



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, January 17, 2024

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

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

1. Minutes from the December 20, 2023 Meeting (Pending Completion)
2. Police Union Side Letter in reference to Police Academy attendees receiving overtime after 40 hours
3. Approval to Waive the Bidding Process and to Purchase Necessary Electronics to Upgrade Council Chambers With Budgeted CIP Funds
4. Increase City Insurance Limits for Anyone Required to Provide a Certificate of Insurance to the City of Antigo
5. Request to Authorize Clerk-Treasurer/Finance Director to Waive 2024 Annual Event Permit Fees for Recurring Community Events Meeting Specified Criteria
6. Purchase Snowplow Undercarriage Adapter from Quinlan's Equipment at a Cost of \$2,672.43 for the New GMC Pickup Purchased with the EMS Flex Grant
7. Review and Accept Cadet Program Policy Updates to Restart the Cadet Program
8. Recruitment & Retention Update Slide Show Presentation by Chief Smith Regarding How Best to Fill the Personnel Shortage
9. Continue Discussion of Snow Removal on Sidewalks Downtown (Referred By Mayor Brand)
10. Continue Discussion on Insurance Options for Events not having Insurance Requirements Waived (Referred by Mayor Brand)
11. Discussion on 2023 Budget (Referred by Mayor Brand)
12. Discussion on 2025 Budget (Referred by Mayor Brand)
13. Review of 2018 Comp Plan (Referred by Mayor Brand)
14. Continue Discussion on School Resource Officer Agreement (Referred by Mayor Brand)
15. Continue Discussion to Change the Rules so a Council Person Could Vote Remotely without being Physically Present at Council Meeting for a Maximum of Four Meetings with No More than Three Persons being Absent at One Meeting with Remote Access (Referred by Alderperson Kassis)
16. Continue Discussion of Council Goals for 2024 (Referred by Mayor Brand)
17. Continue Discussion of Department Head 2024 Goals (Referred by Mayor Brand)

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 Cheryl Barta, 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 11,2024

TERENCE BRAND



To: Mayor and City Council
From: Dan Duley, Chief of Police
Date: January 17, 2024
Re: Police Union Side Letter in reference to Police Academy attendees receiving overtime after 40 hours

In recent years, the Antigo Police Department has received approval to send new officers to the Police Recruit Academy.

Under current contract language, all officers receive overtime pay after eight hours of working their normal shift. The police recruit academy does not follow normal shifts, with some partial days of training and some other longer days, beyond eight hours.

I have made a request to the Antigo Professional Police Association, Local 236, to include a side letter to the contract, to include language that employees attending police academy will only receive overtime after forty hours in a workweek, not after eight hours.

The city's labor attorney and the union agree to the proposed language changes in the side letter.

I am looking for approval of side letter changes to the contract with the Antigo Professional Police Association, Local 236.

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

Respectfully Submitted,

Daniel J. Duley

Chief of Police

**SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF ANTIGO
AND THE
ANTIGO PROFESSIONAL POLICE ASSOCIATION,
LOCAL 236 OF THE LABOR ASSOCIATION OF WISCONSIN, INC.**

THIS SIDE LETTER OF AGREEMENT (hereinafter "the Agreement") is entered into by and between the **CITY OF ANTIGO** (hereinafter "the City") and the **ANTIGO PROFESSIONAL POLICE ASSOCIATION, LOCAL 236 OF THE LABOR ASSOCIATION OF WISCONSIN, INC.** (hereinafter "the Association").

WHEREAS, the City and the Association realize that it is in both parties' interests to add a new Section to Article XI – Overtime that details how members of the Association receive overtime pay while attending the Police Academy.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree to create Section 11.06 – Police Academy Overtime to read as follows:

1. "Section 11.06 – Police Academy: In lieu of the provisions of Section 9.01, while attending the Police Academy, the Chief shall set the employee's scheduled work day and work week. Section 9.02 shall not apply to an employee attending the Police Academy. While attending the Police Academy, Sections 11.01 – 11.05 shall not apply to the employee. While attending the Police Academy, the employee shall only be paid contractual overtime at the rate of time and one half over forty hours worked per week. The FLSA work period shall be 28 days and 171 hours. During the time the employee is attending the Police Academy, the employee may not use paid time off other than accrued sick leave."
2. This Agreement contains the complete agreement and understanding between the parties hereto in reference to all the matters herein agreed upon and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of force or effect.
3. This Side Letter shall become the status quo and is to be fully incorporated into the parties' successor Collective Bargaining Agreements unless modified by the parties during bargaining. All other terms and conditions of the parties' Collective Bargaining Agreement shall apply. If there are conflicts between the Collective Bargaining Agreement and this Side Letter, the terms of this Side Letter shall govern.

IN WITNESS WHEREOF, the parties hereto execute and enact this Agreement on the dates indicated below.

**ANTIGO PROFESSIONAL POLICE
ASSOCIATION**

CITY OF ANTIGO

Brady Goeks
President

Karin L. Derauf
City Administrator

Date: _____

Date: _____

Attachment: Academy Overtime (1) - revised (6629 : Police Union Side Letter)



To: Mayor and City Council
From: AJ Jansen, Comm. & Tech.
Date: January 17, 2024
Re: Approval to Waive the Bidding Process and to Purchase Necessary Electronics to Upgrade Council Chambers With Budgeted CIP Funds

The electronics in the council chambers are out of date and in need of replacement.

I am recommending replacing the following items:

- Microphones on the dais for council members, departments heads and the podium
- Ceiling mounted speakers
- Amp
- Receivers
- Televisions
- Video capabilities
- Necessary hardware and software
- Any other electronics for full system operation

Installation of the above components will be completed in house by myself, as well as other City staff as needed resulting in a cost savings to the City.

The project is budgeted and will not exceed the budgeted amount. I am requesting waiving the bidding requirement and for the purchase of the above listed items.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: January 17, 2024
Re: Increase City Insurance Limits for Anyone Required to Provide a Certificate of Insurance to the City of Antigo

Currently the City of Antigo requires insurance limits of \$1,000,000 plus the City listed as an additional insured for anyone that is coming on to our premises to do work, has a contract to complete a job, etc. They must furnish a certificate of insurance. These limits are included in any contract with the City.

There has been recent discussion of increasing the limit to a minimum of \$2,000,000 with the additional insured endorsement. I have been working on insurance requirement wording based on samples provided by Cities and Villages Mutual Insurance Company (CVMIC). One of my questions is should there be different limits for different exposure; such as, should a \$50,000 construction contract have the same requirements as a \$2,000,000 contract?

I am bringing this to Committee as I believe that any increase in these requirements will cause some people to question alderpersons, possibly others to decline to do business with the City, or contractors to increase the cost of a contract for the additional insurance.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: January 17, 2024
Re: Request to Authorize Clerk-Treasurer/Finance Director to Waive 2024 Annual Event Permit Fees for Recurring Community Events Meeting Specified Criteria

The City of Antigo Park, Recreation and Cemetery Director has requested that the Clerk-Treasurer/Finance Director have authorization to approve waiving 2024 permit fees for recurring community events using the following criteria:

- The event has occurred in the past with similar usage requests as in prior years.
- The event is open to the public and community at no charge and offers either an education experience for attendees or a remembrance or memorialization for those within our community.
- The picnic or event recognizes volunteers that have participated in a community service project.
- The organization or group is not creating a profit from the event. If funds are raised during the event they are invested back into our community and used for various community projects, events, programs or local organizations.

The following would be approved for consideration of waiver of permit fees by the Clerk-Treasurer/Finance Director:

1. 4-H Park Programs
2. All Sauced Up Community Fundraiser
3. Antigo Cancer Society Relay for Life
4. Antigo Community Food Pantry Volunteer Recognition
5. Antigo Dugout Club & Legion Baseball Tournaments
6. Antigo Farmers' Market
7. Antigo Fillies Youth Softball Tournament
8. Antigo First Party on the Ave
9. Antigo Garden Club Annual Plant Sale
10. Antigo High School Homecoming Parade
11. Antigo Optimist Halloween Event

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12. Antigo Optimist Tree Burn
 13. Antigo Optimist Volunteer Appreciation Picnic
 14. Antigo Tater Trot
 15. Antigo Walk to End Alzheimers
 16. AVAIL Fundraiser
 17. Badgerland Classics Car Club
 18. Boys & Girls Club of the Northwoods Summer, Fall, and Winter Event/Programs
 19. Compassionate Friends Event
 20. CROP Walk to End World Hunger
 21. Disc Gold Fundraising Tournaments
 22. Eli's Unite and Fight
 23. Healthy Ways / Wellness Walk Spring and Fall Walk
 24. Hike for Hope (Formerly Out of Darkness Suicide Walk)
 25. Historical Society Cemetery Tour
 26. Kids Fishing Day/Trout Unlimited
 27. Langlade County Historical Society Picnic
 28. Lunch to Benefit the Giving Tree
 29. Memorial Day Parade
 30. Music in the Park
 31. REGI Summer Camp
 32. Rotary Picnic
 33. Stand for Children Day
 34. Stumble Stump Rendezvous
 35. Team Stash coed Softball Tournament
 36. Thrivent Cans Hunger Banquet
 37. UW Extension
 38. Wild One's Community Educational Program

Authorize the Clerk-Treasurer/Finance Director to waive the event permit fees for the listed events as long as they meet the specified criteria.



To: Mayor and City Council
From: Corey Smith, Fire Chief
Date: January 17, 2024
Re: Purchase Snowplow Undercarriage Adapter from Quinlan's Equipment at a Cost of \$2,672.43 for the New GMC Pickup Purchased with the EMS Flex Grant

We have taken delivery of our new pickup truck purchased through the EMS Flex Grant. DPW has offered to give us a snowplow for the truck and I need to purchase the adapter from Quinlan's Equipment for the Boss Snowplow.

I am looking for approval to use Ambulance CIP, EMS Equipment fund for \$2672.43. Feel free to contact me if you have questions.



To: Mayor and City Council
From: Corey Smith, Fire Chief
Date: January 17, 2024
Re: Review and Accept Cadet Program Policy Updates to Restart the Cadet Program

Since January of 2023, our Cadet Program has been on hold. During that time, I have updated our Cadet Policy and I am now ready to review the changes and potentially accept the new policy.

Jon Petroskey
Fire Chief
jpetroskey@antigo-city.org



Corey Smith
Asst. Chief
csmith@antigo-city.org

City of Antigo Fire Department

City of Antigo Fire Department Cadet Program Policy

Created 3/1/2021

1.0 Purpose

The City of Antigo Fire Department is committed to the education and future of the youth in our community. Furthermore, we are devoted to long-term recruitment and retention of quality firefighter/paramedics within our department.

2.0 Scope

~~The City of Antigo Fire Department may provide funding if no other funding is available for uniforms and two programs: The Cadet Program and EMT Basic.~~

~~2.3~~ The purpose of the Cadet Program is to provide fire and EMS training for the Cadets to help them make a decision of whether or not to pursue a career in the fire and EMS service with the City of Antigo Fire Department. ~~This training provided in house does not result in certification and.~~ Additional classes ~~such as (ie. firefighter 1 and EMT basic/EMT Paramedic) must be accomplished~~ are required to receive certification and licensure. ~~These additional classes may be offered through the cadet program.~~

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3.0 Cadet Program ~~Pre-requisites~~Requirements and Organizational Structure

3.1 Cadet Program ~~Pre-requisites~~Requirements

3.1.1 All Cadet applicants are required to:

- Complete the application packet
- Successfully pass a background investigation
- Maintain a 2.5 grade average
- Be a student in the Antigo Unified School District
- Be ~~between the ages of 15 and 21~~ at least a 9th grader.
- Participate in fundraising activities

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3.2 Organizational Structure

3.2.1 ~~Cadet Program Board~~Oversight

The Fire Chief has ultimate responsibility and supervision over the program. The ~~AFD FTO Public Education~~ Committee ~~along with~~

700 Edison Street
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www.antigo-city.org/AFD

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Corey Smith
Asst. Chief
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City of Antigo Fire Department

[Fire Department Officers](#) will oversee recruitment, training, cadet participation, cadet management and revision of the program as needed.

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csmith@antigo-city.org

City of Antigo Fire Department

3.2.2 Cadet Program Instructors

The instructors for the cadet program will be ~~made up of FTO committee members and any other members~~ personnel of the City of Antigo Fire Department deemed fit by the Cadet Program Board, and/or the Fire Chief ~~Fire Chief or his/her designee.~~

3.2.3 Cadet Program ~~Director~~ Leader

The Cadet Program ~~Director~~ Leader is a member of the FTO Public Education Committee that oversees all aspects of the program ~~are being completed appropriately.~~ The Director ~~Leader~~ will assign tasks and responsibilities to instructors and coordinate activities with outside sources and other chapters. The Director ~~Leader~~ will work under the direction of the Chief or his/her designee and be overseen by the Cadet Program Board, with guidance from the Public Education Committee.

4.0 Cadet Training Program

4.1 Cadet Program Training Days

The training days will typically consist of ~~a minimum of~~ 4 days per month (1 day per week) from 1300 – 1500 at the City of Antigo Fire Department or a previously agreed upon location. These dates and times are subject to change.

4.2 Cadet Program Instruction

~~The instruction for the program will follow the guidelines as set forth in the pertinent documents. Instruction will take place with a minimum of 2 instructors.~~ Instructors will consist of “off duty” qualified City of Antigo Fire Department members who will oversee the cadet training program. Instructors will be compensated ~~reimbursed with Comp Time, over time, or as indicated by the Fire Chief~~ in accordance with the current collective bargaining agreement. At no time will an instructor work 1 on 1 with a cadet member.

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Asst. Chief
csmith@antigo-city.org

City of Antigo Fire Department

5.0 Responsibilities

5.1 ~~Cadet Program Board~~Public Education Committee responsibilities:

- Provide oversight of the Cadet Program.
- Instruct trainings.
- ~~Liaison with the Fire Department~~
- Maintain program records and documents.
- ~~Conduct promotional process's for the Cadets~~
- ~~Oversee Recommend~~ disciplinary measures as needed.

5.2 Cadet Program ~~Director~~Leader responsibilities:

- Be the Cadet Program's public relations liaison with the community, ~~High School, etc and School District.~~
- Oversee the Cadet Program Fundraising Program.
- Schedule training classes.
- ~~Coordinate off-site events for the Cadets.~~
- ~~Implement discipline in cooperation with the HR Specialist.~~

5.3 City of Antigo Fire Department responsibilities:

- Provide the training area for the Cadet program.
- Provide equipment and apparatus as needed for the proper training of the Cadets.
- Provide proper PPE for the Cadets.

Budget

~~6.0 The current annual (2021) budget for the program is set by the Antigo Common Council at \$6000. This can be off-set by fundraising efforts by the Cadets.~~

~~7.06.0~~ Cadet Membership and Cadet Organization

~~7.0~~ Membership Requirements

- ~~Be between the ages of 15 and 21~~

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City of Antigo Fire Department

- Submit a completed copy of the City of Antigo Fire Department Cadet Program application packet and meet the guidelines of the packet.
- Be a student of the Antigo School District
- Participate in the physical training program
- Submit a copy of an annual physical
- Remain in school and maintain a 2.5 GPA
- Participate in 5 fundraising activities annually

7.16.1 Cadet Organization Structure

There will be ~~four~~ three different Cadet ~~classifications~~ Ranks:
 Probationary Fire Cadet, Fire Cadet, ~~Acting Lieutenant and Lieutenant and~~
Senior Fire Cadet.

7.1.16.1.1 Probationary Fire Cadet

An entry-level cadet who is in the process of completing the first 3 months of the program

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City of Antigo Fire Department

7.1.26.1.2 Fire Cadet

A cadet who has completed the requirements of the first 3 months of the program

7.1.36.1.3 Acting Lieutenant Senior Fire Cadet

A cadet who ~~has completed~~ all requirements set forth for the program, is currently in good standing, up to date and ~~has shown~~ has been an active participant for three years, leadership qualities conducive to the program, the department and their fellow cadets.

7.1.4 Lieutenant

~~A cadet who has shown exemplary service and leadership qualities, has knowledge in the program and department functions, and is able to lead their fellow cadets and new cadets with care, compassion, integrity and honor.~~

8.07.0 Cadet Uniform

Navy blue station pants, black boots or shoes, Fire Cadet ~~t-shirt~~, and black belt, ~~Fire Cadet hat~~. Uniforms can be purchased using Cadet ~~program~~ Program funding. Cadet ~~t-shirts~~ should only be worn for Cadet sanctioned functions.

9.08.0 Fundraising

9.18.1 The City of Antigo ~~Fire Department~~ will support the Cadet Program Fundraising activities as needed.

9.2 Cadets and parents are encouraged to volunteer time at fundraisers. Funds raised will be used towards for Cadet program fees, competitions, classes, uniforms, trips and other necessary equipment. Examples of fundraisers are car washes, brat fries, working concession stands, parking cars at events, raffles and other program approved events.

8.2

10.0 Competitions and challenges

10.1 Cadets may participate in competitions and challenges within the Cadet Program nation.

10.2 Cadets and parents are encouraged to attend competitions and challenges.

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Attachment: Cadet program policy (6631 : Review and Accept Cadet Program Policy Updates)



To: Mayor and City Council
From: Corey Smith, Fire Chief
Date: January 17, 2024
Re: Recruitment & Retention Update Slide Show Presentation by Chief Smith Regarding
How Best to Fill the Personnel Shortage

Attached, you will find a PDF version of the presentation regarding ongoing recruitment and retention discussions and efforts. Please let me know if you have any questions prior to the meeting.



Recruitment & Retention

Presented to Finance, Personnel, and Legislative Committee
December 20, 2023

City of Antigo Fire Department



EMS Training Costs

- EMT = 180 hours of class time over 16 weeks in a hybrid format.
 - \$971.30 tuition for both parts.
 - AEMT = 180 hours of class time over 16 weeks in a hybrid format.
 - \$998.00 tuition for Technical Diploma
 - Paramedic = 1242 hours (class sessions and clinical time)
 - \$6963.00 tuition and books.
-
- EMT starting hourly wage is \$16.02 (\$2883.60 EMT/AEMT \$19896.84 Medic)
 - All programs require testing fees ranging from \$175 - \$225
 - These estimates do not include optional study and prep materials.

Fire Training Costs

- Certified Firefighter 1 = 96 hours
 - Must also complete 30 hour Hazardous Materials Course
 - State sponsored course if students are successful
 - Firefighter II = 42 hour course
 - Driver/Operator Pumper = 66 hours
 - Driver/Operator Aerial = 36 hours
 - Certified Officer I = 40 hours

Replacement Costs for DPW

CDL School (Karl's Transport)	\$7,500	5 weeks/40 hours
Advertising (Shoppers Guide)	\$338	\$84.50/each x 4
Advertising (Antigo Journal)	\$216	\$54/each x 4
Physical	\$384	
Employee Pay (200 hrs @ \$21.21)	<u>\$4,242</u>	40 hrs x 5 weeks
	\$12,680.00	
<i>*Option of on-line classroom</i>	<i>\$10,680</i>	<i>tuition \$5,500 instead of \$7,500</i>
CDL School (NTC-Merrill)	\$2,156	8 weeks/32 hours
Advertising (Shoppers Guide)	\$338	\$84.50/each x 4
Advertising (Antigo Journal)	\$216	\$54/each x 4
Physical	\$384	
Employee Pay (320 hours @ \$21.21)	\$6,787.20	8 weeks/40 hours (w/drive)
Gas	<u>\$320.00</u>	\$40 per week
	\$10,201.20	