



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, February 17, 2021

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 20, 2021 Meeting
2. Approval to Waive Permit Fee for Sign at the Welcome Center
3. Approval to Purchase Fire Gear and Helmets for Fire Department
4. Update to Exercise Equipment for the Fire Department
5. Approval to Hire a Full-Time Fire Fighter to Maintain Staffing
6. Creation of a New DPW Lead Worker Position Description for Sewer Jet & Concrete Placement Operations
7. Create New Pay Scale for DPW Employees while they are Working on Incidental Concrete Work created by Utility and Street Repairs
8. Refund of Current USDA Rural Development Loans for Water and Sewer to Lower the Interest Rate and Number of Years for Payment
9. Ordinance to Adopt Section 12.04 of the Wisconsin State Statutes Regarding Communication of Political Messages
10. Approve Purchase of Portable Radios for Police Department
11. Establishment of a 2021 Budget with Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants
12. Closed Session: Pursuant to Section 19.85 (1)(e), Wisconsin Statutes, and upon Proper Motion, the Committee will Convene into Closed Session to Negotiate Sale of City-Owned Land to Potential Buyer. Upon Completion of Discussion in Closed Session, the Committee will Reconvene into Open Session to Act on Matters Discussed, If Necessary, and Proceed with Regular Order of Business.

Any Other Matters Authorized by Law to be Considered

Adjournment

The Public is Invited to Participate by Phone. Please Call 715-623-3633 ext 100 During Regular Business Hours for Dial-In Instructions.

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: February 11, 2021

BILL BRANDT



To: Mayor and City Council
From: Roger Musolff, Building Inspection/Zoning Administrator
Date: February 17, 2021
Re: Approval to Waive Permit Fee for Sign at the Welcome Center

Angie Close from Economic Development requested that the fee for the new sign for the Welcome Center located in the Langlade County Historical Museum be waived:

- Total permit fee \$92.00
- See attached picture of sign

6915.1

Langlade County Historical Museum
404 Superior Street
Antigo, WI

Install new sign 13ft North of existing sign
and 3ft West from edge of sidewalk to leading edge of sign
*Raise the sign 1ft by leaving 1ft of the sono-tube above grade



Attachment: Welcome Center sign (3792 : Waiver of Fee for Welcome Center)



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: February 17, 2021
Re: Approval to Purchase Fire Gear and Helmets for Fire Department

As part of the CIP budget, I put money aside for firefighter PPE including turnout gear, helmets, boots, gloves and Nomex hoods. I received quotes for two sets of fire gear and four helmets. We have been fortunate to be included in the Wisconsin Value Bid to get the best price through Conway Shield for Globe Fire Gear and fire helmets.

Several years ago the FP&L committee approved the Fire Department to “wear test” two different manufactures of gear; Globe Fire Gear and Janesville Fire Gear. The Janesville gear has been sent back for alterations and continued to have issues. The Globe gear has held up to the interior fire attack and other extreme uses.

I received quotes for two sets of fire gear & four helmets and recommend Conway Shield for a price of \$5,250 plus reflective lettering on the fire coat and shipping. Below is a breakdown of the attached quotes.

Feel free to contact me if you have questions.

Fire Gear & Helment Quotes				
Vendor	PPE	Price	Amount	Total \$
Conway Shield	Globe Turnout Coat	1,220.00	2	\$ 2,440
Witmer Public Safety	Globe Turnout Coat	1,429.00	2	\$ 2,858
Lakeland Fire	Globe Turnout Coat	1,842.00	2	\$ 3,684
Conway Shield	Globe Turnout Pants	945.00	2	\$ 1,890
Witmenr Public Safety	Globe Turnout Pants	1,059.00	2	\$ 2,118
Lakland Fire	Globe Turnout Pants	1,382.00	2	\$ 2,764
Conway Shield	Cairns 1044 Helmet	230.00	4	\$ 920
Pomasl Fire	Cairns 1044 Helmet	289.00	4	\$ 1,156
Fire Store	Cairns 1044 Helmet	294.59	4	\$ 1,178
Fire Force	Cairns 1044 Helmet	310.00	4	\$ 1,240

Quote

February 11, 2021

Sold To:
Captain Ron Pizl
Antigo Fire Department
700 Edison St
Antigo, WI 54409

Quantity	Part Number	Description	Price	Ext
2		WISCONSIN VALUE BID COAT *ADVANCE OUTER SHELL *DEFENDER THERMAL LINER *CROSSTECH BLACK MOISTURE BARRIER *NYC L/Y 3" TRIPLE TRIM *HANGING LETTER PATCH *STD ZIPPER IN/VELCRO OUT CLOSURE *KEVLAR BACK 2X9X8 SEMI EXP PKTS *D-RING ON SELF PATCH (advice location) *RADIO POCKET (advise location & size) *ANTENNA NOTCH LEFT SIDE *SELF MIC STRAP ABV RADIO POCKET *SELF MIC STRAP (advise location) *NOMEX HAND/ WRIST GUARDS *SELF REINFORCED CUFFS *EMBROIDERED AMERICAN FLAG L SLV *SURVIVOR FLASHLIGHT HOLDER *Twill TAKE UP STRAPS	\$1220	\$2440

Attachment: Gear & Helmet Conway Shield (3789 : CIP for Fire Gear & Helmets)

2		WISCONSIN VALUE BID PANT *ADVANCE OUTER SHELL *DEFENDER THERMAL LINER *CROSSTECH MOISTURE BARRIER *3" L/Y TRIPLE TRIM AROUND CUFFS *EXPANSION PKTS LINED WITH KEVLAR TWILL *ARASHIELD KNEE REINFORCEMENT *SILIZONE PADDED KNEES *ARASHIELD CUFFS *SILIZONE POCKET FLAP *TOOL ORGANIZER IN PKT	\$945	\$1890
4		MSA/CAIRNS 1044 HELMET MILWAUKEE SPEC	\$230	\$920
		TOTAL		\$5250

Quote Valid for 30 days

To order, please send purchase order to Mike Sipin at the contact information below.

Add \$2.70 per letter for coats/pants

Shipping charges:

\$13 per full set of PPE (\$26)

\$15 per helmet (\$60)

Quote Submitted by Mike Sipin

Mike Sipin
Northern Wisconsin Sales Rep
14100 W Cleveland Ave
New Berlin, WI 53151
920-209-9507
msipin@conwayshield.com
www.conwayshield.com

Attachment: Gear & Helmet Conway Shield (3789 : CIP for Fire Gear & Helmets)



Sales/Customer Service: 202 Pride Lane, SW, Decatur, AL 35603
 Free: 1-800-645-9291 • Tel: 256 350-3873 • Fax: 256 350-0773 • E-mail: order@lakeland.com

Date: 02-10-2021
 Expires: 3-1-2021
 To: Antigo Fire Dept.

Quote Name: **Antigo FD 700 Edison ST Antigo WI**
 Quote #: 2102021BKS
 Attn:

SCX STEALTH STRUCTURAL JACKET:

Standard SCX Stealth Pleated Back Structural Jacket Features

Zipper/Velcro Closure • NYC Triple Trim • Easy Grip DRD • Black Stedshield Cuff Reinforcements
 7" Black KEVLAR Thumbhole Wristers with Black Stedprene Sleeve Wells • Napoleon Pocket • Liner Pocket
 2x8x8 Bellows/Handwarmer Pockets Lined with KEVLAR Twill" • Hanger Loop • Draw Cord
 Radio Pocket with Velcro Antenna Openings each side of Flap • Mic Strap • Universal Flashlight Holder
 Self-Material Pocket Pull-Tabs • Liner Inspection Port • Thermal Enhanced Liner Shoulders • LazerMax Trim
Items below are in addition to and/or replace standard features.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>QTY: TBD</u>
ST3205	7.0oz Advance with SST SCX Stealth Jacket	1170.00
LST3291	Stredair 3000 / Defender M SL2i Liner System	672.00
STD	Plus Standard Features above	<u>STD</u>
NET Total Jacket:		<u>\$1842.00</u>

OPTIONS:

CO-26	For 3" Scotchlite letters for names, add per letter:	\$8.00
CO-STLPV	For Strealth Tail Letter Patch, add	\$64.70
CO-USA-FLGL	For American Flag	\$31.00
CO-TTST	For Two-Tone Stealth, Black Undersleeves	\$113.42

OVERSIZE CHARGES

Add 5% for chest sizes: 50 – 58
 Add 10% for chest sizes: 60+

NOTE: WHEN ORDERING PLEASE REFERENCE QUOTE NUMBER ON PURCHASE ORDER OR INCLUDE A COPY OF THE QUOTE WITH THE ORDER TO ASSURE CORRECT PRICE AND SPEC.

Attachment: Gear Lakeland Fire (3789 : CIP for Fire Gear & Helmets)

Date: 02-10-2021
 Expires: 3-1-2021
 To: Antigo FD

Quote Name: **Antigo FD 700 Edison St Antigo WI**
 Quote #: 2102021BKS
 Attn:

SCX STEALTH STRUCTURAL PANT:

Standard SCX Stealth Pleated Knee Structural Pant Features

Black Kevlar Belt / Velcro Fly Pant Closure • Belt Loop Handle Grips • L/Y Triple Trim
 2x10x10 Bellows Pockets Lined with KEVLAR Twill • Self Material Pull-Tabs on Pockets
 Black Stedshield Knee Reinforcements • Double Layer Padded Knees • Liner Inspection Port
 Centered Rear Lower Leg Seam • Black Stedshield Cuff Reinforcements • Reverse Boot Cut
 Die-Cut Leather Backed Hardware • Black-Ops Suspenders • LazerMax Trim

Items below are in addition to and/or replace standard features.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>QTY: TBD</u>
ST330507	7.0oz Advance with SST SCX Stealth Pant	833.00
LST2391	Stedair 3000 / Defender M SL2i Liner System	549.00
135R	Black-Ops Suspenders*	24.12
STD	Plus Standard Features above	<u>STD</u>
NET Total Coat:		<u>\$1382.00</u>

**Suspenders are Standard and have been deducted from the cost of the pant and broken out with separate pricing for order entry purposes only.*

OPTIONS

PO-TTST	Two-Tone Lower Leg Panel in Black	\$75.00
PO-FMKPST	Closed Cell Foam Knee	\$50.00
PO-6TP	6-Pak Internal Tool Pocket	\$71.06

OVERSIZE CHARGES

Add 5% for waist sizes: 50 – 58

Add 10% for waist sizes: 60+

Customer is responsible for Freight charges Decatur, AL 35603

SPECIAL MADE ITEMS ARE NON RETURNABLE

NOTE: WHEN ORDERING PLEASE REFERENCE QUOTE NUMBER ON PURCHASE ORDER OR INCLUDE A COPY OF THE QUOTE WITH THE ORDER TO ASSURE CORRECT PRICE AND SPEC.

Attachment: Gear Lakeland Fire (3789 : CIP for Fire Gear & Helmets)



Witmer Public Safety Group

10228 Governor Lane Boulevard
Suite 3012
Williamsport, MD 21795
Phone: (888) 560-3473
kgreenlee@thefirestore.com

Quotation

P

2.3.c

Quote ID: 688535
Date: 02/09/2021
Sales Person: KEVIN G
Customer Id: ANTFIR7

Bill To:

ATTN:
Antigo Fire Department
700 Edison St
Antigo WI 54409

Phone: (715) 623-3633
E-Mail: sberg@antigo-city.org

Ship To:

ATTN:
Antigo Fire Department
700 Edison St
Antigo WI 54409

Quantity	Item ID	Description	Unit	Amount
2		Cairns Reaxtion Coats, Advance Outer Shell with Defender Liner & Crosstech Moisture Barrier, New York City Lime Yellow Scotchlite Triple Trim, Zipper with Velcro Closure, Semi Bellows Pockets, Radio Pocket, As Per Specs	1,429.00	2,858.00
2		Cairns Reaxtion Pants, Advance Outer Shell with Defender Liner & Crosstech Moisture Barrier, 3" Lime Yellow Scotchlite Band Around Legs, As Per Specs	1,059.00	2,118.00

Attachment: Gear Witmer (3789 : CIP for Fire Gear & Helmets)

ACCEPTANCE OF QUOTATION

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

Signature: _____

Date: _____

Subtotal: 4,976.00

Freight: 50.00

Tax:

Total: 5,026.00

Quotation is valid until March 11, 2021



OfficerStore



theEMSstore



GIDEON
TACTICAL



Ox

Packet Pg. 10



Search All Products

X

- ALL CATEGORIES
- TODAY'S DEALS
- NEW
- HELMETS
- BOOTS
- PPE
- LIGHTS
- APPAREL
- CUSTOM

Be in the know!

SHOPPING CART



Continue Shopping

Update Cart

	PRODUCT NAME	QTY	PRICE EA.	SUBTOTAL	REMOVE
	Cairns 1044 Helmet, Black, NFPA, OSHA - 1044 w/ Defender Visor, Std, Black Item not in stock. In stock in approximately 7 weeks	4	\$294.59	\$1178.36	☐



Enter Promo Code or Gift Certificate here

Apply

Subtotal (before tax & shipping): \$1178.36

[Email Cart »](#)

Total (before tax): 1178.36

U.S. Checkout



Be in the know!

CUSTOMERS WHO BOUGHT THE ITEMS IN YOUR CART ALSO BOUGHT



Pro-Tech 8 Fusion PRO
Structural Glove
\$72.95 - \$82.95



Open Door, Inc Wedge-It
\$8.99



Honeywell Kangaroo
Leather Super Glove, NFPA
\$186.59 - \$192.59



3Decals Mourning Badge
Cover, "Red Line" Style
\$2.99

EMAIL

Get First Dibs on Sales & Specials

WITMER PUBLIC SAFETY GROUP, INC.

104 Independence Way, Coatesville, PA 19320

<https://www.thefirestore.com/store/cart.aspx>

CUSTOMER CARE

(800)852-6088
Contact Us
Shipping Costs & Terms
Our Return Policy
Fire Truck FAQ

COMPANY INFO

About Us
Visit Our Showroom
Locations & Hours
Careers
Flashover News

SERVICES

Service Department
Find an Equipment Specialist
Government Sales
Order Status



 **Phone:** (800) 852-6088  **Fax:** (888) 335-9800  **sales@TheFireStore.com**

© Witmer Public Safety Group, Inc. All Rights Reserved.

4.6 ★★★★★
Google
Customer Reviews

Cart

FIREBUCKS FAQ
Promotional Details
Customization Policy

Flasnover News
Terms & Conditions
Privacy Policy

Order Status
Wish List
Shopping List
Bulk Pricing
Most Popular Links
Department Portal

Be in the know!

Attachment: Helment Fire Store Hemet Quote (3789 : CIP for Fire Gear & Helmets)



To our customers: Until the medical crisis is over. Please do not visit us, but feel free to call us on our phones. PA office 724.586.6577 and OH office 330.482.9300. We would love to hear from you and we will continue to serve your needs as always.

Shopping Cart



Cairns 1044 Defender Fire Helmet
Black
[Remove](#)

QUANTITY

-

4

+

\$1,240.00

SPECIAL INSTRUCTIONS FOR SELLER

\$1,240.0

Shipping & taxes calculated at checko

Footer menu

Search

Apparel

Boots!

Electronics

Fire Hoods

Gloves

Protect your head!

Turnout Gear

About Us

Fire force is the one stop shop for all your fire fighting equipment. We offer supplies and gear for today's demanding fire fighter. Including fire helmets, fire gloves, boots, flashlights, and accessories. If you don't see the fire fighting equipment that you are looking for, or have any sales or service questions, please give us a call at 330.482.9300.

Follow us

Be in the know

Sign up for the latest news, offers and styles

Jon Petroskey

From: Dan Pomasl <dan@pomasl.com>
Sent: Wednesday, February 10, 2021 3:02 PM
To: Jon Petroskey
Subject: 1044 Structural Helmets

Good Afternoon Jon,

Below Is The Pricing You Requested On The MSA/Cairns 1044 Structural Fire Helmets

All Helmets Include The Ratchet Adjustable Headband

Four (4) MSA/Cairns, 1044 Structural Fire Helmets, Per The Below matrix:

Model:	(7) MSA/Cairns 1044
Color:	(?) To Be Determined
Eye/Face Protection:	(B) Defender Visor, Clear
Headband Liner:	(2) Standard Flannel
Earlaps:	(3) PBI / Kevlar
Front Holder:	(1) 6" Carved Brass Eagle
Chinstrap:	(2) 2-Pt. w/Quick Release & Postman Slide
Trim Type:	(2) Reflexite
Trim Color:	(1) Lime / Yellow (Standard)
Additional Eye/Face Protection:	(0) None
Accessory Type:	(0) None

\$ 289.00 Each

Please Let Us Know If You Have Any Questions or Concerns

Prices Are Valid For 30 Days

Prices Are F.O.B. factory – Shipping Charges Would Be Additional

Dan Pomasl
 Pomasl Fire Equipment, Inc.

Demers Ambulances
PL Custom Ambulances
Pierce Fire Apparatus
Medwerk Remounts

1918 Neva Road - PO Box 267
 Antigo, WI 54409
 1-800-686-6886
 715-610-4210 Cell

Attachment: Helmet Pomasl Fire (3789 : CIP for Fire Gear & Helmets)



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: February 17, 2021
Re: Update to Exercise Equipment for the Fire Department

At last month's meeting the FPL Committee approved the purchase of two pieces of fitness equipment for a total of \$4,898. After the meeting DOAS Desotell had contact with the Anytime Fitness in Marinette and discovered they were going out of business.

After further discussion with Anytime Fitness we are scheduled to walk through their facility this Friday, February 12, 2021. We anticipate we will be able to acquire several pieces of equipment for the \$5,000 I have in the CIP fund compared to the two pieces in the approved quote last month. I wanted to give an update to the Committee that we will be able to get more for our money by getting used equipment.

Please let me know if you have any questions.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: February 17, 2021
Re: Approval to Hire a Full-Time Fire Fighter to Maintain Staffing

I have received a resignation letter from FF/Paramedic Travis Patton and his last day with the City of Antigo was early January. I am requesting to fill that vacant position to maintain the current staffing of the fire department.

Currently we have an open application on the City of Antigo website and we also participate on the Chippewa Valley Technical College (CVTC) and the Fox Valley Technical College (FVTC) hiring processes. We hired one person off the FVTC hiring process this last fall and I have a couple of candidates from the City of Antigo website. Currently I am working the Police & Fire Commission to create an eligible list.

I am requesting this committee to approve filling the vacant Fire Fighter / EMT position to maintain current staffing.

Feel free to contact me if you have questions.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 17, 2021
Re: Creation of a New DPW Lead Worker Position Description for Sewer Jet & Concrete Placement Operations

Due to concerns related to our existing options, the Department of Public Works is developing a program to conduct certain portions of concrete work (i.e. curb, sidewalk and driveway replacements) impacted by street and utility repairs. Other potential work includes incidental items not typically part of other larger efforts contracted by the City such as our street construction, maintenance replacement and high priority sidewalk programs.

In order to do so, we are asking that our existing #1 Sewer Jet Operator take on the additional Lead Worker responsibilities associated with not only the sewer cleaning/televising efforts but also the incidental concrete replacement program.

The existing # 1 Sewer Jet Operator job description is recommended for replacement and a new Lead Worker - Sewer Jet/Concrete description was developed incorporating both programs. We are recommending a 2021 year-round hourly wage of \$23.89 for this newly created Lead position while eliminating the #1 Sewer Jet Operator position currently compensated at \$22.81 per hour for an increase of \$1.08 per hour. Based upon 2080 hours per year this represents an annual increase of \$2,246.40. This increase will be handled within the existing 2021 budget for utilities and streets accordingly.

This recommendation maintains the same number of employees within the Public Works Department. The position rate would then be eligible for any cost-of-living adjustments eligible to exempt and non-represented employees effective January 1, 2022 as authorized by Council as part of their annual process.

POSITION DESCRIPTION

Position Title: Lead Worker – Sewer Jet/Concrete	FLSA Status: Hourly/Not Exempt
Department: Public Works	Position Status: Regular Full Time
Date: 03/10/2021	

GENERAL PURPOSE

The Lead Worker for concrete placement and sewer jet operations assumes leadership responsibility for assigned personnel, assets, and project operations within the Sewer and various Divisions of the Department of Public Works as assigned.

SUPERVISION RECEIVED

Works under the direct supervision of the Street Commissioner and the Working Supervisor.

SUPERVISION EXERCISED

Provides operational direction to assigned personnel and oversees all tasks to include material selection, equipment scheduling and record keeping. It is expected that this position is to work cooperatively in assisting other Divisions in the management of the Department while still making independent decisions to assure the safe completion of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Expectations

- Maintain prompt, predictable, and regular physical attendance
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful, accurate written and verbal communications
- Respond to complaints; communicate resolution process to immediate supervisor and refer matters requiring administrative attention to Department Head or designated representative
- Abide and assist in the implementation of safety rules and procedures
- Maintain relevant certifications
- Accepts and performs weekend and week night standby duty as scheduled

General Equipment Maintenance

- Perform routine inspections, cleaning, and preventive maintenance on all equipment and tools prior to and upon completion of use; refers defects or needed repairs to shop mechanic, immediate supervisor or Department Head, or designated representative

Sewer Jet Operations

- Responsible for the annual cleaning and assessment program for the wastewater collection system, which requires daily electronic logging of system maintenance accomplished, and condition assessment data
- Implement methods to improve the efficiency of the cleaning and maintenance program including the reporting of conditions and system failures
- Public relations responsibilities.
- Oversee all maintenance and operation of Sewer Jet and camera equipment by lower level employees to ensure safe and correct operation; assists mechanic in repairs
- Operate sewer cleaning and televising equipment
- Responds to complaints regarding sewer back-ups and addresses the problem within Department guidelines and policies
- Flushes and cleans sanitary/storm mains, manholes, catch basins, lift stations and other features as needed
- Ensure compliance with Confined Space Entry guidelines

- Assist in training of assigned employees in the maintenance and repairs of sanitary sewer and storm drainage systems

Concrete Placement Operations

- Coordinate the excavation and removal of deteriorated infrastructure such as sidewalks, curb & driveways
- Install concrete forms for various projects to assure that intended line and grade are met
- Measure concrete volumes and order the necessary materials to cost efficiently schedule the work
- Place concrete into forms and finish the surface according to need; properly seal and saw-cut according to established curing methods.
- Remove forms after designated curing period; back-fill and landscape the area accordingly
- Clean and maintain all equipment including small tools to assure longevity
- Install necessary vehicular and pedestrian traffic control measures to assure overall project safety
- Recommend equipment and small tools as needed to maintain a quality finished product

PERIPHERAL DUTIES

- Assigned to snow removal efforts as needed
- May serve on various employee committees as assigned
- Assists in extracting water from excavation trenches as assigned
- Thaw sanitary sewer mains and laterals as directed
- Performs other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent
- (B) Five (5) years of experience relating to construction, municipal maintenance and equipment operations as related to sewer maintenance and concrete flatwork
- (C) Any equivalent combination of education and experience
- (D) Strong computer skills including knowledge of Windows operating system

Necessary Knowledge, Skills and Abilities:

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

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

- (A) Possess a valid Wisconsin state driver's license, CDL – Class A, B/C with air brakes restriction and tanker (N) endorsement
- (B) Must reside within a fifteen (15) mile radius of the City limits

- (C) Must complete the CVMIC Supervisory series of trainings within two years and keep up to date on new training topics as they become available
- (D) General first aid/CPR training and maintain certifications

TOOLS AND EQUIPMENT USED

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

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

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

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

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

SELECTION GUIDELINES

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

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

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

Effective Date: 3/7/05
 Revision Date: 4/10/07
 Revision Date: 11/12/14
 Revision Date: 05/13/15
 Revision Date: 3/10/21



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 17, 2021
Re: Create New Pay Scale for DPW Employees while they are Working on Incidental Concrete Work created by Utility and Street Repairs

Due to concerns related to our existing options, the Department of Public Works is developing a program to conduct certain portions of concrete work (i.e. curb, sidewalk and driveway replacements) impacted by street and utility repairs. Other potential work includes incidental items not typically part of other larger efforts contracted by the City such as our street construction, maintenance replacement and high priority sidewalk programs.

It is recommended that any workers making less than the current Lead Worker hourly rates will be compensated an additional \$1.00 per hour while performing duties related to the concrete work (i.e., a General Laborer making \$21.74 per hour would now make \$22.74 per hour while performing concrete related assignments). However, a Lead Worker (i.e. the current Water or Sewer Lead Workers or the newly created Lead Worker for Sewer Jet/Concrete) would not receive the additional \$1.00 per hour.

It is anticipated that no more than 1000 total hours (+/- 3 employees) of the additional \$1.00 per hour compensation will be needed in a typical season for a \$1000 budget impact in 2021. These funds will be accounted for in the existing utility and street budgets as appropriate.

Some specialized small tools and forms will need to be purchased within the existing budget parameters. It is the Street Commissioner's hope to deliver a quality product within a timely manner eliminating some of the added costs experienced in the past year waiting for work to be completed.

Your support in this newly developed program is being sought and has the recommendation of DPW leadership.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: February 17, 2021
Re: Refund of Current USDA Rural Development Loans for Water and Sewer to Lower the Interest Rate and Number of Years for Payment

In November, 2007, the City of Antigo borrowed \$4,970,300 for water and sewer projects from the USDA Rural Development loan program. These loans were at an interest rate of 4.125% with amortization of the debt over 40 years. This was done to spread the payments over a longer period of time to lower the payments for the enterprise funds at that time.

The City's financial advisor, Jeff Belongia, and I have been talking about redoing this debt with the lower interest rates in the market right now. The remaining principal balance is approximately \$4,100,000. After running a sample debt service schedule, it looks like the City can save approximately \$2,000,000 and cut about seven years off of the debt schedule.

Before we went further, I wanted to get this committee's approval to move forward after the May 1st payment is made on the current loan. A closing on the new loan would be this summer.

If you have any questions or need further information, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: February 17, 2021
Re: Ordinance to Adopt Section 12.04 of the Wisconsin State Statutes Regarding Communication of Political Messages

There has been discussion regarding the amount of time that signs communicating political messages can be displayed after the election. Wisconsin State Statute Sec. 12.04 (2) states "any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period." The Statute defines "election campaign period" as ending on the day of election. Sec. 12.04 is included with your agenda so that you are able to read the entire Statute.

Also included with the packet is a copy of the proposed ordinance for the City that would adopt State Statute Sec. 12.04. This will allow enforcement at the local level.

If approved, the ordinance will be forwarded to the Common Council for adoption.

Should you have any questions, please feel free to contact me at 715-623-3633, ext. 102.

Laws & Legal Resources.

[Go to previous versions of this Section](#)

2019 Wisconsin Statutes & Annotations

Chapter 12. Prohibited election practices.

12.04 Communication of political messages.

Universal Citation: WI Stat § 12.04 (2019)

12.04 Communication of political messages.

(1) In this section:

(a) "Election campaign period" means:

1. In the case of an election for office, the period beginning on the first day for circulation of nomination papers by candidates, or the first day on which candidates would circulate nomination papers were papers to be required, and ending on the day of the election.
2. In the case of a referendum, the period beginning on the day on which the question to be voted upon is submitted to the electorate and ending on the day on which the referendum is held.

(b) "Political message" means a message intended for a political purpose or a message which pertains to an issue of public policy of possible concern to the electorate, but does not include a message intended solely for a commercial purpose.

(c) "Residential property" means property occupied or suitable to be occupied for residential purposes and property abutting that property for which the owner or renter is responsible for the maintenance or care. If property is utilized for both residential and nonresidential purposes, "residential property" means only the portion of the property occupied or suitable to be occupied for residential purposes.

(2) Except as provided in ss. 12.03 or 12.035 or as restricted under sub. (4), any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period.

(3) Except as provided in sub. (4), no county or municipality may regulate the size, shape, placement or content of any sign containing a political message placed upon residential property during an election campaign period.

(4)

(a) A county or municipality may regulate the size, shape or placement of any sign if such regulation is necessary to ensure traffic or pedestrian safety. A county or municipality may regulate the size, shape or placement of any sign having an electrical, mechanical or audio auxiliary.

(b) In addition to regulation under par. (a), a municipality may regulate the size, shape or placement of a sign exceeding 11 square feet in area. This paragraph does not apply to a sign which is affixed to a permanent structure and does not extend beyond the perimeter of the structure, if the sign does not obstruct a window, door, fire escape, ventilation shaft or other area which is required by an applicable building code to remain unobstructed.

(5)

(a) The renter of residential property may exercise the same right as the owner to place a sign upon the property under sub. (2) in any area of the property occupied exclusively by the renter. The terms of a lease or other agreement under which residential property is occupied shall control in determining whether property is occupied exclusively by a renter.

(b) The owner of residential property may exercise the right granted under sub. (2) in any portion of the property not occupied exclusively by a renter.

(6) This section does not apply to signs prohibited from being erected under s. 84.30.

History: 1985 a. 198; 1993 a. 246; 2005 a. 451; 2009 a. 173.

Disclaimer: These codes may not be the most recent version. Wisconsin may have more current or accurate information. We make no warranties or guarantees about the accuracy, completeness, or adequacy of the information contained on this site or the information linked to on the state site. Please check official sources.

ORDINANCE NO. : _____

An Ordinance to adopt Section 12.04 of the Wisconsin State Statutes regarding communication of political messages.

The City Council of the City of Antigo does ordain as follows:

Section 1. The City Council of the City of Antigo, Wisconsin hereby adopts Section 12.04 of the Wisconsin State Statutes regarding communication of political messages.

Section 2. This Ordinance shall be in force and effect from and after its passage and publication.

ADOPTED: _____, 2021.

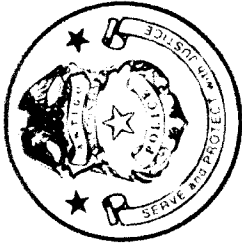
APPROVED: _____, 2021.

Bill Brandt, Mayor

ATTEST:

Kaye Matucheski, City Clerk

Attachment: Ord for Sec 12.04 (3783 : Adopt Sec 12.04 Political Messages)



ANTIGO

POLICE DEPARTMENT

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

February 4, 2021,

Finance, Personnel, & Legislative

RE: Portable Radios

Dear Committee Members;

The Antigo Police Department is looking to purchase six portable radios to replace our oldest radios. We are starting to experience technical difficulties with our oldest radios and the repairs are cost prohibitive with the older radios.

I have budgeted money in the CIP fund for the replacement of the radios as we have anticipated the replacement of the radios.

I have attached a quote for the radios and programming from General Communication in Madison. The quote is a state bid contract pricing for the radios.

I am requesting a motion and approval to purchase the six EF Johnson portable radios, associated equipment, and programming for a price of \$11,012.78

Sincerely;

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

Eric J. Roller
Director of Public Safety



GENERAL COMMUNICATIONS
your safety is our business
2880 Commerce Park Drive, Madison, WI 53719
Madison Milwaukee Eau Claire
P: 608-271-4848 P: 262-439-2000 P: 715-225-7604
F: 608-661-2935 F: 262-439-2009 F: 608-661-2935
www.gencomm.com

SALES QUOTE

Sales Quote No: 20863
Date: 1/26/21
Account No: 929

Bill To: Antigo Police Department
840 Clermont Street
Antigo, WI 54409
USA

Ship To: Antigo Police Department
Attn: Dan Duley
840 Clermont Street
Antigo, WI 54409
USA

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On	
Rick Krasnowski		Spec-Dee Delivery	NET 30 Days	2/25/21	
Notes					
Item No	Description	Quantity	UM	Price	Amount
VP5230F2	EF Johnson VP5230 VHF 136-174 MHz Model 2BK	6.00	Each	\$1,555.00	\$9,330.00
KWD-DE31F	EF Johnson DES Multilkey Encryption Module	6.00	Each	\$0.00	\$0.00
835VP5000PK001	EF Johnson VP5000 Packing Kit	6.00	Each	\$0.00	\$0.00
KNB-L2M	Kenwood Li-Ion 2600 mAh (Standard) Battery	6.00	Each	\$142.00	\$852.00
KMC-70M	Kenwood Speaker Mic (Replaces KMC-54), Intrinsically Rated MIL-SPEC, IP54/55/67/68*	6.00	Each	\$138.00	\$798.00
8322000002	EF Johnson P25 Conventional Option	6.00	Each	\$0.00	\$0.00
8322000005	EF Johnson P25 Phase 1 Trunking Option	6.00	Each	\$0.00	\$0.00
8326000006	EF Johnson 1024 Channels/Talkgroups	6.00	Each	\$0.00	\$0.00
8323000003	EF Johnson DES-OFB (Multi-Key)	6.00	Each	\$195.00	\$1,170.00
8326000002	EF Johnson MDC1200/GE-Star Signaling	6.00	Each	\$50.00	\$300.00
83260000015	EF Johnson 25KHz Disabled	6.00	Each	\$0.00	\$0.00
KSC-32	Kenwood rapid rate single unit charger for KNB-31A/32N/33L/41NC/43L/47L/48L/50NC	6.00	Each	\$82.00	\$492.00
REBATE	EFJ NASPO/State of Wisconsin 20% Discount	6.00	Each	(\$431.40)	(\$2,588.40)
PROG	Programming of radio equipment	6.00	Each	\$60.00	\$360.00
SPWB22150	PulseLarsen Wide Band VHF SMA F T2 136-174 MHz Antenna	6.00	Each	\$47.53	\$285.18

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Subtotal	\$10,998.78
Freight	\$14.00
Sales Tax	\$0.00
Sales Order Total	\$11,012.78

2.10.a

Page 1 of 1

Attachment: Portable Radio Purchase 2021 (3779 : Portable Radio Purchase)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 17, 2021
Re: Establishment of a 2021 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 2021 budget as compared to 2020. IAI has not asked for an increase in their fees but is requesting minor increases in a few of the categories related to annual maintenance costs.

This year's actual Water Plant expense categories for chemicals saw a substantial increase mostly attributed to 2 additional loads of lime being delivered as compared to the previous year along with increased pricing from the vendor. Operating, utility and repairs/maintenance all were under budgeted 2020 amounts leading to a \$1,348 'giveback' amount for the 2021 budget.

On the Wastewater Plant side, all the maintenance budget categories saw expenses come in under budgeted amounts leading to a \$60,407 'giveback' amount for the 2021 budget.

Based upon the 'giveback' amounts along with the minor budget increase requests in some categories you will see that the monthly costs for operation and maintenance of the plants are predicted to increase by 0.38% for water and decrease by 8.80% for wastewater. IAI has not asked for any increases in their labor costs for providing services over the past 7 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

2021 Year Budget

Water Treatment Facility	2018	2019	2020	2021	Wastewater Treatment Facility		2018	2019	2020	2021
Labor, Ben, OH, & Management Fee	\$333,186	\$333,186	\$333,186	\$333,186	Labor, Ben, OH, Management Fee		\$354,234	\$354,234	\$354,234	\$354,234
Utilities	\$75,000	\$75,000	\$75,000	\$72,000	Utilities		\$146,000	\$146,000	\$146,000	\$146,000
Chemicals	\$73,500	\$73,500	\$73,500	\$78,000	Chemicals		\$32,000	\$32,000	\$32,000	\$30,000
Operating Expenses	\$20,000	\$20,000	\$20,000	\$22,000	Operating Expenses		\$44,000	\$44,000	\$44,000	\$40,000
Specified R&M	\$32,000	\$32,000	\$32,000	\$32,000	Specified R&M		\$54,000	\$54,000	\$54,000	\$65,000
Total Cost	\$533,686	\$533,686	\$533,686	\$537,186	Total Cost	\$630,234	\$630,234	\$630,234	\$630,234	\$635,234
Projected Giveback		(\$28,107)	(\$11,445)	\$142	(\$1,348)	Projected Giveback		(\$32,614)	(\$27,909)	(\$4,769)
Annual Invoiced	505,584	522,240	533,828	535,838	Annual Invoiced	\$	597,624	\$	602,328	625,465
Monthly Billing	42,132	43,520	44,486	44,653	Monthly Billing	\$	49,802	\$	50,194	52,122
Annual Maintenance	200,500	200,500	200,500	204,000	Annual Maintenance	\$	276,000	\$	276,000	276,000
Percent Increase		3.3%	2.2%	0.38%	Percent Increase				0.8%	3.8%
										-8.8%

In accordance with page 12 of our agreement with the City we are providing the "2021 Water and Wastewater Budget" to replace the "2020 Water and Wastewater Budget" in "Attachment D".

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

Signature

Date

Name

Title