



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, February 19, 2020

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

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

1. Approval of the Minutes from the January 8 and 15, 2020 Meetings
2. CIP Funds to Purchase Positive Pressure Ventilation Fan
3. Downtown Hanging Basket/Planting Program - Waive Bidding Process and Accept Quote from Frisch's
4. Authorize Two Weeks Vacation per Year for the Human Resources Specialist on Start Date and Three Weeks After Three Years of Employment
5. Establishment of a 2020 Budget with Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants
6. Agreement with Antigo/Langlade County Chamber of Commerce, Inc. and Hotel/Motel Tax Commission Regarding the Disbursement of the Hotel/Motel Tax and Dismissal of the Chamber Lawsuit

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: February 13, 2020

BILL BRANDT



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: February 19, 2020
Re: CIP Funds to Purchase Positive Pressure Ventilation Fan

Last June you approved the purchase of a battery operated Positive Pressure Ventilation (PPV) Fan to replace one of our older gas PPV fans and I am requesting to replace our last gas powered fan. The PPV fan is used during fires to help with removing smoke and to help locate the fire. The older gas PPV fan came with the truck back in the 1990's and continue to require a fair amount of maintenance. The current technology is battery powered, with A/C back up.

We have received three quotes for the PPV fan and I am requesting to purchase the fan using CIP from Fire Safety USA for \$3,850.

Feel free to contact me if you have questions.



FIRE

ROC
PH

Quote:

SHIP TO ADDRESS:	ATT: Chief Jon Petroskey
Antigo Fire Dept	
700 Edison ST.	
Antigo, WI 54409	

[illegible]**TOTAL**

SAFETY USA, INC.
3253 19TH ST NW
HESTER, MN 55901
PHONE: 507-529-8444
FAX: 507-529-8111

DATE: 2-4-2020

PRICE EXTENDED
\$3,850.00



Pomasl Fire Equipment, Inc.
 1918 Neva Road - P.O. Box 267
 Antigo, WI 54409
 800-686-6886
 dan@pomasl.com OR kevin@pomasl.com
 www.pomasl.com

Estimate 1015

ADDRESS City of Antigo 700 Edison Street Antigo, WI 54409	SHIP TO City of Antigo 700 Edison Street Antigo, WI 54409	DATE 01/29/2020	TOTAL \$3,982.00	
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CUSTOMER PO # John Krueger	SALES REP Dan Pomasl	POMASL PO Stock
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QTY	DESCRIPTION	RATE	AMOUNT
1	Super Vac # V18-BL-12-AC-SP. 18" PPV, 2 x 12Ah Milwaukee Batteries, 2 x AC Chargers, Shore Power	3,982.00	3,982.00
1	Shipping Charges Are Included In The Above Price	0.00	0.00

Price Is Valid Until March 31, 2020

SUBTOTAL 3,982.00
 TAX 0.00

Super Vac Is Having A Price Increase On April 1, 2020

TOTAL \$3,982.00

THANK YOU

Accepted By

Accepted Date

Attachment: Estimate_1015_from_Pomasl_Fire_Equipment_Inc (3259 : CIP Funds to Purchase Positive Pressure Ventilation Fan)

Demers Ambulances - Pierce Fire Apparatus - PL Custom Ambulances - FR Conversions Ambulances
 Scott Safety - LION Safety Apparel - Cairns/MSA Helmets
 PLUS hundreds of additional products and services



Jefferson Fire Safety, Inc.
 7620 Donna Drive
 Middleton WI 53562
 800-697-3473
 www.jeffersonfire.com



Date: 2/7/2020

Sold to:

Ship to:

Antigo FD
 Attn: Jon Petroskey
 700 Edison St.
 Antigo, WI 54409

Order
Quotation XXXXXXXXXXXX
Deliver
Ship
Ship Compl.
FOB Dest.
FOB Mfr.
Return
Inventory Adj.

Salesperson	P.O. Number	Contact	Phone/Fax
Rich Janke			

Comments: SHIPPING NOT INCLUDED IN PRICE.

Qty	Part #	Description	Price	Amount					
1	SUR V18-BL-12-AC-SP	SuperVac Valor Series Milwaukee Battery, 18" PPV, 2X 12 AH Battery, 2X Ac Charger, Shore Power	4,128.30	4,128.30					
				0.00					
				0.00					
				0.00					
				0.00					
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				0.00					
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				0.00					
				0.00					
				0.00					
Subtotal				4,128.30					
Tax				\$0.00					
Total				4,128.30					



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 19, 2020
Re: Downtown Hanging Basket/Planting Program - Waive Bidding Process and Accept Quote from Frisch's

The remainder of mid-block landscaping boxes (currently being utilized as mulch-beds) located along the 5th Avenue from Highway 45 to Lincoln Street will be removed in conjunction with this summer's project. Additionally, due to the summer construction project the hanging baskets along this particular section of 5th Avenue will not be displayed for 2020. This results in reduced overall costs in the annual planting program for this year. The annual ground planting efforts along 6th Avenue and in Peaceful Valley will remain unchanged.

As you are aware we have replaced our ground planter efforts along the 5th Avenue corridor in favor of the hanging flower basket program. This effort has been well received by business owners and the public. Downtown's Antigo First Group continues to support the effort and we anticipate that they will once again schedule a Comedy Show to raise funds. Because we anticipate a 40% reduction in the program costs I am recommending that we ask the Antigo First group to contribute 60% of their traditional amount of \$3,500 for a total 2020 contribution of \$2,100.

Frisch's Greenhouse has assisted in the development of this program and has done a great job to assure that the baskets are well maintained. It is my recommendation to waive the bidding process for the 2020 Hanging Basket Program and to approve a quote (see attached in your agenda packets) from Frisch's Greenhouse according to the following:

- \$4,470.00 for the Hanging Basket Program
 - Includes additional \$379.00 for additional 3 outlying baskets
 - Requires a 25% down payment of the initial planting/growing cost = \$505.25
- \$6,550.00 to \$8,630.00 for the 6th Avenue/Peaceful Valley ground planting displays
 - Variable amount depends on the ability of utilizing automatic watering based on weather conditions and overall effectiveness of the system
- \$2,350.00 for planting sites along the Springbrook Trail and Peaceful Valley site
 - This portion of the quote is financed through Parks, Recreation & Cemetery
- \$945.00 for Miscellaneous plantings at City Hall, Lake Park & the campground



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: February 19, 2020
Re: Authorize Two Weeks Vacation per Year for the Human Resources Specialist on Start Date and Three Weeks After Three Years of Employment

As you are aware, the City has recently advertised and interviewed for a Human Resources Specialist to fill a vacancy. This position is not an entry-level position so we were seeking a candidate that had experience in Human Resources. The person that has been hired, Debra Evers, is starting (or has started by the time of the meeting) on February 17, 2020. She has years of work experience and comes to us from a position that allowed her five weeks of vacation.

The City's Employee Manual has the following vacation schedule for exempt employees:

After 1 year but less than 5 years	= 2 weeks
At least 5 years but less than 10 years	= 3 weeks
At least 10 years but less than 20 years	= 4 weeks
At least 20 years but less than 22 years	= 5 weeks
At least 22 years	= 6 weeks

As she is the most qualified of our candidates, we discussed allowing her two weeks of vacation per year to start. After three years of employment, she would move to three weeks. After that time, she would then move into the schedule so she would be eligible for four weeks after ten years.

We have allowed other exempt employees vacation time outside of the employee manual and I am requesting this be allowed. If approved, it will need to be forwarded to Council.

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



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 19, 2020
Re: Establishment of a 2020 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 2020 budget as compared to 2019. IAI has not asked for an increase in their fees or within the overall category amounts (with only minor category to category adjustments).

This year's actual Water Plant expense categories for chemicals, operating and repairs/maintenance came in over budgeted amounts. Utilities were under budget resulting in overall expenses at the Water Plant balancing to a near zero sum leaving no "giveback" amounts for the 2020 budget.

On the Wastewater Plant side, the utility category was over budget (largely due to a Wisconsin Public Service penalty related to power load shedding) and IAI has agreed to reimburse the City for 50% of the fine amount. Cost savings in the other categories resulted in an overall "giveback" that ended up being less than that experienced in 2019.

Because of the lower amounts in "givebacks" you will see that the monthly costs for operation and maintenance of the plants are predicted to increase by 2.2% for Water and 3.8% for Wastewater in 2020 even though IAI has not asked for any increases in their costs for providing services over the past 6 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 2020 Year Budget

<u>Water Treatment Facility</u>	<u>2019</u>	<u>2020</u>	<u>Wastewater Treatment Facility</u>
Labor, Ben, OH, & Management Fee	\$333,186	\$333,186	Labor, Ben,
Utilities	\$75,000	\$71,000	Utilities
Chemicals	\$73,500	\$75,000	Chemicals
Operating Expenses	\$20,000	\$20,000	Operating Expenses
Specified R&M	\$32,000	\$34,500	Specified R&M
Total Cost	\$533,686	\$533,686	Total Cost

Under Budget Return (\$11,445) \$ 142

Projected Annual Billing	\$522,241	\$533,828	
2019 Monthly Billing	\$43,520		
2020 Monthly		\$44,486	
Annual Maintenance	\$200,500	\$200,500	
Percent Increase		2.2%	

In accordance with page 12 of our agreement with the City we are providing the “2020 Wastewater Budget” in “Attachment 2.5.a”

Signature below signifies understanding, acknowledgement of receipt, acceptance and implementation of the 2020 Wastewater Budget.

Signature	Date
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Name	Title
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SUB AGREEMENT/UTILITIES: This adjustment is per discussions between Mark A Desotell, City of Cincinnati, Tommy Horswill and John Barthels of IAI

Item D Budget

<u>Water Treatment Facility</u>	<u>2019</u>	<u>2020</u>
Water, OH, Management Fee	\$354,234	\$354,234
	\$146,000	\$150,000
	\$32,000	\$32,000
Expenses	\$44,000	\$40,000
&M	\$54,000	\$54,000
	<u>\$630,234</u>	<u>\$630,234</u>
Under Budget Return	(\$27,909)	\$ 1,231
Sub Agreement/Utilities		\$ (6,000)
Projected Annual Billing	\$602,325	\$625,465
2019 Monthly Billing	\$50,194	
2020 Monthly		\$52,122
Annual Maintenance	\$276,000	\$276,000
Percent Increase		3.8%

Water and Wastewater Budget" to replace the "2019 Water and Wastewater Budget Item D".

Implementation.

Director of Administrative Services at Antigo and Kent

Waste Water Treatment FacilityAs of December 31, 2019

ANT301	2019 Budget	2019 Budget to Date	2019 Actual	Difference
Utilities	\$146,000	\$ 146,000	\$ 159,990	\$ 13,990
Chemicals	\$32,000	\$ 32,000	\$ 30,549	\$ (1,451)
Operating Expenses	\$44,000	\$ 44,000	\$ 34,018	\$ (9,982)
Specified R&M	\$54,000	\$ 54,000	\$ 53,905	\$ (95)
Total Cost	\$ 276,000	\$ 276,000	\$ 278,462	\$ 2,462
Over/(Under) Budget				\$ 2,462

Water Treatment Facility

ANT302	2019 Budget	2019 Budget to Date	2019 Actual	Difference
Utilities	\$75,000	\$ 75,000	\$ 66,476	\$ (8,524)
Chemicals	\$73,500	\$ 73,500	\$ 75,311	\$ 1,811
Operating Expenses	\$20,000	\$ 20,000	\$ 22,317	\$ 2,317
Specified R&M	\$32,000	\$ 32,000	\$ 36,679	\$ 4,679
Total Cost	\$ 200,500	\$ 200,500	\$ 200,784	\$ 284
Over/(Under) Budget				\$ 284