

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

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

Members Absent: None

Others Present: Sarah Repp, Park, Recreation and Cemetery Supervisor; Jim Pike, Communications and Technology Supervisor; Bob Piskula, Street Commissioner; Terry Brand, 224 Sunset Drive; Jolene Guenther, N4653 Chille Road; Butch Perrot, B&B Containers; Brandon Sternot, Waste Management; Drew Kelly, Media; Alderperson Carol Feller-Gottard; 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 December 16, 2015 Meeting

Bugni moved, Darling seconded, to approve the minutes from the December 16, 2015, meeting as previously distributed. Carried 6-0.

APPROVED

2. Request for Deaf Child Sign to be Placed at 711 Lincoln Street

Christie Davids, 711 Lincoln Street, provided a letter requesting a Deaf Child sign to be placed in front of her house. Her son is legally deaf. She is requesting the sign be placed as soon as possible as vehicles travel the street fast and many miss the stop sign on the corner.

Bob Piskula, Street Commissioner, noted that the last one that was put up was on Fifth Avenue. The committee had the resident commit to a sunset time, otherwise the sign stays forever.

Mayor Brandt noted that the sign should be placed until the committee deems it is necessary to remove it. If the resident moves, the sign may also be removed.

Mayor Brandt instructed Mr. Piskula that if any signs are in place that are no longer needed, he should bring them to the committee for approval for removal.

Darling moved, Bugni seconded, to approve the request for Deaf Child Sign to be placed at 711 Lincoln Street until the committee deems not necessary. Carried 6-0.

ORDINANCE TO COUNCIL

3. Request for Revised Curbside Refuse Pick-up Schedule Under General Code of Ordinance Chapter 6-Health and Administration, Article V-Refuse Collection and Disposal, Section 6-153(f)(1)-Collections

Mark Desotell, Director of Administrative Services, provided a memo indicating that Advanced Disposal sent out customer notices last month indicating a change in their curbside refuse pick-up schedule effective January 1, 2016. Because the new schedule conflicts

with Section 6-153(f)(1) "Collections" of Article V, "Refuse Collection and Disposal" the issue has been placed on the agenda.

Mr. Desotell's memo indicated that the current ordinance reads:

- (1) Such collection occurs on the days designated for the area listed:
- a. Monday and Tuesday- East of Clermont Street
 - b. Wednesday and Thursday- West of Clermont Street
 - c. Friday- Overflow day or recovery day.

Advanced Disposal is requesting the ordinance change to be:

- (1) Such collection occurs on the days designated for the area listed:
- a. Monday thru Thursday- City Wide.
 - b. Friday- Overflow day or recovery day.

Mr. Desotell's memo advised that it is likely that at the time of the original ordinance that specific reasons for splitting the City into sections for curb-side collections was warranted. In speaking with representatives from Advanced Disposal they have committed to a single day pick-up service for their Antigo customers. They indicated that a single truck with two separate compartments dedicated for refuse and recyclables will be utilized in order to meet the requirements of the Refuse and Disposal ordinance.

Mr. Desotell's memo concluded by noting that he has reached out to Waste Management as the City's other licensed hauler that is currently providing curb-side pick-up of refuse and recycling materials regarding this proposed ordinance change. The other licensed haulers are being sent a copy of the agenda.

Kassis moved, Balcerzak seconded, to approve the request for a revised curbside refuse pick-up schedule as presented. Carried 6-0.

ORDINANCE TO COUNCIL

4. Request to Waive Event Permit Fee from American Cancer Society, Inc. for Relay for Life of Laclede County for Event on August 19-20, 2016

Relay for Life of Laclede County provided a Waiver Request Application Form, requesting waiver of the Special Event/Parade Fee for the American Cancer Society fundraiser and celebration of survivors/memorial to those lost to cancer. The funds raised supports the American Cancer Society mission of research, education, services and advocacy. In one year, approximately 607 Laclede County residents will be diagnosed. Laclede County patients and caregivers stay free at Hope Lodge an average of 156 nights a year when receiving treatment.

The event will be held at the Peaceful Valley Park and Festival Grounds.

Balcerzak moved, Darling seconded, to approve the request to waive the event permit fee from American Cancer Society, Inc. for Relay for Life of Laclede County for event on August 19-20, 2016. Carried 6-0.

RESOLUTION TO COUNCIL

5. City Wide Spring Cleaning Garbage Pick-Up

Mayor Brandt indicated that in previous years the City of Antigo held a city wide spring clean-up. Waste Management currently does a smaller scale pick up for their customers.

Aldersperson Kassis commented that many residents do not have the ability to take items to the dump. There seems to be a collection of items on curbs throughout the city. He would like to see a city wide spring clean-up. He does not know if it is feasible for the City to do the collection or possibly have bids from area haulers. He is unsure of the cost associated with this.

Mayor Brandt indicated that right now any residents can take their items to B&B Containers and can dispose of it for a fee. They will pick things up from a residence for a fee as well.

Upon inquiry by Mayor Brandt, Mr. Piskula advised that between 1998-2003 the City picked up roughly 200 tons during spring clean-up.

Aldersperson Darling advised that if the City held a clean-up, we would be interfering with the waste hauler's business.

Upon inquiry by Aldersperson Feller Gottard, Butch Perrot, B&B Containers, advised that he charges by weight and a fee if they have to come to your residence to pick the item up. They will also come inside the home and remove items, if necessary, for an additional fee.

Brandon Sternot, Waste Management, advised that they provide a similar service. They only do curb side pick-up.

INFORMATION ONLY

6. Request for Fire Department and Nightshift Police Department to Utilize Langlede Hospital Center for Health and Performance (WELFIT) While on Duty

Eric Roller, Director of Public Safety, provided a memo noting that last month he requested this agenda item and it was held in committee. He is wishing to have the agenda item pulled from the agenda with no discussion or action regarding this.

NO DISCUSSION

7. Creation of New Job Description for Seasonal General Laborer

Amy Lynch, Human Resource Specialist, provided a memo with a proposed job description for the seasonal general laborers. She is working on updating or creating job descriptions for all City of Antigo positions as an ongoing process as time permits.

Ms. Lynch created the job description with input from both the Street Commissioner and the Park, Recreation and Cemetery Supervisor who are the two supervisors who hire for these positions each year. The City wants to give applicants a clear idea of what would be expected of them when taking a seasonal general laborer position with the City. This was created by reviewing the job description for the general laborer along with suggestions by our labor attorney.

Darling moved, Bugni seconded, to approve the creation of a new job description for seasonal general laborers as presented. Carried 6-0.

RESOLUTION TO COUNCIL

8. Request to Fill Vacant Park, Recreation, Cemetery Department Positions (1 Full-Time and 1 Year Round Part-Time)

Sarah Repp, Park, Recreation and Cemetery Supervisor provided a memo requesting to fill one full time and one year round part-time position with in the Park, Recreation and Cemetery Department. The full time position is vacant due to a retirement and the year round part-time position is open due to employment found elsewhere. Filling the full time and year round part time positions will allow the department to have staffing of 4 full time staff, 1 year round part time, and seasonal staff.

Balcerzak moved, Bugni seconded, to approve the request to fill the vacant Park, Recreation and Cemetery Department positions as presented. Carried 6-0.

APPROVED

9. Request to Allow the Clerk-Treasurer to Waive the Annual Recurring Event Permit Waiver Requests and Insurance Waivers

Kaye Matucheski, Clerk-Treasurer, provided a memo noting that there are many events held throughout the year that 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.

Ms. Matucheski's memo continued to advise that last year permission was granted to the Park, Recreation and Cemetery Supervisor to waive the shelter fees on the continuing programs that had previously been waived by Council action. In addition, Ms. Matucheski was able to waive the permit fee and insurance requirements on these events. The process is more efficient as these ongoing events would have to appear on two committee agendas and one Council agenda for action.

The events that are listed are annual community events that meet some or all of the following criteria:

- Open to the public at no charge and offers either an educational experience for attendees or a remembrance or memorialization for those within our community.
- Recognizes volunteers that have 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.

Ms. Matucheski's memo noted that any new events or new requests would still be required to go through the committee process for approval. Antigo Cancer Society Relay for Life is crossed off this list as the event is moving and this will be the first year for the waiver request so there will be separate action on this item.

Ms. Matucheski's memo concluded by noting that she is not always in favor of waiving the insurance requirements for events as she believes it is in the best interest of the City to require the appropriate insurance coverage with additional insured endorsements. However, she understands that without the waiver many of these events may not take place.

Darling moved, T. Bauknecht seconded, to approve the request to allow the Clerk-Treasurer to waive the annual recurring event permit waiver requests and insurance waivers. Carried 6-0.

RESOLUTION TO COUNCIL

10. Ordinance Amendment for Excavation Permits

Ms. Matucheski provided a memo advising that previously the Street Commissioner issued excavation (right-of-way) permits so the ordinances reference this position for these permits. These permits will now be issued by the Building Inspector/Zoning Administrator or his/her designee. Because of this, the ordinances need to be amended wherever it references Street Commissioner. In order to do this, the Committee needs to approve this and an amended ordinance will be forwarded to Council for final approval.

Balcerzak moved, T. Bauknecht seconded, to amend the Ordinance pertaining to Excavation Permits from Street Commissioner issuing permits to Building Inspector/Zoning Administration or his/her designee as presented. Carried 6-0.

ORDINANCE TO COUNCIL

11. Request to Replace E-Mail Archiving with New Archiving Appliance

Jim Pike, Communications and Technology Supervisor, provided a memo advising that he is looking to replace the old, unreliable e-mail archiving solution with a new archiving appliance (hardware and software), from Intradyne and RMM Solutions. Intradyne is considered an industry leader in e-mail archiving technology. The purchase price is \$2,531.25 and this is a budgeted item in the 2016 CIP Technology Plan.

Upon inquiry by Alderperson Balcerzak, Mr. Pike noted that as technology has evolved, the dependability of the current software is not where it needs to be.

Bugni moved, T. Bauknecht seconded, to approve the request to replace the e-mail archiving with a new archiving appliance from Intradyne and RMM Solutions for \$2,531.25 utilizing budgeted 2016 CIP Technology Plan funds. Carried 6-0.

APPROVED

12. Summary of the 2016 Hanging Basket/Ground Planter Program in Downtown Area

Mr. Desotell provided a memo advising that the removal of various mid-block bump-outs along the Fifth Avenue corridor west of Highway 45 in 2015 was successful and as a result portions of the traditional ground planter program were eliminated. He has received a request from Antigo Auto for removing the bump-out in front of their store and anticipate scheduling the work in 2016. He is also exploring the removal of two additional bump-outs on the north side of Fifth Avenue (700 and 800 blocks) where fire hydrants are currently located. If we can safely assure that the hydrants remain protected, we will schedule these locations to be removed as well. If not, just the planters near the hydrants will be removed due to their poor condition improving accessibility to the hydrants in case of emergency.

Mr. Desotell's memo continued to advise that in 2015 a total of 50 hanging baskets were displayed along Fifth Avenue (33 each), Sixth Avenue (14 each) and on the south end of Highway 45 at Forrest Avenue (3 each) based on the Adopt-a-Basket program as established in conjunction with the Antigo First group. While there is potential to add more hanging baskets to vacant poles in the downtown corridor, it is recommended to keep the count at 50 baskets until the Adopt-a-Basket program attracts more participants.

Mr. Desotell's memo concluded by adding that the City will continue to promote the retirement of the ground planters located along Fifth Avenue as they are in need of

maintenance. The goal is to eventually eliminate the ground plants along Fifth Avenue and the decision is made easier by knowing the hanging planters were well received.

INFORMATION ONLY

13. Review Quote for Services from Frisch’s Greenhouse and Waiver of Bid Process

Mr. Desotell provided a Summary of Quote from Frisch’s Greenhouse as follows:

• 47- 14” Hanging Baskets and Fifth and Sixth Avenues	\$3,747
• 3- 14” Hanging Baskets on Highway 45 South (Schroeder’s)	\$353
• Ground Planters along Fifth Avenue	\$3,940
• Ground Planters along Sixth Avenue	<u>\$6,710</u>
TOTAL	\$14,750

Darling moved, Bugni seconded, to approve the quote for services from Frisch’s Greenhouse in the amount of \$14,750 and to waive the bidding process as well. Carried 6-0.

RESOLUTION TO COUNCIL

14. Any Other Matters Authorized by Law to be Considered

NONE

15. Adjournment

Darling moved, Kassis seconded, to adjourn the meeting at 6:23 p.m. Carried 6-0.

APPROVED

Mayor Bill Brandt

Date