



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, January 19, 2022

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 8 and 15, 2021 Meetings
2. Consideration of a Vacation Balance Carry Over Request of up to 40 hours from Fire Chief Petroskey to be Utilized within 90 Days of His Hiring Anniversary Date
3. 2021 Budget Transfers & Adjustments to be Approved at the February Council Meeting
4. Accept Stryker Ambulance Cot Bid of \$15,495 from Pomasl Fire Equipment which Includes Trade-In
5. Purchase Voice Recognition Software for Police Officers from Baycom at a Cost of Approximately \$11,800
6. Purchase Three 2022 Police Department Vehicles through Langlade Ford with a Purchase Price of \$108,758 Plus the Fees and Police Equipment
7. Refill a Vacant Police Department Officer Position
8. Consider Policy Authorizing the Director of Administrative Services and Mayor to Approve Filling Vacant Positions

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 14, 2022

BILL BRANDT



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: January 19, 2022
Re: Consideration of a Vacation Balance Carry Over Request of up to 40 hours from Fire Chief Petroskey to be Utilized within 90 Days of His Hiring Anniversary Date

Jon Petroskey, Fire Chief, has willingly taken on additional responsibilities in an effort to assist the Fire Department throughout the COVID-19 pandemic and due to staff shortages in order to help assure that the services expected by the citizens of Antigo and Langlade County were met. In doing so, allotted vacation time away from his regular duties was either interrupted or postponed in order to deliver necessary services.

It is anticipated that Jon will have 40 or fewer hours of vacation leave remaining at the time of his anniversary date on January 31, 2022. It is my recommendation to extend up to 40 hours of unused vacation time for a period of 90 days beyond Jon's anniversary date of January 31, 2022. Your consideration of this recommendation is greatly appreciated; if you have any questions, please feel free to contact me accordingly.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: January 19, 2022
Re: 2021 Budget Transfers & Adjustments to be Approved at the February Council Meeting

As in previous years, I am requesting authorization to take any clean-up 2021 budget transfers and/or adjustments to the February Council for approval. Department managers have until the first week in February to submit any final invoices for 2021 so I cannot complete the resolution until all of those are processed. That is why I do not have the report for this Committee meeting.

If you approve this, the resolution will not be on the Consent Agenda so that you can vote on this item. This is clean-up work before the auditors come to finish the audit so there is not enough time to wait until March.

If you have any questions, please feel free to contact me. Thank you for your consideration.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: January 19, 2022
Re: Accept Stryker Ambulance Cot Bid of \$15,495 from Pomasl Fire Equipment which Includes Trade-In

I am requesting to purchase a new Stryker Power Ambulance Cot with Capital Equipment/Improvement Program Fund. I have requested bids and received only one which Alderman Henricks assisted in opening. The bid request also includes trade-in values of our 2013 Stryker cot.

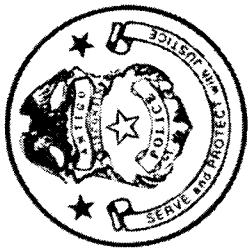
The quote is from Pomasl Fire Equipment for \$17,995 with a credit for the trade-in of \$2,500 for a balance of \$15,495. I have attached the bid sheet for information.

I am looking for approval to accept the bid from Pomasl Fire Equipment for \$15,495 and to include trading in the 2013 ambulance cot with the funds coming from the ambulance CIP. Feel free to contact me if you have any questions.

Packet Pg. 5

Don Patricky
James Smith
Scott Henricks
James Hossull

[illegible]



ANTIGO

POLICE DEPARTMENT

ERIC ROLLER
CHIEF OF POLICE & DIRECTOR OF PUBLIC SAFETY
EROLLER@ANTIGO-CITY.ORG

January 12, 2022

Finance, Personnel, Legislative Committee

RE: Dictation Software

Dear Committee Members;

The Antigo Police Department is looking to purchase voice recognition software and hardware for the officers.

Captain Duley has been working with Baycom of Green Bay on Nuance Voice Recognition Software and hardware as a trial program and has felt this voice recognition software is a very useful, time saving, and effective tool for the department. Through the trial process, numerous officers have also been able to experiment with the system and everyone has seen the benefits of the system.

The software and equipment allows the officers to either dictate their reports in the office or the squad cars.

Baycom of Green Bay holds the state contract bid price on the equipment and software.

The money to purchase this equipment is available in a state seizure fund that we have established through funds previously confiscated through past criminal convictions that our department has worked on.

I am looking for a motion to purchase the Nuance Voice Recognition Dictation from Baycom for a price of \$11,800.00 from account 282.620.62001.51690 with the balance of approximately \$167.00 coming from our equipment operating budget fund.

Sincerely;

A handwritten signature in black ink, appearing to read "Eric J. Roller".

Eric J. Roller
Director of Public Safety



serious mobility
when it matters most

TIM COONEY

2040 RADISSON ST.
GREEN BAY, WI 54302
PHONE: 920-544-4282
FAX: 920-468-8615

tcooney@baycominc.com

ANTIGO POLICE DEPT.
DAN DULEY

12/29/2021
715-627-6411
dduley@antigo-city.org

QUOTE NO. TC20220112A

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

QTY	MODEL AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
State Contract# 505ENT-O16-NASPOCOMPUT-02			
13	Nuance Power Mic 3	\$328.00	\$4,264.00
2	SVCNLETRDW2 2 Hour Online Training	\$336.00	\$672.00
13	SVCNLEL1YB Software License	\$428.00	\$5,564.00
13	SVCNLEMC1YB Annual Mgmt Center Subsc.	\$28.00	\$364.00
13	SVCNLEMS1YB Annual Maintenance	\$72.00	\$936.00
Year 2 and Beyond Annual Costs			
13	SVCNLEMC1YB Annual Mgmt Center Subsc.	\$28.00	
13	SVCNLEMS1YB Annual Maintenance	\$72.00	

Payment With Order: Net 30 Days	EQUIPMENT COST:	\$11,800.00
Quotation Good for 90 Days	SHIPPING:	Included
We impose a surcharge of 2% on credit card purchases over \$1,000.00 which is not greater than our cost of acceptance.	TAX:	Exempt
	TOTAL:	\$11,800.00

Your signature is an agreement to purchase and an acceptance of Baycom's Terms & Conditions
(<http://terms.baycominc.com>)

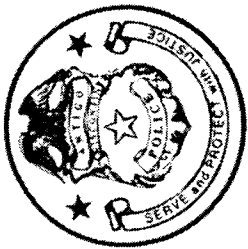
Approved By: _____ / _____
AUTHORIZED CUSTOMER SIGNATURE DATE

All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions, Please Contact Tim Cooney at 920-544-4282



Official Provider of Two Way Radios for the Green Bay Packers

Attachment: voice recognition (5349 : Purchase voice recognition software)



ANTIGO POLICE DEPARTMENT

ERIC ROLLER
CHIEF OF POLICE & DIRECTOR OF PUBLIC SAFETY
EROLLER@ANTIGO-CITY.ORG

January 12, 2022

Finance, Personnel, Legislative Committee

RE: Purchase Squad Cars 2022

Dear Committee Members;

I am looking to purchase squad cars for 2022 to replace vehicles in our current fleet and update our 2014 K9 squad car.

In 2021, the Antigo Police Department only was able to purchase one squad vehicle, a Ford Utility Responder, as the Ford F150 Responder was not available to order due to the supply chain issues. This has thrown us off slightly of our two-vehicle replacement per year to maintain the fleet.

I have received quotes from Langlade Ford for two different vehicles and they match the state contract bid price. Langlade Ford has informed me that we may order vehicles at this time, though there is no guarantee to the delivery in 2022.

I am looking to purchase two 2022 Ford F150 Responder vehicles at a quoted price of \$35,379.00 plus title, license, and dealer fee. I am also requesting that the vehicles be equipped with the necessary police equipment. The money will come from the CIP budget for 2022. One vehicle will replace our 2010 Chevy Malibu unmarked vehicle and utilized by Captain Dan Duley. The other vehicle will replace our 2017 Marked Ford Sedan, and will be a fully marked squad vehicle.

I am also looking to purchase a 2022 Ford Utility SUV for use as our next K9 vehicle. I have received a quote from Langlade Ford matching the state contract bid price of \$38,009 plus title, license, and dealer fees. I am also looking to equip this vehicle with the necessary police and K9 equipment. The money to purchase this vehicle and equipment will come from the K9 fund established through donations from the community.

We are looking at purchasing another K9 in 2022 as Natscho will be nearing the end of his productive service duty in the near future and will retire when he is unable to perform safely. We value the K9 program, appreciate the community support, and do not want to have a lapse of service of the K9 program. We anticipate an overlap of service of the two dogs and will need a new vehicle ready for a new handler and dog.

I am looking for a motion and acceptance to purchase the three vehicle and outfit the vehicles with the necessary equipment.

Sincerely;

A handwritten signature in black ink, appearing to read "Eric J. Roller".

Eric J. Roller
Director of Public Safety

Eric Roller

From: Eric Behrens <ebehrens@langladedeford.com>
Sent: Friday, January 07, 2022 4:24 PM
To: Eric Roller
Subject: [External] Verify 2022 Ford F-150 police responder
Attachments: ANTIGO PD TRUCK.pdf

Chief Roller,

Attached is a build sheet for (one) 2022 Ford F-150 Police responder. I used the specs from the 2020 F-150 police responder. You price for (one) 2022 F-150 police responder is \$35,379 plus title, license and dealer fee.

Please let me know if you have any questions.

Thank you.

Eric Behrens
Sales Manager
ebehrens@langladedeford.com

CNGP530

VEHICLE ORDER CONFIRMATION

01/07/22 11:42:52

Dealer: F41195

Page: 1 of 2

Order No: 9999 Priority: K1 Ord FIN: QM972 Order Type: 5B Price Level: 215

Ord PEP: 150A Cust/Flt Name: ANTI GO PD

PO Number:

RETAIL

RETAIL

W1P F150 POL RESP \$45130

18B BLK PLAT BDS \$250

145" WHEELBASE

425 50 STATE EMISS NC

AGATE BLACK

54R MIR DUAL PWR 305

POLICE SEAT

57Q REAR DEFROSTER 220

BLACK

59S LED SPOTLIGHTS 175

150A EQUIP GRP

59S FOG LAMPS 140

.XL SERIES

794 PRICE CONCESSN

.18" SILVER ALUM

TOTAL BASE AND OPTIONS 48605

998 3.5L V6 GTDI

TOTAL 48605

.LT265/70R 18

THIS IS NOT AN INVOICE

.3.31 ELEC LOCK

*TOTAL PRICE EXCLUDES COMP PR

7050# GWMR

* MORE ORDER INFO NEXT PAGE *

FLEET SPCL ADJ NC

NC

F8=Next

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

F9=View Trailers

5006 - MORE DATA IS AVAILABLE.

QC01661

V1DP0805

2,6

VIRTCDP



Attachment: 2022 squad purchase (5350 : Purchase 2022 Squad Cars)

VIRTCDP

CNGP530 VEHICLE ORDER CONFIRMATION

01/07/22 11:43:17 Dealer: F41195 Page: 2 of 2

Order No: 9999 Priority: K1 Ord FIN: QM972 Order Type: SB Price Level: 215
Ord PEP: 150A Cust/Flt Name: ANTIGO PD PO Number:

RETAIL RETAIL

REMARKS TRAILER

91B BLIS 590

924 PRIVACY GLASS 100

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1695

TOTAL BASE AND OPTIONS 48605

TOTAL 48605

THIS IS NOT AN INVOICE

*TOTAL PRICE EXCLUDES COMP PR

F1=Help F2=Return to Order F3/F12=Veh Ord Menu F7=Prev
F4=Submit F5=Add to Library F9=View Trailers

5099 - PRESS F4 TO SUBMIT

V1DP0805

2,6

Eric Roller

From: Eric Behrens <ebehrens@langladedeford.com>
Sent: Friday, January 07, 2022 4:44 PM
To: Eric Roller
Subject: [External] Verify 2022 Ford Explorer police utility
Attachments: ANTIGO POLICE DEPT EXPLORER.pdf

Chief Roller,

Attached is a build sheet for (one) 2022 Ford Explorer police utility.

There have been some package changes since your last order of a Explorer police utility. The front and rear wiring kits have been combined into one package. Also the front headlamp house only package is no longer available.

Your price for (one) 2022 Ford Explorer police utility is \$38,009 plus title, license and dealer fee.

With either order we cannot guarantee if any order will be pulled for production or when it will arrive.

Please let me know if you have any questions.

Thanks.

Eric Behrens
Sales Manager
ebehrens@langladedeford.com

01/07/22 14:49:51

Dealer: F41195

Page: 1 of 2

Order No: 9999 Priority: F1 Ord FIN: QM972 Order Type: SB Price Level: 215

PO Number:

RETAIL

18D GBL LOCK/UNLOCK NC

425 50 STATE EMISS NC

43D COURTESY DISABL 25

51R DRV LED SPT LMP 395

549 PWR MIRR HTD 60

59E KEY CODE 1435X 50

60R NOISE SUPPRESS 100

TOTAL BASE AND OPTIONS 44680

TOTAL 44680

THIS IS NOT AN INVOICE

*TOTAL PRICE EXCLUDES COMP PR

* MORE ORDER INFO NEXT PAGE *

F8=Next

F2=Return to Order F3/F12=Veh Ord Menu

F9=View Trailers

F4=Submit F5=Add to Library

F1=Help

17T CARGO DOME LAMP 50

NC FLEET SPCL ADJ

.RR MOUNT PLATE

.GRILL WIRING

67U ULTIMATE WR KIT 560

JOB #2 ORDER

44B .10-SP MOD HYBRD NC

99W .3.3L HYBRID NC

.AM/FM STEREO

500A EQUIP GRP

6

9 CLTH BKTS/VNL R

UM

AGATE BLACK

K8A 4DR AWD POLICE \$40980

.119" WHEELBASE

Order Code: 500A Cust/F1t Name: ANTIGO PD

2022 EXPLORER 4-DOOR

VEHICLE ORDER CONFIRMATION

VIRTCDP

V1DP0251

QC016611

2,6

Attachment: 2022 squad purchase (5350 : Purchase 2022 Squad Cars)

CNGP530 ==> VEHICLE ORDER CONFIRMATION 01/07/22 14:50:14 Dealer: F41195 Page: 2 of 2

2022 EXPLORER 4-DOOR

Order No: 9999 Priority: F1 Ord FIN: QM972 Order Type: 5B Price Level: 215
Ord Code: 500A Cust/Flt Name: ANTI GO PD PO Number:

RETAIL

TOTAL BASE AND OPTIONS\$44680

TOTAL 44680

THIS IS NOT AN INVOICE

*TOTAL PRICE EXCLUDES COMP PR

66A FRONT HDLMP PKG \$895

67V CONNECTOR KIT 185

.WIRING KIT-RR

68G RR DR/LK INOP 75

794 PRICE CONCESSN

86T RR TAILLAMP HSG 60

153 FRT LICENSE BKT NC

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1245

F1=Help

F4=Submit

F5=Add to Library

F9=View Trailers

F2=Return to Order

F7=Prev

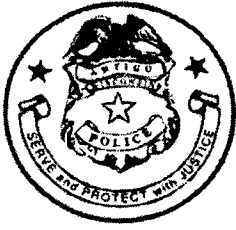
F3/F12=Veh Ord Menu

5099 - PRESS F4 TO SUBMIT

QC016611

V1DP0251

2,6



ANTIGO POLICE DEPARTMENT

ERIC ROLLER
CHIEF OF POLICE & DIRECTOR OF PUBLIC SAFETY
EROLLER@ANTIGO-CITY.ORG

January 12, 2022

Finance, Personnel, Legislative Committee

Dear Committee Members;

Officer Bruce Brown has given his notice of retirement from the Antigo Police Department after 29 years of service effective March 12, 2022.

This would leave the Antigo Police Department short one full time officer from our sworn 15 officers.

I am requesting that the Antigo Police Department be able to fill this position and maintain staffing at 15 sworn members. The department is currently budgeted for 15 full time officers through 2022.

I would immediately begin the hiring process and anticipate re-filling the position sometime after the March 12, 2022 retirement date.

Sincerely;

A handwritten signature in black ink, appearing to read "E. Roller".

Eric J. Roller
Director of Public Safety

Attachment: brown rehire (5355 : Rehire Position)



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: January 19, 2022
Re: Consider Policy Authorizing the Director of Administrative Services and Mayor to Approve Filling Vacant Positions

Sometime ago a policy was instituted that required any position that would become vacant due to retirement or resignation be brought to the Committee for approval to refill the position. This requirement delays the process of rehiring while waiting for the approval. After speaking with Mark Desotell, Director of Administrative Services (DOAS), and Bill Brandt, Mayor, we are asking to change the procedure on refilling positions but at the same time protecting the interests of the elected officials if there are any developing issues (i.e. mid-year budget cuts or statute changes).

The new process would be the requirement that the Department Manager seek authorization from the DOAS to fill any vacancy which would be based on existing staffing numbers utilized in the current year budget projections. The DOAS would be required to notify the Mayor in advance of filling the vacancy to determine if any mitigating reasons exist for Committee/Council consideration which would be prior to the department manager being authorized to proceed.

With the difficulty in hiring employees, speeding up our process will assist in being able to compete for the best candidates.

If the Committee approves the request it will need to be forwarded to Council. Should you have any questions, please feel free to contact me.