



City of Antigo

Finance, Personnel & Legislative Committee Special Meeting

**Council Chambers
City Hall, 700 Edison Street**

**Wednesday, November 12, 2025
5:30 PM**

Call to Order

Approval of Minutes

Discussion and Action May Occur on Any of the Following Agenda Items

1. Creation of an Limited Term (LTE) Position for the Park, Recreation and Cemetery Department While Employee is Deployed
2. Include a Leadman for the Park, Recreation and Cemetery Department
3. 2026 Ambulance Rate Increases
4. Change Provider for the Police Department Union's Vision Insurance and Open the Plan to All Employees

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the Clerk-Treasurer's office, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

Date Mailed: November 6, 2025

Thomas C. Bauknecht



Parks, Cemeteries, and Recreation
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: November 12, 2025

To: Finance, Personnel & Legislative Committee

From: Sarah Repp, Parks, Recreation & Cemetery Director

Subject: Creation of an Limited Term (LTE) Position for the Park, Recreation and Cemetery Department While Employee is Deployed

The Park, Recreation and Cemetery Department currently has one of the four full-time employees deployed for the United States Military. At this time, we are anticipating that the employee will be deployed for just over one year. I am requesting that we create an LTE position for the duration of the deployment. Once the full-time employee returns from deployment the LTE position would terminate.

Fiscal Impact:

Recommendation: Approve an LTE Park, Recreation and Cemetery General Laborer for the duration of the full-time Park, Recreation and General Laborer Military Deployment.

Attachments:

None



Parks, Cemeteries, and Recreation
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: November 12, 2025
To: Finance, Personnel & Legislative Committee
From: Sarah Repp, Parks, Recreation & Cemetery Director
Subject: Include a Leadman for the Park, Recreation and Cemetery Department

The Park, Recreation and Cemetery Department has modified operations to oversee the community flower program, which includes planting, maintenance, and end of season removal. The department also provides weekend and evening staffing ensuring coverage for community and private events and, coordinates with ball organizations and teams to ensure facilities and fields are prepared according to team and league schedules. In the winter 2 ice rinks and a groomed x-country ski trail are maintained for community members and visitors.

Designating a leadman to directly oversee the listed operations creates distinct responsibilities similar to the street department. Creating distinct responsibilities provides direct support to the Working Supervisor, the Director, and the Department.

I am recommending including a Leadman Parks Position due to increased designated responsibilities; the lead position will be filled by an existing employee.

The Leadman Parks Position will not create an additional position within the department, and the increase in wages will be reallocated from budgeted funds at approximately \$4,500.

Fiscal Impact:

Recommendation: Recommendation to include a Leadman Parks Position within the Park, Recreation and Cemetery Department using budgeted funds. Position will be filled by an existing employee.

Attachments:

1. Leadman for PRC - 2025

POSITION DESCRIPTION

Position Title: DPW Parks Leadman
Department: Public Works
Date: 10/2025

FLSA Status: Non-Exempt
Position Status: Regular Full-time

GENERAL PURPOSE

Performs supervisory, administrative and professional work in the Park, Recreation and Cemetery Department with employees engaged in the repair/maintenance of the parks, facilities, equipment and cemeteries. Also facilitates and provides support for various recreation programs and events. A person in this position is expected to be fully engaged in the activities of the Department as both a side-by-side worker and as a supervisor of the assigned staff. This position is required to work weekends and evenings as scheduled.

SUPERVISION RECEIVED

Works under the direction of the Park, Recreation and Cemetery Director and Working Foreman and is expected to work collaboratively and provide assistance to other departments as assigned.

SUPERVISION EXERCISED

Exercises supervision over personnel as assigned by the Park, Recreation and Cemetery Director and Working Foreman to carry out the daily work of the Park, Recreation and Cemetery Department; serves in an administrative capacity in the absence of the Park, Recreation and Cemetery Director and Working Foreman. It is expected that this position is to work cooperatively in assisting the Park, Recreation and Cemetery Director and Working Foreman in the management of the Department while still making independent decisions to assure the safe completion of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain prompt, predictable, and regular physical attendance
- Maintain ability to lawfully operate designated motor vehicles at all times that duties are performed
- Maintain ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful and accurate written and verbal communications
- Maintain relevant certifications
- Primarily responsible for overseeing community flower program field operations and watering crew.
- Primarily responsible for overseeing mowing, mowing equipment and mowing operations.
- Primarily responsible for overseeing ball field maintenance operations.
- Primarily responsible for overseeing ice rinks and x-country ski trail
- Primarily responsible for training, overseeing, and scheduling evening and weekend staff.
- Assign and direct the activities of subordinate personnel to efficiently carry out and complete daily work orders as they are received.
- Responsible for the daily work activity involved with the repair/maintenance of the parks, facilities, equipment and cemeteries as directed. Also facilitates and provides support for various recreation programs and events.
- Responsible for regular inspections of playgrounds, paths, and facilities; notify supervisor(s) of necessary updates, maintenance, and/or closures.
- Ensures daily operating records/timesheets are properly entered and secured.
- Tracks that all assigned work orders are completed and properly logs status and notifies appropriate staff
- Ensures workplace safety training is conducted and that safety practices are properly implemented within the department.
- Assigns duties and ensures work is completed in conformance to policies/procedures.
- Is aware of and strives to achieve goals/objectives within assigned areas of work.
- Operates equipment and works with employees in the completion of assigned tasks.
- Promote harmony among workers & maintains discipline; helps to resolve grievances.
- Assists the Park, Recreation and Cemetery Director and Working Foreman in the preparation of the Park, Recreation and Cemetery budget and helps to administer the adopted budget in assigned areas of responsibility.
- Adheres applicable laws, codes, regulations, requirements and city policies
- Identify the number of staff, materials and equipment necessary to achieve assignments
- Investigates and reports complaints with recommended solutions to Supervisor(s)

PERIPHERAL DUTIES

- Exercises supervision and direction for seasonal projects including: restroom/shelter preparations, weed control, snow & ice removal, maintenance of flower program, seasonal/holiday decorations installation and removal, program and event set-up, and other duties as required.
- Assists in the development/update of a Park, Recreation and Cemetery Department Comprehensive Plan, the Capital Improvement Program and other plans involving the Park, Recreation and Cemetery Department.
- Serve on various employee committees; attend other meetings as assigned
- Perform other related duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; and
- (B) Graduation from a 2 year college or vocational education program with an emphasis in grounds/facility management, landscaping management, construction management, or a closely related field desired; or
- (C) Minimum of (4) years previous public works/parks experience or at least (5) years in management; or
- (D) Any equivalent combination of education and experience.

SPECIAL REQUIREMENTS – Must possess or have the ability to possess within the one (1) year introductory period:

- (A) Possess a valid Wisconsin state driver's license, CDL – Class A, B/C with air brakes restriction and tanker (N) endorsement
- (B) Must reside within a thirty (30) mile radius of the City limits
- (C) Must have completed or be able to attend the Supervisor academy or equivalent.
- (D) Attend certified playground safety inspector training, and obtain certification

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of principles, practices, methods and equipment applicable to municipal construction; skills in operating tools and equipment.
- (B) Ability to plan, organize and supervise daily activities of assigned staff.
- (C) Ability to communicate effectively, both verbally and in writing and to carry out instructions
- (D) Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to situations.
- (E) Working knowledge of the principles and practices of modern public administration.
- (F) Ability to identify and analyze problems; evaluate alternative solutions; and make sound judgments, especially in stressful situations.
- (G) Ability to establish and maintain an effective working relationship with employees, other departments and the public.
- (H) Willingness to meet deadlines as given; ability to think logically and to make decisions.
- (I) Ability to perform basic functions of MS Office suite products; ability to utilize computer technology to access, retrieve, or input information

TOOLS AND EQUIPMENT USED

Motorized vehicles and construction equipment; common hand and power tools; telephone; mobile radio or portable radio; phone; personal computer including various software; and safety equipment including PPE and testing instruments

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, and smell. The employee frequently uses hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may frequently be required to walk over rough terrain.

The employee must frequently lift and/or move up to 60 pounds. The employee will be required to slide, roll, push or pull on a regular basis up to 140 pounds. The work will also require sitting and operating a keyboard. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions which may become extreme. The employee frequently works near moving parts and is exposed to wet and/or humid conditions, and vibrations. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment may vary from quiet to loud. The work may be indoors or outdoors with exposure to extreme weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Employee

Effective Date:



Fire Department
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: November 12, 2025
To: Finance, Personnel & Legislative Committee
From: Corey Smith, Fire Chief
Subject: 2026 Ambulance Rate Increases

I would like to increase the 2026 ambulance base rates by 5%, taking effect January 1, 2026.

The chart below indicates the changes. Most notable of the changes is the addition of the Treat/No Transport fee. This fee has been \$75 up until this year. With the recent passing of SB 183, Medicaid reimbursement for these types of calls has greatly increased to better reflect what happens on these types of calls.

Also, the highlighted portion of the table indicates fees that are increased roughly 5% and rounded to the nearest dollar for ease of billing. If you have any questions, feel free to contact me.

Ambulance Base Rate 5% Increase		
	2025 Rate	2026 Rate
911 BLS - Resident	\$ 1,011.07	\$ 1,061.62
911 BLS - Non Resident	\$ 1,181.56	\$ 1,240.64
911 ALS 1- Resident	\$ 1,251.54	\$ 1,314.12
911 ALS 1- Non Resident	\$ 1,437.85	\$ 1,509.74
911 ALS 2 - Resident	\$ 1,444.67	\$ 1,516.90
911 ALS 2 - Non Resident	\$ 1,631.94	\$ 1,713.54
Mileage	\$ 26.57	\$ 27.90
Interfacility BLS	\$ 1,575.41	\$ 1,654.18
Interfacility ALS 1	\$ 1,673.87	\$ 1,757.56
Interfacility ALS 2	\$ 1,870.79	\$ 1,964.33
Interfacility Specialty Care	\$ 2,889.21	\$ 3,033.67
IV Starts	\$ 105.00	\$ 110.00
Event Stand-By - Local Organizations	\$ 63.00	\$ 65.00
Event Stand-By - Out of Town Organizations	\$ 105.00	\$ 110.00
Treat/No Transport	\$ 75.00	\$ 175.00
Return Home	\$ 315.00	\$ 330.00

Fiscal Impact: No cost increase with a minimal revenue impact.

Recommendation: Recommend to approve the 2026 Ambulance rate increases and additions effective January 1, 2026.

Attachments:

None



Clerk-Treasurer
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: November 12, 2025

To: Finance, Personnel & Legislative Committee

From: Kaye Matucheski, Clerk-Treasurer/Finance Director

Subject: Change Provider for the Police Department Union's Vision Insurance and Open the Plan to All Employees

The Police Department Union Contract has a provision that the employees will have the option of Vision insurance with the City paying 80% and employees paying 20%. The coverage was previously through The Labor Association of Wisconsin, Inc. (LAW) with National Vision Administrators (NVA). LAW has disbanded so the City will contract with Tomar Company for the NVA coverage.

The previous plan allowed other employees to enroll in the coverage and pay the premium directly to LAW. With the new plan, other employees can have access to the vision insurance but the premium must be payroll deducted and sent instead of individually. These employees would pay 100% of the premium.

Approval is needed to change the insurance agency that handles the vision insurance and allow other employees to have 100% of the premium payroll deducted.

If you have any questions, please feel free to contact me.

Fiscal Impact: No Additional Impact

Recommendation: Approve the NVA Insurance and Allowing Employee Deductions

Attachments:
None