker Power Cot with 2016 CIP Funds to replace a cot from 2005. He has scheduled to

purchase a new Stryker Power Cot every ten years which is the expected service life. Chief Petroskey has requested quotes and discovered there is a \$2,000 trade in allowance on the old cot if ordered before October 1, 2016.

Chief Petroskey is requesting to waive the bidding requirements as this is specialized equipment and limited dealers. The two quotes he has are from the Stryker Sales Representative for \$16,533.25 and Pomasl Fire Equipment for \$15,689. Stryker will honor the \$2,000 trade in allowance until August 1, 2016 and Pomasl will honor it until October 1, 2016.

Upon inquiry by Alderperson Balcerzak, Mark Desotell, Director of Administrative Services, indicated that a waiver of bidding requirements is necessary as the Fire Chief received quotes and did not advertise for bids.

Upon inquiry by Mayor Brandt, Chief Petroskey indicated that the cot that will be traded in is experiencing more and more maintenance issues. There are a fair amount of hours on it.

Darling moved, T. Bauknecht seconded, to approve the quote from Pomasl Fire Equipment for \$13,689 after the trade in of the old cot and to waive the bidding requirements as presented. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

5. Approval of Updated Job Description for the Parks, Recreation and Cemetery Supervisor Position along with Recommended Changes to Pay Grade and Step

Mark Desotell, Director of Administrative Services, provided a memo with an updated job description for consideration relative to the existing Park, Recreation and Cemetery Supervisor position currently held by Sarah Repp. He is recommending the position title be changed to that of Park, Recreation and Cemetery Director with the following pay grade and step considerations:

- Position is currently compensated at Pay Grade 9/Step 7=\$62,943.78 per year
- Recommend an increase to Pay Grade 10/Step 6= \$66,245.50 per year
 - Annual salary increase= \$3,301.72 per year (note Mr. Desotell noted “per year” is a mistake as it should be the first year)
 - To become effective starting on the first payroll period of 2017
 - Also eligible for any COLA increase authorized by Council for 2017
- Next compensation table increase (Pay Grade 10/Step 7) on 1/1/18

Mr. Desotell’s memo concluded by noting the minor revisions and layout modifications to the proposed job description reflect standard changes based on creating uniformity with other updated job descriptions over the last several years. The more significant changes in the updated job description are:

*Essential Duties and Responsibilities now include:

- Prepare/submit or assist in applications, required reports and documentation for grants and funding
- Evaluate, recommend, implement and maintain software upgrades
- Prepare, evaluate and recommend Requests for Proposals
- Develop project plans, specifications and estimates or oversee the work of assigned consultants
- Inspect and implement corrective actions relative to permits and ordinances

- Correspond and coordinate efforts as needed with Federal/State agencies; including ADA access
- Monitor and implement the delinquent snow removal program as it relates to sidewalks
- Advance marketing through media sources, social media, and web based community calendar
- Coordinate any donation, memorial or volunteer programs to meet established goals
- Responsible for the overall operation of the Urban Forestry Program
- Coordinate with staff, contractors and utility companies; assure safe tree pruning and removal
- Implement procedures for dealing with invasive species, diseases and health of urban trees/forest
- Monitor/sample lake treatment efforts as required by agency or application requirements
- Identify and work to eradicate invasive plant species and reintroduce native plantings

***Desired Minimum Qualifications**

- Certified Pool Operator (CPO) or Aquatic Facilities Operator (AFO) or obtain within two years of hire
- Certified Playground Safety Inspector (CPSI) or obtain within two years of hire
- Certified Park and Recreation Profession Certification (CPRP) or obtain within two years of hire

Aldersperson Darling noted that he is concerned with the 5% increase as other employees generally receive 1-1.5% every year. Mr. Desotell indicated that his memo should not say per year, it should be for the first year only.

Mayor Brandt noted that the increase in pay reflects the added duties and responsibilities within the position.

Aldersperson T. Bauknecht commented that he feels it is long overdue. Aldersperson Balcerzak agreed.

Upon inquiry by Aldersperson Balcerzak, Mayor Brandt and Mr. Desotell advised that Ms. Repp already has the CPO, CPSI and CPRP requirements.

Upon inquiry by Aldersperson Balcerzak, Mr. Desotell indicated that Ms. Repp works with the insurance company regarding playground safety. Ms. Repp is certified for playground safety.

Upon inquiry by Mayor Brandt, Ms. Repp noted that this pay grade and step are effective January 1, 2017 with the next step eligible the first payroll of 2018.

Balcerzak moved, T. Bauknecht seconded, to approve the updated job description and title for the Parks, Recreation and Cemetery Supervisor position along with the recommended changes to pay grade and step as presented. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

6. Approval of Recommended Stand-by-Pay for Special Events within the Park, Recreation and Cemetery Division of the Public Works Department

Sarah Repp, Park, Recreation and Cemetery Supervisor, and Bob Piskula, Street Commissioner, provided a memo advising that the current personnel policy provides language to allow for the use of “standby”, which provides coverage on nights and weekends for unanticipated issues. This position is rotated through appointed staff, new hires, and anyone wishing to be part of the standby rotation. To provide coverage for park events, reservations and other park related issues they would like to include the following language to the personnel policy:

“To provide coverage for weekend and evening park duties, when staffing is limited, park employees may be required to function in a “stand by role”. They may receive the set rate, for established standby, as defined in the policy manual for all hours worked on a standby basis. While on standby duty, an employee must be physically and mentally able to perform safety work and must be able to respond to calls. The employee must be free of alcohol or any substances that may impede the employee’s ability to safely perform work. If while on standby duty the employee has used alcohol or other substances that may impede the employee’s ability to safely perform work, then the employee may be subject to disciplinary action.”

The joint memo further advised that allowing parks to utilize standby to provide coverage for scheduled events and reservations that occur when they do not have seasonal staff (primarily the months of May, August, September, October) has a number of positive benefits:

- Reduces the amount of call out pay
- Reduces the number of calls to dispatch that are non-emergency
- Increases efficiency and overall services that are able to be provided to the public

The memo concluded that this system has worked well for the department and dispatch. The cost to utilize standby when staffing is limited is \$780. \$780 would provide coverage every Saturday and Sunday for twelve hours when they do not have full seasonal staffing, which is budgeted within the current wages. If no events are scheduled, they will utilize the current standby system. The cost to respond to a call utilizing “call out” is two hours straight rate (approximately \$20 per hour) and the actual time to respond to the call (.25-1.5 hours), which is approximately \$55 for a call that takes thirty minutes. Additionally, there is no guarantee that you will find an employee to respond because they are not on “standby”. This can then result in lack of response, or an issue that would have taken fifteen minutes to respond to now takes additional time, and unnecessary frustration for staff, the public, and dispatch.

Balcerzak moved, Darling seconded, to approve the Stand-by-Pay for Special Events within the Park, Recreation and Cemetery Division of the Public Works Department as presented. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

7. Any Other Matters Authorized by Law to be Considered

Upon inquiry by Alderperson T. Bauknecht, Chief Petroskey indicated that a list was previously approved by the Police and Fire Commission, two participants have taken positions elsewhere and one participant has not passed his exam.

Upon inquiry by Mayor Brandt, Chief Petroskey indicated that six people were initially interviewed. Chief Roller indicated that out of the six, they were comfortable with four. One participant pulled himself from the list, which left the three.

INFORMATION ONLY

8. Adjournment

Darling moved, T. Bauknecht seconded, to adjourn the meeting at 6:19 p.m. Carried 4-0, Absent 2.

APPROVED

Bill Brandt

Date