CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM	**Wednesday, January 15, 2020**
CITY HALL, 700 EDISON STREET	**6:00 PM**

Call to Order

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

1. Approval of the Minutes from the December 18, 2019 Meeting
2. Request to Waive Non-Sufficient Fund/Account Closed Fee for Utility Account for Nelson Sieber (Requested by Sandra Glasford)
3. Appoint Kourtney Imig as the New Assistant City Attorney Effective March 1, 2020 Due to a Retirement
4. Increase Compensation for City Attorney by $500 Per Month
5. Request to Purchase IV Pumps for Ambulance Department and Waive Bidding Requirements
6. Approval of Fireworks Country Providing Firework Display and Funding Sources for 2020
7. Amend Resolution #119-19 to Clarify the Hours of the Additional Personal Day that Police Clerical/Resource Assistants Receive

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 Jaime Horswill, 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: January 09,2020 BILL BRANDT

Antigo
"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: January 15, 2020

Re: Request to Waive Non-Sufficient Fund/Account Closed Fee for Utility Account for Nelson Sieber (Requested by Sandra Glasford)

Enclosed is a letter from Sandra Glasford regarding a non-sufficient funds (NSF) fee for the utility account for her recently deceased father, Nelson Sieber, at 903 Langlade Road. Ms. Glasford had contacted me after speaking with a utility clerk as she was not happy about the NSF fee. I explained that this was the City's charge by ordinance and a portion by the tariff of the Public Service Commission (PSC) so I was not able to waive the fee as the payment was returned from the bank. I also tried to explain that the $35 is not solely the charge from BMO. She requested further relief so I explained that she could write a letter to this Committee to consider as I did not have the ability to waive the fee.

Unfortunately this does happen when someone passes away and the family does not catch that the payment is an automatic payment. The financial institutions close the accounts upon someone passing if there are no other names on the account. If someone at Covantage Credit Union told her something different, that would be an issue she would have with them. Everyone gets charged the NSF fee if the payment is returned from the bank which is according to City ordinance. In addition, the PSC tariff for water states that we will charge $10 for the water portion of an NSF so this fee cannot be waived and the City would have to pay the Water fund.

While I have empathy for this family's situation, it is my recommendation to deny the request to waive the fee as this would set a precedence that would be detrimental to the City as there could be many different circumstances for an NSF.

December 28, 2019

Kaye Matucheski
700 Edison Street
Antigo, WI 54409

Dear Ms. Matucheski and Whom It May Concern,

My father, Nelson Sieber recently died on November 18th. My sister, Marie Reichelt flew in from Florida to take care of her executor of his estate duties as soon as she possibly could, which was within a week of his death. Although we had an understanding with Co-Vantage, that they would honor payments and outstanding bills, someone at the bank took it upon themselves to close my father's account prior to the end of the month. This caused the automatic payment for my father's City of Antigo bill to incur an NSF return fee of $35. My sister and I also took precautionary measures and set up an account at Co-Vantage to more easily transfer autopayments and bills related to our father's estate. I requested Co-Vantage to write a letter to the City of Antigo; they said they'd investigate it further; however, I have lost confidence in their word as this was weeks ago, and I've yet to get a follow-up response from them. Also, the leadership I spoke with so far has refused responsibility for the NSF and as far as I know, has not spoken with their employee that set up our new account and told us we could be confident Co-Vantage would honor the bills through the month with my father's account.

When I spoke with Kaye at the City, it was mentioned I could write a letter and it would be brought to the committee to possibly overturn this NSF fee of $35 and credit it back to my father's account. It does not help that the City accounts are setup to debit on variable dates throughout the month versus consistently on a given date of the month, as customary in most other businesses. I have been a long-standing customer with BMO, your bank that charged this fee. I am confident if you contact them, they would reverse the fee and you could in turn refund us. This has been a difficult time, and this is just one incident of many that could have been avoided but out of our control. We appreciate your consideration and effort to have the $35 credited to the account for 903 Langlade Road. I look forward to your decision and any details surrounding it.

Sincerely, Sandra Glasford
Sandra Glasford (daughter of Nelson Sieber)
414-791-8291
W63 N747 Sheboygan Rd
Cedarburg, WI 53012

CC: Co-Vantage, Antigo Branch Management

Antigo
"Antigo Area on the go"

January 6, 2020

CITY OF ANTIGO
Attn: Kaye Matucheski
700 Edison Street
Antigo, WI 54409-1955

Re: Assistant City Attorney

Dear Kaye:

I am just writing to follow up with you about Shawn Behren's retirement. Shawn has indicated that he will continue working up until the end of May 2020 for our firm, but we would like to transition his work for the City to Kourtney Imig of our office as of March 1, 2020. Kourtney has already recently been training to take over his role, and this way Shawn would be available for a couple of months to continue to provide additional training. Accordingly, I would like to appoint Kourtney as Assistant City Attorney affective March 1, 2020 with the same wage and benefits Shawn had received. Will you please place this on the agenda for the Finance and Personnel Committee? Thank you.

Yours truly,

CITY OF ANTIGO

Michael B. Winter

MBW/alb

City of Antigo, 700 Edison Street, Antigo, Wisconsin 54409-1955
Phone (715) 623-3633 Fax (715) 627-7099
www.antigo-city.org

"Antigo Area on the go"

To: Mayor and City Council

From: Bill Brandt, Mayor

Date: January 15, 2020

Re: Increase Compensation for City Attorney by $500 Per Month

As the complexity of government has increased over the past 20+ years, the work of the City Attorney has evolved in order to meet the demands and challenges of government. The City Attorney, Michael Winter, was appointed in February of 1997 and has not received any type of salary adjustment except for the standard cost of living increases. The charges for legal work in the industry have increased and the City's wages have not kept pace with the standards. Attorney Winter has provided excellent legal services to the City and continues to work more hours to provide these services.

Currently, the annual wage is $29,163.16 with benefits of health insurance and Wisconsin Retirement System. I am requesting an increase of $500 per month ($6,000 annually) to the salary of the City Attorney to reflect compensation equal to the work that is being performed. I am recommending the salary increase be effective on the first payroll after Council approval in February (February 21, 2020).

"Antigo Area on the go"

To: Mayor and City Council

From: Jon Petroskey, Fire Chief

Date: January 15, 2020

Re: Request to Purchase IV Pumps for Ambulance Department and Waive Bidding Requirements

I am requesting to purchase four Alaris IV Pumps with two channels on each pump. This is to replace the current IV Pumps we have from 2012 and these new pumps will match the updated pumps Aspirus moved to last year. I have two quotes, one is from BD, which makes the pumps and their price is for new IV pumps. The other quote is for refurbished IV pumps by Med One.

Med One is the only authorized Alaris/BD provider of Alaris refurbished IV Pumps. The Alaris IV Pumps are the same pumps that Aspirus uses which will streamline operations for patient transfers and allow us to run medication in the field during cardiac or trauma emergencies.

We received a $5,000 grant from the Greater Green Bay Community Foundation on behalf of the Ola S. Adams family towards the purchase of these IV pumps and the remainder of the funds will come from CIP.

I am also requesting to waive the bidding requirements because of the special purpose and lack of authorized vendors for the Alaris IV pumps.

Feel free to contact me if you have questions.

Quotation: CPQ-2723
ANTIGO FIRE DEPARTMENT
Quote Date: December 23, 2019
Pricing stated is offered by CareFusion for acceptance by Customer until March 19, 2020
Jessica Henkelman
jessica.henkelman@bd.com
GPO: Vizient
Commitment: Disposables commitment >$100,000 Annually and minimum $200/bed Non-Dedicated commitment.

Alaris® System Equipment (Hardware)				
Model	**Product Description**	**Quantity**	**Unit Price**	**Extended Pri**
8015 BD	BD Alaris™ PC unit, model 8015	4	$2,533.68	$10,134.
8100 BD	BD Alaris™ Pump module, model 8100	8	$1,681.56	$13,452.
			Subtotal	$23,587.:

Guardrails® Suite License for Alaris® System (Software)			
Product Description	**Quantity**	**Unit Price**	**Extended Pri**
Guardrails® Point-of-Care Software for Alaris® PC units	4	$900.00	$3,600.
Guardrails® Point-of-Care Software for Pump modules	8	$225.00	$1,800.
		Subtotal	$5,400.(

Total-Equipment, Licenses and Services	$28,987.
TOTAL ACQUISITION COST	$28,987.
GRAND TOTAL	$28,987.

Notes:
The Equipment identified above will be covered under a twelve (12) month Warranty.
This Customer Order does not include any applicable sales and use taxes. If Customer is tax exempt, Customer must ensure that a tax exemption certificate is (file with CareFusion.

Med One

PROPOSAL TO PURCHASE EQUIPMENT

10712 South 1300 East, Sandy, Utah 84094 *phone* (800) 248.5882 *fax* (800) 468.5528

Date 1/9/2020

SUBMITTED TO

CUSTOMER **City of Antigo**

ADDRESS 700 Edison Street
Antigo, WI 54409

CONTACT Jon Petroskey

PHONE (715) 623-3633 ext 142

EMAIL jpetroskey@antigo-city.org

SUBMITTED BY

NAME **Med One Equipment Services**

ADDRESS 10712 South 1300 East
Sandy, UT 84094

CONTACT Jeremy Quick

PHONE Direct: 801-619-6738 Fax: 801-566-7049

EMAIL jquick@medonegroup.com

EQUIPMENT

QTY	EQUIPMENT DESCRIPTION	UNIT COST	TOTAL COST
4	Alaris 8015 PCU - Patient-Ready, Refurbished Equipment --- Software Version: TBD --- *Drug library not included	$1,050.00	$4,200.00
8	Alaris 8100 Pump Module - Patient-Ready, Refurbished Equipment	$700.00	$5,600.00
1	Alaris Training & Support Materials - Online training videos created by clinical nurse educators for the Alaris Infusion, Syringe and PCA modules --- No Charge	$0.00	$0.00
4	Alaris Training & Support Materials - Alaris System Quick Reference Cards (attach to the PCU/Modules) --- No Charge	$0.00	$0.00
1	Sales Tax - To be determined, unless tax exempt	$0.00	$0.00
1	Shipping & Handling - Via UPS Ground	$60.00	$60.00
		Total Cost	**$9,860.00**

TERMS AND CONDITIONS

1.) Quote valid for 30 days, while inventory available.
2.) Equipment will be provided clean, tested, and patient-ready with a PM certificate and a one-year warranty.
3.) Sales tax will apply. If you are tax exempt, please provide a copy of your sales tax exemption certificate.
4.) Shipping charges will apply. Please specify the ship to address when placing your order.
5.) The customer is responsible for the proper operation of the equipment. If you are unfamiliar with the equipment or have questions, please contact Med One Group and you will be referred to the appropriate service department.
6.) Guardrails Safety Software licenses are not included with the purchase of the Alaris System equipment. If licenses and software are needed, the customer is responsible to purchase them.
7.) Payment is due within thirty days of shipment.

CUSTOMER ACKNOWLEDGEMENT

We hereby acknowledge, accept and agree to the terms of this Proposal.

This Proposal must be signed and emailed or faxed within 30 days of the Proposal date.

☐ If not tax exempt, check here.

PURCHASE ORDER NUMBER **TAX EXMPT #**

SIGNATURE **DATE**

Please review the equipment within 3 business days of delivery and verify it is in the condition you expected. If you find something that does not meet your expectations, please let us know immediately so we can remedy the problem.

“Antigo Area on the go”

To: Mayor and City Council

From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor

Date: January 15, 2020

Re: Approval of Fireworks Country Providing Firework Display and Funding Sources for 2020

Our contract with Pyrotechnic Display ended as of this last year. Pyrotechnic Display has provided our community with a Fireworks show since 2012.

Unfortunately, Pyrotechnic Display is unable to commit to a 4th of July show for 2020.

Four other fireworks companies were contacted and Fireworks Country, from Wittenberg, is able to provide a show on the 4th of July, and meet the necessary insurance requirements. Additionally, they have provided a popular and dynamic display at the Langlade County Fair the past couple years.

I am recommending we contract with Fireworks Country for 2020 using the same levels and sources of funding as in years past. $6,500.00 will come from the economic development portion of the Hotel/Motel tax funds and $3,500.00 from the general operating celebrations fund for a total of $10,000.00.

Antigo
"Antigo Area on the go"

To: Mayor and City Council

From: Kaye Matucheski, Clerk/Treasurer

Date: January 15, 2020

Re: Amend Resolution #119-19 to Clarify the Hours of the Additional Personal Day that Police Clerical/Resource Assistants Receive

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Resolution #119-19 adopted on December 11, 2019, provides for an additional personal day effective January 1, 2020 for all exempt, non-exempt and non-represented employees. The resolution states this is for a total of three days (24 hours). However, there needs to be clarification that the Police Clerical Resource Assistants will receive a total of three days (30 hours) as they work ten hour shifts year round and their time is based on ten hour days.

If approved by the Committee, this will need to be forwarded to Council to clarify the intent. Should you have any questions, please feel free to contact me.