

**CITY OF ANTIGO
FINANCE, PERSONNEL & LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
JUNE 15, 2016**

Members Present: Mayor Brandt, Alderpersons Balcerzak, Kassis, Bugni, T. Bauknecht, and Darling.
Members Absent: None
Others Present: Kaye Matucheski, Clerk-Treasurer; Mark Desotell, Director of Administrative Services; Jon Petroskey, Fire Chief; Eric Roller, Director of Public Safety; Roger Musolff, Building Inspector/Zoning Administrator; Julie Zack, Administrative Assistant; Jamie Musolff, Langlade County Humane Society; 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. Mayor Brandt served as Chairperson and Jaime Horswill, Utility/Clerical Assistant, recorded the minutes thereof.

1. Approval of Minutes from the May 18, 2016 Meeting

Bugni moved, Darling seconded, to approve the minutes from the May 18, 2016, meeting as previously distributed. Carried 6-0.

APPROVED

2. Request to Waive Permit Fees for Construction of Office/Reception Building for Langlade County Humane Society

Jamie Musolff, Vice President-Langlade County Humane Society, provided a letter indicating that the Langlade County Humane Society has put out for bid and accepted a bid for the construction of an office/reception 24x24 building on site at 2204 Clermont Street.

Being a non-profit organization, they have very limited funds and would like to request that all the permit fees for this project be waived by the City. The contractor, Schwanz Builders LLC, will take out all necessary permits for the project.

Mayor Brandt indicated that the fees would be approximately \$198.00 - \$250.00.

Mark Desotell, Director of Administrative Services, indicated that this request is waiving local permit fees only.

Balcerzak moved, Bugni seconded, to approve the request to waive the permit fees for construction of an office/reception building for Langlade County Humane Society as presented. Carried 6-0.

RESOLUTION TO COUNCIL

3. Presentation Regarding a Perceived Need for a Part-Time Humane Officer to Investigate Complaints of Animal Abuse/Neglect within the City of Antigo and Langlade County

Dr. Sarah Lautzenhiser provided a Part Time Humane Officer Proposal:

1. Rational for Request: As a veterinarian in Antigo for the past six years, she frequently has received civilian complains about animal abuse and neglect, with concern of the citizen(s) expressed that inadequate measures have been taken to resolve the situation. She decided to investigate further into this matter. She spoke with the State Humane Officer, Dr. Yvonne Bellay and also to Police Chief Eric Roller and Sheriff Bill Greening. These were pertinent facts that came out of these conversations and investigations:

- Langlade County is one of about a third of Wisconsin counties that does not have a Humane Officer. Should she pursue being delegated as a Humane Officer for Langlade County, she will need to obtain training which is offered annually in the fall in Madison, cost of which is just over \$500. She will also then need to obtain election as the Humane Officer by the County and complete certification testing. It will also be important to establish a relationship with the Police Chief, Sheriff and District Attorney insofar that cases that may require prosecution will need everyone's cooperation and willingness to proceed.
- While both the Police Chief and Sheriff recognized the need for a Humane Officer for Antigo and Langlade County, both expressed concern that either the city or county would not easily find room in their budgets for a full time Humane Officer. However, both also expressed concern that the animal-related complaints that each department receives (especially the city) may detract from their other routine duties. The County has deferred stray-animal related complaints to the responsibility of the individual townships within the county and no longer provides pick-up services for strays to transport them to the Humane Society.
- While the duties of a Humane Officer encompass dealing with stray animals, noise complaints, enforcement of state statues and investigation of complaints of abuse/neglect, the most important of these by far is the investigation of complaints of abuse/neglect. This is an area in which our local and county officers have no training; they historically consulted with veterinarians that also have no training in the topic.
- There is one veterinarian currently residing in Door County (Deb Johnson) who serves as the Humane Officer for her area. Dr. Lautzenhiser was given her contact information but failed to reach her over multiple back and forth calls.
- Statistics of animal related calls to dispatch in our area: There were just under 1600 calls to the City over the past five years pertaining to animal related complaints, and 1032 calls to the County. Dr. Lautzenhiser reviewed 100 calls to dispatch for the City and county to obtain a statistical sampling of calls. For the City, roughly 4% of calls pertained to reports of animal abuse/neglect and 12% for the county, respectively. Extrapolating from these percentages, this would infer 64 cases over the last five years for the city, and 123 cases for the county.
- Dr. Lautzenhiser learned of and recently attended a forum on investigations of animal abuse and neglect, June 6-8 at the 2016 Prairie States Animal Welfare Conference in Bloomington, Illinois. This covered forensic investigations of animal abuse/neglect cases and prosecution processes.

2. Specifics of the Proposal to serve as a part time Humane Officer for Langlade County and the City of Antigo:

- Dr. Lautzenhiser is proposing to obtain the training needed to become eligible for certification as a Humane Officer in September of 2016.
- She is proposing to act as a part time Humane Officer, until such time as the City and County to decide that a full time officer position is desirable. Her only responsibility however, would be investigations and assistance with complaints of animal abuse and neglect—the area most lacking in training for the city and county officers. These calls would be directed to her office at Antigo Veterinary Clinic and she would be responsible for investigations and reports to the city and county.

3. Scope of Duty of Humane Office in Wisconsin (State Statues Chapter 173)

- Enforcement of State Statutes and Ordinances relating to animals in a given jurisdiction
 - Investigation of alleged violations
 - Seek subpoenas to aid in investigations
 - Issue citations
 - Request prosecutions
4. What a Humane Officer Cannot Do (State Statutes Chapter 173)
- Execute a search warrant
 - Carry a firearm
 - Stop or arrest persons
 - Stop, search or detain vehicles except under inspection warrant
 - Enter any place/vehicle by force with or without owner consent except in emergency
 - Remove any animal from custody of a person by force

Mayor Brandt indicated that this presentation was given to the County as well.

Dr. Lautzenhiser noted that police officers or veterinarians are not equipped to handle or investigate these cases properly without training.

Upon inquiry by Alderperson Balcerzak, Dr. Lautzenhiser noted that a trained veterinarian is needed to assist officers in an investigation if animal abuse/neglect has been found.

Upon inquiry by Alderperson Kassis, Dr. Lautzenhiser noted that if the city and county send an officer for training she would just be a consulting veterinarian and there would be no cost. Otherwise, if no officers are trained and her services were utilized for investigations, she would charge on a per case basis of approximately \$25.00. During the past five years, there were approximately 60 calls to the City that could have been investigated. That equates to a case or two a month.

Mayor Brandt indicated that past practice had local veterinarians accompany officers as needed.

Mayor Brandt advised that the City will sit down with the County and address this topic.

Upon inquiry by Alderperson T. Bauknecht, Dr. Lautzenhiser noted that the jurisdiction would be whichever county appointed her.

Upon inquiry by Alderperson Bugni, Dr. Lautzenhiser advised that she would have time for this position as it would be very limited to once or twice a month. She does have an associate that could cover for her in her office as needed.

INFORMATION ONLY

4. Use of the Economic Development Portion of the City's Hotel/Motel Tax Fund (\$1,500) Towards the Costs Associated with Consultant Services Currently Being Provided through Langlade County Economic Development's Business Development Budget Line Item in Response to the State's Request for Information Regarding the Potential Relocation of the Wisconsin Department of Natural Resource's Forestry Division Headquarters

Mark Desotell, Director of Administrative Services, provided a memo noting that a joint response from the City of Antigo and Langlade County was prepared for the State of Wisconsin Department of Natural Resources (WDNR) Request for Interest from communities north of Highway 10 regarding the potential relocation of the Division of Forestry Headquarters from Madison. In addressing the submittal requirements Angie Close and he

determined a need to hire a consultant (Renewable Resource Solutions) to assist in the development of the proposal. Ms. Close worked with the Economic Development Corporation Board and was authorized to expend an amount up to \$3,000 of 2016 budgeted funds to hire a consultant for assistance in the effort.

Mr. Desotell wishes to recognize Robin Stowe, Angie Close and Eric Rantala for their contribution of time and expertise towards this effort. A quality document was presented for consideration of our response.

Mr. Desotell is asking for consideration of the Finance, Personnel and Legislative Committee to approve an amount of \$1,500 towards the effort; the amount would be derived from the Hotel/Motel fund. This will allow Ms. Close and the board to replenish a portion of their 2016 budgeted funds making it available in case another economically based need presents itself yet this year for potential business development.

Mayor Brandt advised that the total did come under \$3,000.

Balcerzak moved, Darling seconded, to approve the use of the Economic Development portion of the City's Hotel/Motel Tax Fund in an amount not to exceed \$1,500 towards the costs associated with consultant services provided in response to the state's request for information regarding the potential relocation of the Wisconsin Department of Natural Resource's Forestry Division headquarters. Carried 6-0.

RESOLUTION TO COUNCIL

5. Request to Waive Street Use Permit Fee for Relay for Life of Langlade County

Julie Zack, Administrative Assistant, provided a memo advising that in Resolution 014-16 the Council granted waiver of the event permit fee for the Relay for Life event being held on August 19, 2016 at Peaceful Valley. Due to an oversight on her part, a request for waiver of the street closure permit fee was not made to the committee but is necessary for the safety of event attendees.

Upon inquiry by Alderperson Darling, Kaye Matucheski, Clerk-Treasurer, advised that the location of the event has been changed therefore it could not be on the annual waiver.

Alderperson Darling stated that there have been numerous waivers for this event this year.

Kassis moved, Bugni seconded, to approve the request to waive the street use permit fee for Relay for Life of Langlade County as presented. Carried 6-0.

RESOLUTION TO COUNCIL

6. Approval of New Respiratory Protection Program

Ms. Zack provided a memo and draft Respiratory Protection Program. Her memo advised that in reviewing policies for city employees, it was determined that the City's respirator policy was in need of some updating as well as streamlining. She contacted the City's insurance provider, CVMIC, for a sample policy and made the necessary changes for use in the city. The department heads, city attorney and insurance representative have reviewed this policy and any changes requested have been made.

Mayor Brandt advised that this policy has been in place but has been brought up to date.

Upon inquiry by Alderperson Balcerzak, Mr. Desotell indicated that he is the administrator and once the policy is passed he will determine who the designee would be.

Upon inquiry by Alderperson Darling, Chief Petroskey indicated that the department purchases all respirators and employees cannot bring their own without prior approval as they need to be tested.

Alderperson Balcerzak noted an error on line 53 under Medical Evaluations of the document. There is an extra word "of" that can be removed.

Kassis moved, T. Bauknecht seconded, to approve the new respiratory protection program as presented with the correction. Carried 6-0.

RESOLUTION TO COUNCIL

7. Removal and Reporting Requirements for Underground Tank at Kingsbury Park

Charley Brinkmeier, Surveyor/Project Manager, provided a memo advising that during a general repair on the parking lot area behind the Kingsbury Park area, the street department discovered an underground tank of unknown origin or content. He provided a proposal for REI Engineering out of Wausau in the amount of \$2,646 to assist in the removal and reporting requirement of the underground tank to the Department of Natural Resources. These funds will need to come from the City's contingency account.

Mr. Desotell indicated that the tank is on the south end of the property lined with the building wall. He speculates it is heating oil.

Bugni moved, Darling seconded, to approve the proposal from REI Engineering to assist in the removal and reporting requirements of the underground tank at Kingsbury Park with funding derived from the City's contingency account. Carried 6-0.

RESOLUTION TO COUNCIL

8. Request to Fill Vacant Firefighter/Paramedic Position

Eric Roller, Director of Public Safety, provided a memo noting that Firefighter/Paramedic Nate Zellner has given his letter of resignation from the City of Antigo Fire Department effective June 12, 2016. FF/Paramedic Zellner was hired in August of 2015 and has taken a position with Fond Du Lac Fire Department.

Chief Roller noted that they are interviewing Fire Fighter/Paramedics the week of June 6th and hope to be able to develop an eligibility hiring list from this process. The department is continuing to work within the budget and attempt to fill as many transfers as possible to maintain revenues while continuing to provide a tremendous level of service to the community.

Upon inquiry by Alderperson Balcerzak, Ms. Matucheski indicated that this is a replacement position not a new position.

Bugni moved, T. Bauknecht seconded, to approve the request to fill the vacant firefighter/paramedic position. Carried 6-0.

APPROVED

9. Request for Paid-on-Call Personnel to Receive a Stipend to Maintain Emergency Medical Service License

Chief Roller provided a memo advising that paid-on-call (POC) personnel currently do not receive reimbursement for their time to maintain their Emergency Medical Service license. The requirement to maintain their license is to complete a specific number of hours every two years for the specific license. The Antigo Fire Department does cover the tuition and books.

Chief Roller would like to provide a stipend to the Advanced EMT (A-EMT) and Paramedic licensure levels. This stipend would be paid the first payroll after July 1 on the even numbered years if the POC maintains or upgrades their A-EMT or Paramedic Wisconsin EMS license. This stipend would only be paid if the employees are not reimbursed by another agency for that license or reimbursed for the class hours.

Chief Roller noted that in the past, most of the POC's held a license through a volunteer department and received their license through one of the volunteer departments. The Antigo Fire Department is requiring the POC's to hold a higher license than is required for the volunteer services and he feels the POC's should be compensated for their effort. The money has already been budgeted for 2016 in the department's budget. The recommended stipend amount would be:

A-EMT	\$280
Paramedic	\$350

Upon inquiry by Alderperson Balcerzak, Eric Roller, Director of Public Safety, indicated that the stipend is for the time spent in receiving the licenses on their own.

T. Bauknecht moved, Darling seconded, to approve the request for Paid-on-Call personnel to receive a stipend to maintain Emergency Medical Service License as presented. Carried 6-0.

RESOLUTION TO COUNCIL

10. Approval to Request a Donation of an Ice Machine

Jon Petroskey, Fire Chief, requested to pull this item from the agenda.

ITEM PULLED

11. Any Other Matters Authorized by Law to be Considered

NONE

12. Adjournment

Kassis moved, Darling seconded, to adjourn the meeting at 6:34 p.m. Carried 6-0

APPROVED

Bill Brandt

Date