

**CITY OF ANTIGO
FINANCE, PERSONNEL & LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
MAY 18, 2016**

Members Present: Alderpersons Balcerzak, Kassis, T. Bauknecht, and Darling.

Members Absent: Mayor Brandt and Alderperson Bugni

Others Present: Kaye Matucheski, Clerk-Treasurer; Mark Desotell, Director of Administrative Services; Jon Petroskey, Fire Chief; Angie Close, Economic Development Corporation; Lynne Henricks, Bremax Insurance and Investments; Dr. Sarah Lautzenhiser; 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. Alderperson T. Bauknecht served as Chairperson and Jaime Horswill, Utility/Clerical Assistant, recorded the minutes thereof.

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

Darling moved, Kassis seconded, to approve the minutes from the April 20, 2016, meeting as previously distributed. Carried 4-0, Absent 2.

APPROVED

2. Entrepreneur's Grant Request from Lynne Henricks for 721 Fifth Avenue

Lynne Henricks submitted an Entrepreneur's Grant Program Application for 721 Fifth Avenue. It is her intention to move her business, Bremax Insurance and Investments, to this location.

Bremax Insurance and Investments LLC was established in 2003 when owner, Lynne Henricks, purchased the business she was associated with from Group Concepts. In the thirteen years that Bremax Insurance and Investments has been in existence, the Antigo community has been serviced by two full time employees for Health, Life and Investment work. The business has had a steady commission growth over the thirteen years and it appears that trend will continue. The existing building at 721 Fifth Avenue will be purchased, gutted and extensively remodeled.

Angie Close, Economic Development Corporation, advised that Ms. Henricks is looking at a significant investment of \$79,397 renovation cost plus the purchase of the building.

Upon inquiry by Alderperson Balcerzak, Ms. Close advised that all of the renovation costs would be included in this grant request. The façade grant is another request with specific guidelines.

Kassis moved, Darling seconded, to approve the Entrepreneur's Grant request in an amount up to \$15,000 for Lynne Henricks for 721 Fifth Avenue. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

3. Request to Waive the Insurance Requirement, Special Event Fee and Street Use Fee for a Party in the Park for a Date to be Determined

Antigo First submitted a Waiver Request Application Form to waive the special event/parade fee, street use fee, and insurance requirements for a party at Peaceful Valley on August 20, 2016.

Upon inquiry by Alderperson Balcerzak, Mark Desotell, Director of Administrative Services, advised that the group will be utilizing this area regardless if the pavilion is ready or not. It is their intentions to utilize an elevated stage with a canopy if the pavilion is not ready.

Kassis moved, Balcerzak seconded, to approve the request from Antigo First to waive the insurance requirement, special event fee and street use fee for a party in the park on August 20, 2016.

RESOLUTION TO COUNCIL

4. Request to Waive the Insurance Requirements and Special Event Fee for Picnic/Balloon Release on July 13, 2016

The Compassionate Friends – Antigo Chapter submitted a Waiver Request Application Form to waive the special event/parade fee and insurance requirements for a picnic/balloon release for families who have lost a child on July 13, 2016 at Hudson Street Shelter.

Darling moved, Kassis seconded, to approve the request from The Compassionate Friends for waiver of the special event/parade fee and insurance requirements for a picnic/balloon release on July 13, 2016.

RESOLUTION TO COUNCIL

5. Update Pitbull Ordinance

Ms. Matucheski provided a memo noting that at the last committee meeting, the pitbull ordinance was discussed. During this discussion, it was determined that Section 18-41 (c) no longer applies as the City does not have any pitbulls that were “grandfathered” when the ordinance was first approved in 1999. Therefore, she recommends deleting paragraph (c) from the ordinance.

(c) Keeping of registered pit bulls. Subsection (b) of this section is not applicable to owners, keepers, or harbors of pit bulldogs registered with the city. Keeping, owning or harboring of such dogs is, however, subject to the following conditions: leash and muzzle, confinement, confinement indoors, signs, insurance, registration reporting requirements, animals born of registered dogs, and failure to comply.

Alderperson T. Bauknecht explained that this item is more or less cleaning up of the ordinance as that section no longer applies.

Kassis moved, Darling seconded, to approve removal of Section 18-41 (c) and keeping the balance of the ordinance. Carried 4-0, Absent 2.

ORDINANCE TO COUNCIL

6. Consideration to Add Funding into the Façade Grant Program

Mr. Desotell provided a memo advising that to date, City Council has authorized a total of \$80,000 towards the Façade Grant Program lending itself to an investment of over \$480,000 by downtown business owners. Angie Close of the Langlade County Economic Development Corporation has done a fantastic job representing the City of Antigo while administering this

particular program for the City. With some recent applications along with those pending consideration it is anticipated that the remaining balance of the program funds will be fully committed by June/July of this year.

Mr. Desotell's memo further added as with any program, consideration should be given as to its effectiveness and longevity. This particular program continues to demonstrate strong results with local businesses far exceeding the minimum matching requirements. The City has traditionally utilized TIF 4 proceeds to fund this program. However, the City is supplementing the debt service payments. It is recommended that the committee consider an additional \$20,000 of commitment towards this program.

Ms. Close advised that the account has a balance of \$3,641 once all the grant money is paid out. She knows of other businesses that may utilize this grant, if approved.

Upon inquiry by Alderperson Balcerzak, Kaye Matucheski, Clerk-Treasurer, noted that the money will be coming from TIF 4, which is not cash flowing. Therefore, the City will have to pick up more of the debt service.

Darling moved, Kassis seconded, to approve the addition of \$20,000 from TIF 4 to the Façade Grant program. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

7. Support Resolution Authorizing the City of Antigo to Respond to the State of Wisconsin's Call for a Request for Information from Interested Communities in Regards to the Wisconsin Department of Natural Resource's Announcement for Consideration to Relocate their Division of Forestry Headquarters to a Location North of Highway 10

Mr. Desotell provided the committee with a copy of the Request for Information from the State of Wisconsin Department of Natural Resources (DNR) regarding relocating the DNR Division of Forestry Headquarters.

Mr. Desotell advised that he, Ms. Close and representatives from Langlade County have been working on a response for the past two weeks. They will meet again tomorrow to review and finalize the draft.

Upon inquiry by Alderperson Kassis, Ms. Close and Mr. Desotell indicated that this is the beginning stage of this request and the state has not budgeted for the move.

Upon inquiry by Alderperson Darling, Ms. Close noted that the application will go through her office, but it is a joint effort.

Mr. Desotell explained that the answer to the request will show how Antigo and Langlade County can support the goals and efforts of the forestry department. They have responses in support from the Wood Technology Center, businesses in the area and other forestry agencies.

Kassis moved, Darling seconded, to support the resolution authorizing the City of Antigo to respond to the State of Wisconsin's call for a request for information from interested communities in regards to the Wisconsin DNR's announcement for consideration to relocate their Division of Forestry Headquarters to a location north of Highway 10. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

8. CareFusion ReVel Ventilator

Jon Petroskey, Fire Chief, provided a memo advising that the City of Antigo Fire Department started budgeting funds in the 2016 CIP for a ventilator which is being required more often since upgrading to Critical Care Paramedic. This would be used for patients that have trouble breathing or have stopped breathing and for interfacility transfers when the patient is unable to breath adequately on their own. Currently the department uses a vent from Aspirus Langlade Hospital (ALH) but it is unavailable more often because they are using it. Last year the department was able to budget \$5,000 towards the vent and after discussing this with Dave Schneider, he recommended submitting a request to the hospital as they may be able to help.

Lieutenant McKinney and Chief Petroskey presented the need for the vent with the hospital committee and they have donated \$13,000 towards the purchase of a CareFusion ReVel ventilator. By staying with the CareFusion ReVel, they will be able to interchange disposable supplies with them. The ReVel is sold exclusively by CareFusion representatives so Chief Petroskey is requesting to waive the bidding requirements.

Chief Petroskey is requesting the committee to accept the donation from ALH, waive the bidding requirement as this is "special purpose equipment" and to approve the quote from CareFusion for \$17,865.

Kassis moved, Darling seconded, to accept the donation from Aspirus Langlade Hospital, waive the bidding requirement as "special purpose equipment" and approve the quote from CareFusion for \$17,865 as presented. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

9. Chest Compression System

Chief Petroskey provided a memo advising that the last three years he has been setting aside in CIP to replace the aging chest compression device. The fire department Emergency Medical Services (EMS) committee collected data and evaluated the two different manufacturers of chest compression devices; Physio Controls LUCAS 2.2 and Zoll Auto Pulse.

After some discussion the EMS committee recommends the Physio Control LUCAS 2.2 because of the size and ease of use. Chief Petroskey requested quotes from each manufacturer and Physio Control came in the lowest. Due to the limited manufacturers of this special device, he is requesting to waive the bidding requirements and approve the quote provided.

Chief Petroskey indicated that he has \$15,000 budgeted for this item. This item is under the budgeted amount at \$14,998.99.

T. Bauknecht moved, Kassis seconded, to approve purchase of the LUCAS 2.2 for \$14,998.99 with budgeted funds as well as approval to waive the bidding requirements as presented. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

10. Request Donations for School Trauma Kits

Chief Petroskey provided a memo requesting to solicit donations for School Trauma Kits (STK). The idea came from Linda Vollmar after she read an article in the "EMS World" magazine. The article encourages schools to be prepared in case of trauma and to supply all the class rooms with immediate lifesaving supplies.

The STK will have simple supplies that can be used before EMS is able to arrive which could save lives. The department has discussed this with Brian Misfeldt, Antigo School District Administrator Designee and Bill Fisher, Administrator of the Elcho/White Lake School Districts and they both agree this would be a great asset to have in the class rooms. The estimated cost would be \$6,000. The plan is to request donations to supply each classroom in Antigo, White Lake and Elcho School Districts with the assistance of Elcho Rescue and Troutland Rescue.

Chief Petroskey indicated that this is not a bag with band aids, it is for severe trauma.

Upon inquiry by Alderperson Kassis, Chief Petroskey indicated that training would be provided with the bag.

Ms. Matucheski advised that the City is working on a donation policy at this time. She is questioning how many times the City is going to ask for donations from the community. The same people/businesses are being asked.

Chief Petroskey indicated that it is his intention to ask foundations and clubs/organizations not businesses.

Mr. Desotell questioned if the school should be involved in this as they will have direct impact from this. Options need to be explored with guidance to staff.

Kassis moved, T. Bauknecht seconded to approve the request to solicit donations for school trauma kits. Carried 4-0, Absent 2.

RESOLUTION TO COUNCIL

11. Any Other Matters Authorized by Law to be Considered

Chief Petroskey announced that he has a firefighter that will be leaving the department and he would like to start his interview process utilizing the new list provided by Chippewa Valley Technical College. He will come back next month with a formal request.

INFORMATION ONLY

Dr. Sarah Lautzenhiser advised that she will be in attendance next month with a formal request regarding a humane officer.

INFORMATION ONLY

12. Adjournment

Darling moved, Kassis seconded, to adjourn the meeting at 6:22 p.m. Carried 4-0, Absent 2.

APPROVED

Tom Bauknecht

Date