



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, February 16, 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 January 19, 2022 Meeting
2. Budget Amendment for Payment of \$1,400 per Month for the Senior Center Rent
3. Establishment of a 2022 Budget with Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants
4. Sale of 320 Edison Street for \$4,060 to First Advantage Enterprises, Inc.-James Schulz
5. Accept Vacant Land in lieu of Charlotte Street Deferred Assessments and Reimburse Utilities for the Assessments
6. Frisch Greenhouses Bid for the 2022 Planter and Basket Program Including Increasing the Number of Baskets with Sponsors, Adding Dedication Plaques to the Poles, and Ordering the Additional Baskets
7. Transfer of City-owned Home & Property Located @ 1203 Plattsburg to Habitat for Humanity at No Cost Recommendation
8. Restructuring of the Leadership Positions/Organizational Flowchart within the Public Safety Department
9. Review Updates to the Existing Job Description of the Public Safety Director to that of a Police Chief as art of the Restructuring Recommendation

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: February 11,2022

TOM BAUKNECHT



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: February 16, 2022
Re: Budget Amendment for Payment of \$1,400 per Month for the Senior Center Rent

When budgeting for 2022, I did not include the \$1,400 monthly payments to the Senior Center that was previously approved with Resolution #55-21. This would just be an adjustment to the expenditure and a fund balance applied from the Joint City/County Projects funds.

If you have any questions, please let me know. If approved a resolution will need to be forwarded to Council for approval.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 16, 2022
Re: Establishment of a 2022 Budget with Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants

Based on the Agreement between the City of Antigo and Infrastructure Alternatives, Inc. (IAI) for the operation and maintenance of the City's Water and Wastewater Treatment Plants an annual budgetary review is required. Daily operational oversight by staff from IAI through the leadership of Tommy Horswill has been handled in a professional manner. Attachment "D" has been provided in your Committee packets and represents the overall change in the 2022 budget as compared to 2021.

IAI has not asked for an increase in their fees but is requesting increases in the utility and chemical purchasing categories due to increased costs for these items. In 2021 the actual utility expenditures have seen an increase of +/- 16% over the same period in 2020. Chemical costs have been above budgeted numbers over the last several years at the water plant so an adjustment to the 2022 budget has been made accordingly. Chemicals for the wastewater plant have remained below budgeted amounts over the past 5 years. I requested that IAI take a more aggressive approach to securing future competitive pricing for materials and services. Operating and repairs/maintenance were essentially at or under budgeted 2021 amounts.

These factors have resulted in a \$4,062 increase in the operational costs for the water treatment plant and of a \$19,165 "give-back" at the wastewater treatment plant. Based upon the 'giveback' amounts along with the budget increase requests for utilities and chemicals you will see that the monthly costs for operation and maintenance of the plants are predicted to increase by 6.4% for water and 7.2% for wastewater when compared to 2021. IAI has not asked for any increases in their labor costs for providing services over the past 8 years. I am available to address any of your questions so please feel free to contact me prior to the meeting; additional explanation of Attachment "D" will be addressed on the night of the meeting as necessary.

Attachment D 2022 Year Budget

<u>Water Treatment Facility</u>	<u>2021</u>	<u>2022</u>	<u>Wastewater Treatment Facility</u>	<u>2021</u>	<u>2022</u>
Labor, Ben, OH, & Management Fee	\$333,186	\$333,186	Labor, Ben, OH, Management Fee	\$354,234	\$354,234
Utilities	\$72,000	\$80,000	Utilities	\$146,000	\$150,000
Chemicals	\$78,000	\$85,000	Chemicals	\$30,000	\$28,000
Operating Expenses	\$22,000	\$22,000	Operating Expenses	\$40,000	\$38,000
Specified R&M	\$32,000	\$30,000	Specified R&M	\$65,000	\$65,000
Total Cost	\$537,186	\$550,186	Total Cost	\$635,234	\$635,234
Projected Giveback	(\$1,348)	\$4,062	Projected Giveback	(\$60,407)	(\$19,165)
Projected Annual Billing	\$535,838	\$554,248	Projected Annual Billing	\$574,827	\$616,069
2021 Monthly Billing	\$44,653		2021 Monthly Billing	\$47,902	
2022 Monthly		\$46,187	2022 Monthly		\$51,339
Annual Maintenance	\$204,000	\$217,000	Annual Maintenance	\$281,000	\$281,000
Percent Increase		6.4%	Percent Increase		7.2%

In accordance with page 12 of our agreement with the City we are providing the "2022 Water and Wastewater Budget" to replace the "2021 Water and Wastewater Budget" in "Attachment D".

Signature below signifies understanding, acknowledgement of receipt, acceptance and implementation.

Signature Date

Name Title



To: Mayor and City Council
From: Roger Musolff, Building Inspection/Zoning Administrator
Date: February 16, 2022
Re: Sale of 320 Edison Street for \$4,060 to First Advantage Enterprises, Inc.-James Schulz

The property at 320 Edison Street, Parcel #201-0877, was taken by tax deed by Langlade County and then deeded to the City so that the home could be razed which has been completed. The sale of the property was advertised for bids twice as the first time no bids were received.

The second time, two bids were received with the high bidder being James Schulz of First Advantage Enterprises, Inc. in the amount of \$4,060. Mr. Schulz owns the property at 316 Edison Street (next door) and his tentative plan is to split the property with the owner of 324 Edison Street so that garages may be built in the future.

The City would draft the deed documents and the buyer would be responsible for the recording and title search fees. The property is being sold as-is/where-is with the City making no assurances to the buyer, which was stated in the bid documents.

If the sale is approved, a resolution will need to be forwarded to Council for adoption. Should you have any questions, please do not hesitate to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: February 16, 2022
Re: Accept Vacant Land in lieu of Charlotte Street Deferred Assessments and Reimburse Utilities for the Assessments

The City was approached by Deborah Moermond regarding the deferred special assessments on four properties she owns on Charlotte Street. She is requesting the deferred assessments be waived in exchange for her giving the City three of the parcels. The fourth parcel she plans to build a home on. A map is attached showing these parcels with Ms. Moermond keeping Parcel #201-2863.09.

The total deferred assessments for the four parcels is \$188,321.88 based on today's construction prices. These improvements were made in 1996 with the stipulation that the assessments are deferred until such time as the parcels are developed or sold and the current construction prices are used to calculate the assessments instead of interest.

Because some of these assessments are for the utilities, the City cannot just waive the assessments. The utilities would have to be reimbursed for their portions. The project was completed in 1996 so with the City and Water Utility taking ownership of these properties, the original pricing from 1996 was used to determine what the City owes the Utilities and vice versa.

A spreadsheet showing the costs is attached breaking down the payments. The payments for the City and the Utilities would need to come from each undesignated fund balance as this is not budgeted. The net payments would be the City paying the Water Utility \$15,873.32, the City paying the Sewer Utility \$22,136.00, and the Water Utility paying the Sewer Utility \$8,331.84.

The City would be receiving the tax base for Ms. Moermond's house when built. In addition, parcel #201-2863.075 has been discussed as a possible well site in the water study recently done so it would be in the best interest of the City to obtain this parcel. The other two parcels could be sold as is or developed into more parcels to sell for additional tax base and to recoup some of the assessment costs.

There will be a public hearing, as required for waiving special assessments, on the March Council agenda along with approval for paying the deferred assessments as noted above if the Committee approves this item.

Should you have further questions, please contact Mark Desotell, Director of Administrative Services, as I will be out of the office.



Attachment: Map of Moermond Parcels (5362 : Charlotte Street Deferred Assessments)

NORTH SIDE IMPROVEMENTS--REMAINING MOERMOND PROPERTIES

Payoff as of January 2022 Deferred Special Assessments

Curb & Gutter, Water, Sanitary Sewer

PROPERTY OWNER'S SHARE OF COST			Assessable	CURB & GUTTER	WATER MAIN	WATER SERVICES	WATER SHUT OFF	SEWER MAIN	SEWER SERVICE	Total Es
NORTH SIDE - Deferred SA			Frontage	Cost per LF	Cost per LF	Each	Each	Cost per LF	Each	Cost
Parcel No.	Property Address	Property Owner	(linear ft)	\$7.00	\$13.00	\$384.00	\$0.00	\$16.00	\$264.00	per Parc
201-2863.073	1936 Charlotte St	Water Will Own	471.24	\$3,298.68	\$6,126.12	\$1,152.00	\$0.00	\$7,539.84	\$792.00	\$18,908.4
201-2863.077	1827 Charlotte St	City Will Own	154.85	\$1,083.95	\$2,013.05	\$384.00	\$0.00	\$2,477.60	\$264.00	\$6,222.6
201-2863.076	1813 Charlotte St	City Will Own	637.08	\$4,459.56	\$8,282.04	\$1,152.00	\$0.00	\$10,193.28	\$792.00	\$24,878.1
201-2863.069	2025 Charlotte St	Deborah Moermond	476.07	\$3,332.49	\$6,188.91	\$1,152.00	\$0.00	\$7,617.12	\$792.00	\$19,082.1
Total Estimated Costs for Property Owner's Share				\$12,174.68	\$22,610.12	\$3,840.00	\$0.00	\$27,827.84	\$2,640.00	\$69,092.1

	1" Water Services	Water Shut Offs	6"Sanitary Service			
201-2863.073*	54	3	99			
201-2863.077**	48	1	33	City Owes Water	\$19,172.00	
201-2863.076**	144	3	99	Water Owes City	\$3,298.68	
201-2863.069**	144	3	99	City Owes Sewer	\$22,136.00	
				Water Owes Sewer	\$8,331.84	
	*18 ft each		* 33 ft each			\$52,938.52
	**48 ft each		**33 ft each	Water Cost	\$7,278.12	
				City Cost	\$8,876.00	
Original costs of project in 1996						\$16,154.12
Total Deferred Assessments						\$69,092.64

01/05/22:cb

2/9/22:kmm

Attachment: Deferred Assessments Moermond 02-22 Original Pricing (5362 : Charlotte Street Deferred



To: Mayor and City Council

From: Kaye Matucheski, Clerk-Treasurer/Finance Director

Date: February 16, 2022

Re: Frisch Greenhouses Bid for the 2022 Planter and Basket Program Including Increasing the Number of Baskets with Sponsors, Adding Dedication Plaques to the Poles, and Ordering the Additional Baskets

It is again time to look at the downtown hanging basket program along with the other plantings for 2022. Frisch Greenhouses has again provided quotes for this work as in past years. The quote is attached along with a spreadsheet breaking down the total costs which are \$19,172 if all of the watering and maintenance needs to be done throughout the summer. This is higher than previous years as the number of baskets has been increase to 100 (from 59).

The difference this year is that the Antigo First group has sold naming rights for baskets downtown. Based on pre-sale numbers, there will be 100 hanging baskets. Antigo First has raised \$5,000 per year for three years (\$15,000) toward this program. The City would need to purchase 42 additional baskets to reach 100. The one-time basket material purchase would be \$3,150 which would come from the City's banner/decoration budget.

In addition to the baskets, the Antigo First group has sold dedication plaques for the poles. They are billing \$150 each with \$50 going toward material costs and \$100 as a fundraiser to support various downtown programs. The expected number of plaques is 80. The City Street Department will be installing these plaques on the poles.

Mark Desotell, Director of Administrative Services, will explain this at the meeting or if you have questions ahead of time, please contact him as I will be out of the office.

FRISCH GREENHOUSES - PLANTER/BASKET 2022 PROGRAM

DESCRIPTION/LOCATION	PLANTING COST	UPKEEP COSTS	TOTAL
5th Avenue West Planters	\$1,360.00	\$605.00	\$1,965.00
96 - 5th/6th Avenue Baskets (Bloomaster)	\$5,856.00	\$1,465.00	\$7,321.00
6th Avenue Ground Planters*	\$5,130.00	\$1,920.00	\$7,050.00
4 Planters @ Schroeder's	\$244.00	\$347.00	\$591.00
6 Weekender Planters @ Field/6th	\$270.00	\$237.50	\$507.50
TOTAL 100.530.53410.52280	\$12,860.00	\$4,574.50	\$17,434.50
Dog Park - 2 planters	\$380.00	\$330.00	\$710.00
City Hall 100.510.51610.52280**	\$155.00	\$170.00	\$325.00
Park & Rec-Lake Park/Cmpgrnd 100.550.55210.52280**	\$362.50	\$340.00	\$702.50
TOTAL PROGRAM	\$13,757.50	\$5,414.50	\$19,172.00
*Watering costs for 6th Ave Planters ranges from \$1,200 - \$3,600 depending on automatic sprinkling system - used \$1,200 in spreadsheet.			
**Fall removal for City Hall and PRC included in upkeep costs			
2/9/22:kmm			



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 16, 2022
Re: Transfer of City-owned Home & Property Located @ 1203 Plattsburg to Habitat for Humanity at No Cost Recommendation

The City received the property located at 1203 Plattsburg as the result of the County tax reverted property program with the intent of its likely demolition. Subsequently, we were approached by Habitat for Humanity as they were in search of a home to rehabilitate in lieu of their traditional newly constructed home option. They asked if they could visit the home to determine its feasibility for renovation. Please see their attached letter indicating the improvement level to which they intend to refurbish the home.

Absent from their letter is a specific indication as to the extent of the exterior improvements being proposed (i.e. siding and windows) but I suspect that will be their intention. I will try to confirm this prior to the FP&L meeting night.

The neighboring property owner (located immediately north of this home) has indicated an interest in purchasing the home as well. My recommendation is to provide the home to Habitat for Humanity so that they can fulfill their national charter commitment of at least refurbishing or constructing a home every two years. Locally, they are not in a position to afford the materials and sustain the effort for a new build at this time. We have worked with them in the past and a decision to extend this opportunity to them will help assure their mission into future years.

Please feel free to contact me with any questions.

Mark:

RE: 1203 Plattsburg Street, Antigo, WI

I am hopeful that you and your team would consider Habitat for Humanity as the recipient of 1203 Plattsburg Street, Antigo, WI. Habitat volunteers have looked at the property and noted that it is structurally sound. Habitat has a vision to restore this home so that a Langlade County family can experience affordable home ownership.

The goal will be to rehabilitate the property at 1203 Plattsburg Street, Antigo, WI to improve its curb appeal. It is a bit premature to have a complete plan without having ownership of the home. If or when Habitat for Humanity Langlade County were to take ownership of the home, we would treat this like a new build with the exception that the structure is sound. We would keep the basement, structure frame, etc. We do not plan to expand the footprint of the current home except to add a stall and ½ garage or a storage unit.

Steps to be considered and/or completed:

- Estimate plans and specifications with costs.
- Tear everything down to the studs
- Hang drywall and plaster
- Determine the condition of the roof; replace and/or repair
- Insulate where appropriate
- New drywall
- New furnace
- New hot water heater
- Newly refurbished cabinets
- New flooring
- Check current plumbing and sewer - replace or repair
- Check windows for replacement
- Complete a stall and ½ garage or storage unit
- Complete electrical

Timeline:

February 28, 2022: HFH to take ownership of 1203 Plattsburg Street, Antigo, WI

March 1 - March 21, 2022: Post to public for applicants to purchase the home; complete plans and specifications with costs

March 22 – 31, 2022: Review applicants and select family for home

April 1 – 15, 2002: Home buyer education counseling with family; Expectations of their participation for sweat equity in the project; Education of being a good neighbor and respecting your property

April 15 – September 15, 2022: Build home

September 16, 2022: Turn keys over to the family with new mortgage



City of Antigo GIS



SCALE: 1" = 20'



Print Date: 12/13/2021

DISCLAIMER: The City of Antigo does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 16, 2022
Re: Restructuring of the Leadership Positions/Organizational Flowchart within the Public Safety Department

The organizational flowchart for exempt positions within the Public Safety Division, consisting of the City's Police and Fire Departments, has the following current positions:

- Public Safety Director/Police Chief - Pay Grade 14
 - Fire Chief - Pay Grade 12
 - Police Captain - Pay Grade 11

Public Safety Director, Eric Roller, recently announced his retirement date to be effective on Tuesday, May 10, 2022. This announcement provided an opportunity to explore the existing organizational flowchart. Having done so, the following recommendation is being made:

- Elimination of the Public Safety Concept
- Creation of Independent Police & Fire Leadership Teams as follows:
 - Police Chief - Pay Grade 13
 - Police Captain - Pay Grade 11
 - Fire Chief - Pay Grade 13
 - Assistant Fire Chief - Pay Grade 11

This recommendation is being advanced based upon the following:

- Independent responsibility allows for each Chief to dedicate their efforts to the operational needs of their specific department
- The introduction of an Assistant Fire Chief allows for succession planning and training to occur more readily
- The second-in-command structure in both departments fosters greater continuity during absence of the Chief and amongst the shift assignments
- Provides continuity within the organizational flowchart
- Provides greater ability for achieving results through collaboration



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 16, 2022
Re: Review Updates to the Existing Job Description of the Public Safety Director to that of a Police Chief as art of the Restructuring Recommendation

Within your agenda packet, you will find the following documents:

- Existing Public Safety Director Job Description with recommended additions/deletions necessary in order to accommodate the recommended restructuring of the Police and Fire Departments under independent Chief positions
 - Additions/deletions are noted in red ink with the original language in black ink
 - Formatting was updated to coincide with previously updated job descriptions
- A “Clean” copy with the recommended changes (for ease of reading)

These changes represent an initial attempt to update the job description so some redundancy may still exist and will be addressed by the night of the FP&L meeting. New copies will be distributed if necessary. Your comments/suggestions will be considered and if changes are warranted they will be incorporated into a final version presented in Council packets in March.

Other updates may occur as I engage the input of impacted staff as they have not had the full opportunity to review the initial draft of this document. Please feel free to contact me with any of your questions.

POSITION DESCRIPTION

Position Title: ~~Director of Public Safety~~ Police Chief Pay Grade: 1413
 Department: Police ~~& Fire~~ Departments FLSA Status: Exempt
 Date: ~~October 2011~~ 3/9/22 Position Status: Regular Full Time

GENERAL PURPOSE

The Police Chief performs a variety of complex administrative, supervisory and professional safety assistance work while planning, coordinating and directing the activities of the Police Department.

This position is responsible for the administration of the Police ~~Department & Fire Departments~~ including ~~public~~ safety programs, ~~and for administratively~~ coordinating emergency management and ~~securing public/citizen~~ safety ~~functions with the Fire Chief and Police Chief and in cooperation with~~ other Departments and agencies. Duties and responsibilities shall include directing, coordinating and expediting the effective performance of all employees in the Police ~~and Fire~~ Departments.

SUPERVISION RECEIVED

This position reports directly to the ~~City Administrator~~ Director of Administrative Services and is subject to the statutory authority reserved to the Mayor, City Council and Police & Fire Commission.

APPOINTMENT

~~The Director of Public Safety shall be appointed by the Mayor, subject to confirmation by the City Council. The Director of Public Safety shall hold office for an indefinite term~~

SUPERVISION EXERCISED

Exercises command over the Police Department while overseeing staff and others through the direct supervision of the Police Captain.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain prompt, predictable, and regular physical attendance
- Maintain the ability to lawfully operate designated motor vehicles at all times that duties are performed
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful and accurate written and verbal communications
- Maintain, and actively promote, effective working relationships with employees and management
- Direct the planning, coordination, supervision, activities and oversight of the Police Department
- ~~Administratively coordinates the duties and activities of the Police & Fire Departments~~
- ~~Supervises the administrative leaders, subordinates and employees of the Police & Fire Departments~~
- Reports to the ~~City Administrator~~ Director of Administrative Services, Mayor, City Council and Committees on matters requiring administrative attention, including ~~public~~ safety activities, policies and programs
- Reports to the Police & Fire Commission on matters reserved to ~~the~~ their powers ~~of the Police & Fire Commission~~

- Coordinates ~~the Police and Fire Department's administration and work services~~ with ~~that of~~ other City Departments, Village other law enforcement organizations Departments and outside agencies as needed
- ~~Responsible for planning and supervision of the Police and Fire Departments working with the command staffs of both departments~~
- Review Department performance/effectiveness in order to ~~Formulates and evaluates~~ policies, regulations, organization goals, and program priorities of the Police ~~& Fire~~ Departments
- Plans and supervises the preparation of Police ~~and Fire~~ Department budgets and evaluates and makes recommendations regarding purchasing, maintenance, disposal and improvements to facilities, vehicles & property
- Works closely with the Mayor, City Council, Committees, ~~City Administrator~~ Director of Administrative Services, Chiefs, public and private community organizations, citizens and subordinates and employees of the Police ~~and Fire~~ Departments in developing and implementing programs to promote the safety and well-being of the City
- Develop media, public and government relations activities and serve as spokesperson for the Police ~~& Fire~~ Departments.
- ~~Performs related duties as required or necessary~~
- Direct special officer assignments as the needs arise for their specific skills
- Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment
- Oversee, direct and monitor in-house training efforts; assure mandatory training criteria are met
- Administer all referrals to Court, Mental Health, Social Services, and any other outside agency
- Recommend and assign oversight of record management systems
- Seek outside funding sources for equipment and special law enforcement directives
- Coordinate with Police Captain on case management, routine patrol duties, community policing initiatives and other special officer assignments based upon skills as needs arise
- Assign/delegate special K9 enforcement duties for community relations events
- Establish in-house training on policy, law updates, law enforcement trends, North Central Emergency Response Team and specialized programing efforts
- Assure annual officer performance evaluations are completed; instruct, assign & review the work
- Oversee squad safety and assure equipment performance is in order
- Abide and assist with the implementation of safety rules and procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge and experience in administering a ~~Police public safety d~~Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resources management and program and policy formation
- Ability to perform critical functions and supervise police ~~and fire~~ administrators and subordinates
- Ability to counsel, mediate and provide supervision; ability to persuade, convince, and train others; ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations
- Ability to plan, layout and delegate work, develop proper training and instructional procedures for all employees, and to maintain a high level of discipline and morals

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria and standards; ability to compare, count, differentiate, measure and sort data, as well as assemble, copy and record and transcribe data and information; ability to classify, compute, tabulate and interpret data/statistical reports
- Ability to utilize, retain and oversee a variety of advisory data and information such as incident and accident reports, warrant information, criminal court documents, crime statistical reports, employee performance evaluations, photos, technical operating manuals, computer software operating manuals, municipal code, traffic code, equipment service manuals, statutes, procedures, guidelines and non-routine correspondence
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Police ~~and Fire~~ Departments activities and to modify organizational procedures to meet changing conditions
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public
- Ability to provide effective leadership for and maintain harmonious relationships ~~in both the Police & Fire Departments~~
- Ability to prepare and present effectively oral and written informative material related to the activities of the Police ~~and Fire~~ Departments
- Considerable knowledge and experience in administering a ~~Police public safety~~ Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resources management and program and policy formation
- Ability to perform critical functions and supervise police ~~and fire~~ administrators and subordinates
- Ability to plan, layout and delegate work, develop proper training and instructional procedures for all employees, and to maintain a high level of discipline and morals
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Police ~~and Fire~~ Departments activities and to modify organizational procedures to meet changing conditions
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public
- Ability to provide effective leadership for and maintain harmonious relationships ~~in both the Police & Fire Departments~~ with supervisors, peers, subordinates and the general public
- Ability to prepare and present effectively oral and written informative material related to the activities of the Police ~~and Fire~~ Departments
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations
- Extensive knowledge of the city's geography
- Ability to perform work requiring good physical condition
- Ability to exercise sound judgment in evaluating situations and in making decisions and to react appropriately in emergency situations
- Ability to comprehend and interpret a variety of technical and industry-specific documents
- Ability to use and interpret legal terminology, statutes, codes, ordinances, rules, regulations, policy and procedure manuals, labor contracts and employee handbooks
- Ability to communicate orally and in writing with Department personnel, other agency personnel, employees, civic groups, students, attorneys, Judges, Department of Corrections personnel, consultants, training personnel, physicians, news media representatives and the general public, and the ability to clearly convey assignments, orders and instructions both orally and in writing
- Ability to prepare a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style

- Ability to exercise the judgment, decisiveness and creativity required in stressful, life threatening and dangerous situations involving the evaluation of information against sensory and judgmental criteria
- Ability to use functional reasoning in performing diversified ~~public safety~~ Police work and influence functions such as supervising, managing, leading, teaching, directing and controlling
- Ability to handle complex oral and written instructions to create desired end result

PERIPHERAL DUTIES

- Attend City meetings as a representative of the Police Department
- Perform other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High School diploma or equivalent with a Bachelor's Degree in business administration, criminal justice, ~~fire science~~, or related field
- (B) Ten years of progressively increasing responsibility for a recognized full time police, ~~fire~~ or public safety department and demonstrated ability to effectively supervise subordinate employees and administration of a department
- (C) Advanced management training or certifications preferred as well as experience in instruction or teaching

Mandatory Special Requirements

- (A) Must possess, or be able to obtain by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.
- (B) Ability to meet the department's physical standards.
- (C) Successfully completed Basic Law Enforcement and be certified or certifiable by Wisconsin Law Enforcement Standards Board.
- (D) Maintain ability to lawfully carry and use a firearm.
- (E) Maintain the ability to competently and credibly testify in court.

TOOLS AND EQUIPMENT USED

Personal computer (Microsoft Word and Excel software), law enforcement record management system, use of squad video recording system, interview room recording system, 10-key calculator, telephone, copy machine, fax machine, Dispatch Communications Equipment, Transaction of Information for Management of Enforcement (TIME System), Badger TraCS (traffic and Criminal Software), and any other tools and equipment available for use by the Antigo Police Department.

Ability to operate a variety of equipment such as, but not limited to, a squad car, ~~ambulance~~, mobile radio, portable radio, radar and laser unit, pistol or revolver, shotgun, handcuffs, baton, oleoresin capsicum spray, alcohol detection devices such as the Intoximeter and Preliminary Breath Testing (PBT) machines, medical equipment such as an A.E.D. or oxygen machine and; ~~camera, computer, typewriter, photocopying machine, dictaphone, tape recorder~~, dispatch radio, ~~facsimile machine~~, and telephone

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. Hand-eye coordination is necessary to operate computers and various types of equipment. The employee is occasionally required to stand; walk; run; use hands to find, handle, feel, or operate objects, tools, or controls; reach with hands and arms; climb, balance, stoop, kneel, crouch or crawl; taste or smell. The employee may occasionally be required to run or walk over rough terrain while searching for or following individuals.

The employee must occasionally lift and/or move more than 100 pounds and control combative individuals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, ~~running, jumping, walking, crouching or crawling~~ during emergency operations, moving equipment and injured or deceased persons, climbing stairs and ladders, ~~while~~ performing life-saving ~~and~~ rescue procedures, ~~and walking, standing or sitting~~ for extended periods of time

Work Environment

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

Universal precautions are used with all blood and body fluids.

~~Work is performed outdoors in all forms of weather and in an office environment
Requires the ability to perform in dangerous situations under high levels of stress~~

SELECTION GUIDELINES

Selection of the Police Chief is through the Mayor and Director of Administrative Services; as presented to City Council and the statutory authority afforded to the Police and Fire Commission for consideration of appointment. Determination of hire includes rating of education and experience; may include written test, oral interview, reference checks, psychological examination and other job related tests.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the 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 modification by the employer as the needs of the employer and requirements of the job change.

~~The City of Antigo is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. 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. This work environment has a moderate noise level.~~

~~Prepared by: Office of the City Administrator, October, 2011~~

~~Approved by City Council: November, 2011~~

~~Date received by employee performing duties of the Public Safety Director _____, 20__.~~

POSITION DESCRIPTION

Position Title: Police Chief
 Department: Police -Department
 Date: 3/9/22

Pay Grade: 13
 FLSA Status: Exempt
 Position Status: Regular Full Time

GENERAL PURPOSE

The Police Chief performs a variety of complex administrative, supervisory and professional safety assistance work while planning, coordinating and directing the activities of the Police Department.

This position is responsible for the administration of the Police Department including safety programs, coordinating emergency management and securing citizen safety in cooperation with other Departments and agencies. Duties and responsibilities shall include directing, coordinating and expediting the effective performance of all employees in the Police Department.

SUPERVISION RECEIVED

This position reports directly to the Director of Administrative Services and is subject to the statutory authority reserved to the Mayor, City Council and Police & Fire Commission.

SUPERVISION EXERCISED

Exercises command over the Police Department while overseeing staff and others through the direct supervision of the Police Captain.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain prompt, predictable, and regular physical attendance
- Maintain the ability to lawfully operate designated motor vehicles at all times duties are performed
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful and accurate written and verbal communications
- Maintain, and actively promote, effective working relationships with employees and management
- Direct the planning, coordination, supervision, activities and oversight of the Police Department
- Reports to the Director of Administrative Services, Mayor, City Council and Committees on matters requiring administrative attention, including safety activities, policies and programs
- Reports to the Police & Fire Commission on matters reserved to their powers Coordinates services with other City Departments, other law enforcement organizations and outside agencies as needed
- Review Department performance/effectiveness in order to formulate policies, regulations, organization goals, and program priorities of the Police Department
- Plans and supervises the preparation of Police Department budgets and evaluates and makes recommendations regarding purchasing, maintenance, disposal and improvements to facilities, vehicles & property
- Works closely with the Mayor, City Council, Committees, Director of Administrative Services, public and private community organizations, citizens, subordinates and employees of the Police Department in developing/implementing programs to promote the safety and well-being of the City
- Develop media, public and government relations; serve as spokesperson for Police Department
- Direct special officer assignments as the needs arise for their specific skills

- Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment
- Oversee, direct and monitor in-house training efforts; assure mandatory training criteria are met
- Administer all referrals to Court, Mental Health, Social Services, and any other outside agency
- Recommend and assign oversight of record management systems
- Seek outside funding sources for equipment and special law enforcement directives
- Coordinate with Police Captain on case management, routine patrol duties, community policing initiatives and other special officer assignments based upon skills as needs arise
- Assign/delegate special K9 enforcement duties for community relations events
- Establish in-house training on policy, law updates, law enforcement trends, North Central Emergency Response Team and specialized programing efforts
- Assure annual officer performance evaluations are completed; instruct, assign & review the work
- Oversee squad safety and assure equipment performance is in order
- Abide and assist with the implementation of safety rules and procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge and experience in administering a Police Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resources management and program and policy formation
- Ability to perform critical functions and supervise police administrators and subordinates
- Ability to counsel, mediate and provide supervision; ability to persuade, convince, and train others; ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations
- Ability to plan, layout and delegate work, develop proper training and instructional procedures for all employees, and to maintain a high level of discipline and morals
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria and standards; ability to compare, count, differentiate, measure and sort data, as well as assemble, copy and record and transcribe data and information; ability to classify, compute, tabulate and interpret data/statistical reports
- Ability to utilize, retain and oversee a variety of advisory data and information such as incident and accident reports, warrant information, criminal court documents, crime statistical reports, employee performance evaluations, photos, technical operating manuals, computer software operating manuals, municipal code, traffic code, equipment service manuals, statutes, procedures, guidelines and non-routine correspondence
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Police Department activities and to modify organizational procedures to meet changing conditions
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public
- Ability to provide effective leadership for and maintain harmonious relationships
- Ability to prepare and present effectively oral and written informative material related to the activities of the Police Department
- Considerable knowledge and experience in administering a Police Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resources management and program and policy formation
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- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Police Department activities and to modify organizational procedures to meet changing conditions
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public
- Ability to provide effective leadership for and maintain harmonious relationships with supervisors, peers, subordinates and the general public
- Ability to prepare and present effectively oral and written informative material related to the activities of the Police Department
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations
- Extensive knowledge of the city's geography
- Ability to perform work requiring good physical condition
- Ability to exercise sound judgment in evaluating situations and in making decisions and to react appropriately in emergency situations
- Ability to comprehend and interpret a variety of technical and industry-specific documents
- Ability to use and interpret legal terminology, statutes, codes, ordinances, rules, regulations, policy and procedure manuals, labor contracts and employee handbooks
- Ability to communicate orally and in writing with Department personnel, other agency personnel, employees, civic groups, students, attorneys, Judges, Department of Corrections personnel, consultants, training personnel, physicians, news media representatives and the general public, and the ability to clearly convey assignments, orders and instructions both orally and in writing
- Ability to prepare a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style
- Ability to exercise judgment, decisiveness and creativity required in stressful, life threatening and dangerous situations involving evaluation of information against sensory and judgmental criteria
- Ability to use functional reasoning in performing diversified Police work and influence functions such as supervising, managing, leading, teaching, directing and controlling
- Ability to handle complex oral and written instructions to create desired end result

PERIPHERAL DUTIES

- Attend City meetings as a representative of the Police Department
- Perform other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High School diploma or equivalent with a Bachelor's Degree in business administration, criminal justice or related field
- (B) Ten years of progressively increasing responsibility for a recognized full time police or public safety department and demonstrated ability to effectively supervise subordinate employees and administration of a department
- (C) Advanced management training or certifications preferred as well as experience in instruction or teaching

Mandatory Special Requirements

- (A) Must possess, or be able to obtain by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.
- (B) Ability to meet the department's physical standards.
- (C) Successfully completed Basic Law Enforcement and be certified or certifiable by Wisconsin Law Enforcement Standards Board.
- (D) Maintain ability to lawfully carry and use a firearm.
- (E) Maintain the ability to competently and credibly testify in court.

TOOLS AND EQUIPMENT USED

Personal computer (Microsoft Word and Excel software), law enforcement record management system, use of squad video recording system, interview room recording system, 10-key calculator, telephone, copy machine, fax machine, Dispatch Communications Equipment, Transaction of Information for Management of Enforcement (TIME System), Badger TraCS (Traffic and Criminal Software), and any other tools and equipment available for use by the Antigo Police Department.

Ability to operate a variety of equipment such as, but not limited to, a squad car, mobile radio, portable radio, radar and laser unit, pistol or revolver, shotgun, handcuffs, baton, oleoresin capsicum spray, alcohol detection devices such as the Intoximeter and Preliminary Breath Testing (PBT) machines, medical equipment such as an A.E.D. or oxygen machine and , dispatch radio.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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