



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, May 19, 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 April 12, 2021 Meeting
2. Upgrading the City of Antigo Wireless Network
3. Approval to Rehire and Fill A Full-Time General Laborer Position for the Park, Recreation and Cemetery Department
4. Approve Veteran Marker Care Fund Established in honor of Richard "Dick" Hurlbert
5. Authorization to Refill a Vacancy based upon the Projected Retirement of the Street Department's Administrative Assistant Including a Job-Shadow Component
6. Approval of Updated Job Description for the Street Department's Administrative Assistant
7. Review and Consideration of Solar Power Development Proposals on Vacant City-Owned Property Located along Hogan Street North of Remington Detention Pond

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: May 13, 2021

BILL BRANDT



To: Mayor and City Council
From: Jim Pike, Comm. & Tech. Supervisor
Date: May 19, 2021
Re: Upgrading the City of Antigo Wireless Network

In September of 2012 we installed a Meru Networks wireless network throughout City Hall to provide wireless service for laptops, tablets and other smart devices. In 2014 we expanded this network, installing access points into the office areas of the Street and Parks Departments. Now in 2021, our current WiFi technology is 10 years old and is reaching its end of life so it is time for an upgrade.

After providing vendors with specifications and detailed plans of the existing network the quotes came back within a few dollars of each other, (a number which recommended the same product). Based on the results, I am recommending we go forward with the WiFi6 Wireless Network from Ubiquiti Networks.

The WiFi6 Wireless equipment will be purchased locally through Cirrinity at a cost not to exceed \$3,400.00. The funding for this project will come from the CIP Technology Plan.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: May 19, 2021
Re: Approval to Rehire and Fill A Full-Time General Laborer Position for the Park, Recreation and Cemetery Department

One of the full-time general laborers for the Park, Recreation and Cemetery Department has submitted his resignation with the City of Antigo.

The employee was an asset to our department, and will be missed. We wish him the best, and thank him for his time with our department and the City of Antigo.

I am requesting approval to fill the vacant full time general laborer position in the Park, Recreation and Cemetery Department.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: May 19, 2021
Re: Approve Veteran Marker Care Fund Established in honor of Richard "Dick" Hurlbert

Richard "Dick" Hurlbert worked with the City of Antigo to raise and level veteran markers in the cemetery. After his passing his family wished to honor his legacy by donating funds in memory of Dick, to the cemetery, for continued maintenance of veteran markers and monuments.

I am requesting that a **Cemetery Veteran Marker Care Fund** formally be established in honor of Richard "Dick" Hurlbert, whose support and passion ensured Veteran Markers in the cemetery were raised, leveled, and maintained. This fund will allow for maintenance of veteran markers for years to come.



To: Mayor and City Council
From: Kirk Packard,
Date: May 19, 2021
Re: Authorization to Refill a Vacancy based upon the Projected Retirement of the Street Department's Administrative Assistant Including a Job-Shadow Component

With the announced retirement date of the Street Department's Administrative Assistant, I am requesting to start the candidate selection process in search of a replacement. I am also requesting to incorporate a 1 to 2 month job shadowing period for the replacement candidate prior to the projected November 1, 2021 departure date of the current Administrative Assistant. Wages along with any other associated costs of the job shadowing period have been accounted for within the 2021 budget.



To: Mayor and City Council
From: Kirk Packard,
Date: May 19, 2021
Re: Approval of Updated Job Description for the Street Department's Administrative Assistant

With the projected November 1st, 2021 last work-day for the current Street Department Administrative Assistant (based upon the announced retirement) you are being asked to approve an updated job description for this position. Both a copy of the existing job description along with the revised document are included within your agenda packet.

Any changes to the existing hourly compensation (if so recommended) would be addressed as a result of the candidate selection process and as a component of any 2022 budget deliberation process.

POSITION DESCRIPTION

Class Title: Street Department Administrative Assistant FLSA Status: Non-exempt (hourly)
 Department: Street Department Position Status: Regular Full Time
 Location: Street Department Shop
 Date: 2004
 Revision: 4/15/2021

GENERAL PURPOSE

Under the direction of the Street Commissioner coordinates and performs a variety of skilled secretarial functions; provides administrative support to the Street Commissioner and other departmental personnel; prepares correspondence, reports, and other documentation; updates and maintains the Department's records and files and tracks all accrual time for department employees.

SUPERVISION RECEIVED

Works under the general supervision of the Street Commissioner with periodic interaction Human Resources Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Public Contact/Communication

- Coordinates Diggers Hotline requests, emergency locations for residence, requests for city projects, and distribute any necessary forms need for the requests.
- Make appointments for the Water Department including but not limited to meter tests, repairs and plumbing repairs.
- Tracks and maintains sand, salt, and gravel disbursements of amounts hauled and used.
- Document sewer and winter thaw calls and creates a trackable data base
- Communicate official plans, policies, and procedures to the staff and public as directed.
- Provide excellent customer service to general public, vendors and employees
 - Answer questions regarding brush and mulch pick up
 - Address public complaints regarding long grass, street light/sign issues, snow removal or other concerns presented by the public
- Maintain the curbside cleanup documentation and create a trackable data base
- Perform clerical work including data processing, filing, writing letters, using the electronic storage program, and bookkeeping.
- Prepares billing for services provided by the Street Department.
- Prepare advertisements for bids/quotes of equipment, materials and services
- Publish violations for weed length and no grass in the flow line
- Distribute notices of code violations impacting street operations

Payroll

- Administer payroll and timekeeping system; review accuracy of payroll reporting; prepare, disperse, and collect time sheets. Keep records of approved leave.
- Track employee clothing allowance and report to the City Clerk's Office

General Expectations

- Maintain prompt, predictable, and regular physical attendance working assigned hours.
- 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 strict confidentiality in accordance with Wisconsin State Statutes and City policy, including but not limited to, interaction with the public, personnel issues, and any other information heard, handled, or obtained within the scope of the position or through other personnel.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Abide and assist with the implementation of safety rules and procedures.
- Works independently to complete tasks as assigned.
- Receive and update Rates for Outside Equipment Usage per year from DOT – Used for billing and project cost purposes.

PERIPHERAL DUTIES

- Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Participate and assist in department events as needed
- Perform other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continued employment.

Education, Training and/or Experience

- (A) Graduation from high school or GED equivalent with additional technical school or college credits preferred
- (B) Knowledge of and demonstrated skills in general office practices such as typing and filing
- (C) Three years of increasingly responsible related experience; or
- (D) Any equivalent combination of related education and experience

General Knowledge, Skills and Abilities

- (A) Proficient knowledge of Windows based system with an emphasis in Word and Excel; Access (database) knowledge or the ability to learn is required. Knowledge of PowerPoint and Publisher preferred.
- (B) Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals or a willingness to learn.
- (C) Ability and willingness to learn new software.
- (D) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.

- (E) Ability to communicate effectively and function calmly with staff and the public.
- (F) Ability to work with frequent interruptions.
- (G) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner.
- (H) Maintain strict confidentiality at all times.
- (I) Some knowledge of local ordinances; and departmental rules and regulations.
- (J) Ability to organize and prioritize effectively and independently to complete tasks as assigned.
- (K) Ability to be a self-starter by initiating and completing projects and programs after discussion with the appropriate department head
- (L) Ability to communicate effectively both verbally and in writing.
- (M) Skill in operation of listed tools, equipment, and software.
- (N) Strong working knowledge of computers, working knowledge of modern office practices, procedures, and programs

Language Skills

- (A) Ability to communicate effectively, both verbally and in writing with a wide range of employees, management, elected officials and the community using diplomacy and tact.
- (B) Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

Reasoning Skills

- (A) Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.
- (B) Ability to establish and maintain an effective working relationship with employees, management, elected officials, members of the community, and peers within other municipalities.
- (C) Ability to think logically and to make decisions.

Tools and Equipment Used

Personal computer (Microsoft Word and Excel software), 10-key calculator, telephone, copy machine, and shredder.

PHYSICAL 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. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

In the normal course of work this position is typically exposed to an office setting that is usually moderately quiet. There are frequent time pressures placed on this position including rushed jobs, urgent deadlines, and other similar time pressures. There are frequent time interruptions including telephone calls, visits from employees or other distractions.

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.

Approval: _____ Approval: _____
(Supervisor) (Employee)

POSITION DESCRIPTION

Class Title: Secretary/Bookkeeper

Department: Public Works

Division: Streets

Date:

GENERAL PURPOSE

Performs routine clerical and administrative work. Compiles time cards for payroll purposes.

SUPERVISION RECEIVED

Works under the general supervision of the Street Commissioner or Director of Public Works.

SUPERVISION EXERCISED

Delegates tasks to proper employee in Street Commissioner's absence.

Oversees seasonal employee actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares time cards for payrolls, reviews, and posts daily time sheets and time cards.

Maintains date on Street Department employees, changes in longevity, salary changes, maintains vacation and sick leave booklets.

Prepares billing for private services provided by the Street Department.

Receives and responds in a timely manner to telephone complaints from the general public.

Types all letters and reports generated by the Street Department.

General housekeeping duties.

Maintains correspondence and excavation permit files. Maintains office supplies and creates forms to be used in department.

Gathers multitude of data for budget, inventory maintenance, vehicle maintenance, billing.

Gathers appropriate data to support application for grants.

Prepares purchase orders to support payment of invoices.

Maintains inventory of shipped supplies, safety items, equipment parts and filters and cleaning supplies.

Responsible for accuracy and accountability of counter receipts to be turned in monthly.

Handle general public questions, needs for supplies or services. Explains Street Department procedures and City policies and ordinances as necessary.

Responsible for filing of state reports for road tax refunds and damages to property.

Maintains personnel files for accuracy. Works with Human Resources assistant to aid in accurate personnel files in regards to rates of pay, vacation and sick leave



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: May 19, 2021
Re: Review and Consideration of Solar Power Development Proposals on Vacant City-Owned Property Located along Hogan Street North of Remington Detention Pond

Solar development concepts were solicited through a Request for Proposal (RFP) process to be located on up to 54 acres of vacant City-owned parcels located along Hogan Street north of the Remington Detention Pond (see attached) map.

Presentations by the developers are anticipated with each being provided up to 10 minutes during the meeting to address the FP&L Committee.

I have also attached a summary spreadsheet of the proposals for your review prior to the meeting. Please feel free to contact me in advance if you have any questions.

DEVELOPER	eDF RENEWABLES
CONTACT NAME(S)	Sterling Root Tony Hartman
PROJECTS INCLUDING WISCONSIN	3.5 MW in Flambeau, 12 MW & 24 MW in Dane County & 80+ MW in development with 16 Gigawatts within North America
SIZE OF DEVELOPMENT (ACRES)	54
SIZE OF DEVELOPMENT (MEGAWATTS)	8 to 10 MW
TYPE of SYSTEM	
PROJECTED LIFE-SPAN (YEARS)	35
JOB CREATION	Up to 20 (direct & Indirect) per MW over a 6-month period
USE of LOCAL CONTRACTORS	Competitive sub-contractor bidding process; use of MBE/WBE when possible
OPTION TO HOLD PARCELS DURING PLANNING PHASE	3 years @ \$1,000 each = \$3,000
PRICE PER ACRE (PURCHASE OPTION)	N/A
PRICE PER ACRE/YEAR (Year 1 LEASE)	\$800
TOTAL LEASE (YEAR ONE)	\$43,200
ANNUAL ESCALATOR CLAUSE	2%
25-YEAR TOTAL LEASE VALUE with ESCALATOR	+/- \$1,384,000
35-YEAR TOTAL LEASE VALUE with ESCALATOR	+/- \$2,160,000
INITIAL LEASE PERIOD (YEARS)	25
EXTENSION OPTIONS (YEARS)	2 at 5 years each = 10 years
ESTIMATED TOTAL VALUE OF PROJECT	\$10 to \$15 Million
MILESTONE TIMETABLE	2 YEARS
Site Award	May-21
Option to Lease Agreement	Jul-21
Contract Negotiations with WEC + Preliminary Engineering	June 2021 (Anticipated)
Municipal/State Permits	June 2021 to January 2022
Interconnection Design Approval by WEC	Jan-22
Final Design & Long-Lead Time Procurement	Apr-22
Execution of Lease with City	Jun-22
Begin Mobilization	Jul-22
Ground Breaking	Aug-22
Mechanical Completion	Mar-23
Target Commercial Operation	Jun-23
ADDITIONAL INFORMATION	
Type of Fencing	Agricultural Fixed-knot Environmental Fence
Plantings	Pollinator mix & native grasses
Access Roads	Existing Pierce Ave west of Hogan & Gravel Driveway off of Pierce east of Hogan
Public Information	Informational Kiosk Display(s) @ Site
Site/System Monitoring	Web-Based Monitoring
Other Programs	Educational Funding & Training Programs
Restoration/Decommission Site	Yes, by Developer to original condition

DEVELOPER	edp RENEWABLES
CONTACT NAME(S)	Ashlyn Brulato Chad Sorenson
PROJECTS INCLUDING WISCONSIN	92 MW (134 projects) across 16 States including Wisconsin, Illinois & Minnesota
SIZE OF DEVELOPMENT (ACRES)	40
SIZE OF DEVELOPMENT (MEGAWATTS)	14.7 MW
TYPE of SYSTEM	
PROJECTED LIFE-SPAN (YEARS)	20 year Power Purchase Agreement (PPA); City can purchase equipment @ 20 years or renegotiate terms w/Developer
JOB CREATION	25 to 30 jobs on an ongoing basis for 6 to 9 months with local contractors for some electrical & construction activities + 10 in front-office. Long-term O&M for snow, lawn, inspection and maintenance
USE of LOCAL CONTRACTORS	Local procurement of materials and services when possible
OPTION TO HOLD PARCELS DURING PLANNING PHASE	12 months + 12 month extension with monthly reimbursement based upon fair market value. City can opt for traditional use of land up to construction period.
PRICE PER ACRE (PURCHASE OPTION)	\$6,000 X 40 = \$240,000
PRICE PER ACRE/YEAR (Year 1 LEASE)	N/A
TOTAL LEASE (YEAR ONE)	N/A
ANNUAL ESCALATOR CLAUSE	N/A
25-YEAR TOTAL LEASE VALUE with ESCALATOR	No Escalator
35-YEAR TOTAL LEASE VALUE with ESCALATOR	No Escalator
INITIAL LEASE PERIOD (YEARS)	N/A
EXTENSION OPTIONS (YEARS)	N/A
ESTIMATED TOTAL VALUE OF PROJECT	Information is proprietary, City responsible for fixed energy rate within proposal.
MILESTONE TIMETABLE	472 Days
Site Award	May-21
Option to Lease Agreement	Jun-21
Contract Negotiations with WEC + Preliminary Engineering	Nov-21
Municipal/State Permits	Feb-22
Interconnection Design Approval by WEC	Nov-21
Final Design & Long-Lead Time Procurement	Apr-22
Execution of Lease with City	Sep-22
Begin Mobilization	Feb-22
Ground Breaking	Apr-22
Mechanical Completion	Jul-22
Target Commercial Operation	Sep-22
ADDITIONAL INFORMATION	
Type of Fencing	7' galvanized or 8' agricultural TBD
Plantings	Low growth grass & seed & pollinator seed blend
Access Roads	Part of final planning/design; typically 6" deep w/underlayment x 12' wide
Public Information	Joint Press Releases
Site/System Monitoring	Supervisory Control and Data Acquisition (SCADA)
Other Programs	Community-focused educational portal
Restoration/Decommission Site	Yes, by Developer to original condition

DEVELOPER	SUNVEST SOLAR, LLC
CONTACT NAME(S)	Chris Collins
PROJECTS INCLUDING WISCONSIN	800 Projects totalling 40 MW (47 MW under Construction)
SIZE OF DEVELOPMENT (ACRES)	50
SIZE OF DEVELOPMENT (MEGAWATTS)	14.3 MW
TYPE of SYSTEM	Fixed-Tilt Driven-Pile System
PROJECTED LIFE-SPAN (YEARS)	30
JOB CREATION	Up to 65 for various lengths of hire ranging from 2 to 8 weeks; 2 people for ongoing operations & maintenance
USE of LOCAL CONTRACTORS	Tree clearing, directional boring, concrete pads, fencing and other non-solar specific tasks
OPTION TO HOLD PARCELS DURING PLANNING PHASE	To be Negotiated
PRICE PER ACRE (PURCHASE OPTION)	N/A
PRICE PER ACRE/YEAR (Year 1 LEASE)	\$800
TOTAL LEASE (YEAR ONE)	
ANNUAL ESCALATOR CLAUSE	1.5%
25-YEAR TOTAL LEASE VALUE with ESCALATOR	+/- \$1,203,000
35-YEAR TOTAL LEASE VALUE with ESCALATOR	+/- \$1,824,000
INITIAL LEASE PERIOD (YEARS)	25
EXTENSION OPTIONS (YEARS)	2 @ 5 years each = 10 years
ESTIMATED TOTAL VALUE OF PROJECT	\$17.4 Million
<u>MILESTONE TIMETABLE</u>	<u>12 to 18 Months</u>
Site Award	Aug-21
Option to Lease Agreement	Aug-21
Contract Negotiations with WEC + Preliminary Engineering	Sep-21
Municipal/State Permits	Dec-21
Interconnection Design Approval by WEC	Nov-21
Final Design & Long-Lead Time Procurement	Dec-21
Execution of Lease with City	Aug-21
Begin Mobilization	Nov-21
Ground Breaking	Dec-21
Mechanical Completion	Feb-22
Target Commercial Operation	Mar-22
<u>ADDITIONAL INFORMATION</u>	
Type of Fencing	7' Chain-link Fence Enclosure
Plantings	
Access Roads	Existing Pierce Ave west of Hogan & Gravel Driveway (200') east of Hogan
Public Information	Joint Press Releases
Site/System Monitoring	Full monitoring including temperature, irradiance, soiling and snow cover
Other Programs	
Restoration/Decommission Site	Yes, by Developer to original condition backed by an escrow bond

DEVELOPER	One Energy RENEWABLES
CONTACT NAME(S)	Eric Udelhofen
PROJECTS INCLUDING WISCONSIN	15 Wisconsin projects totalling 50 MW including a 7.5 MW in Rhinelander. 8 additional projects totalling 25 MW under construction in WI
SIZE OF DEVELOPMENT (ACRES)	50
SIZE OF DEVELOPMENT (MEGAWATTS)	6 MW
TYPE of SYSTEM	Bifacial modules and single access tracking (SAT)
PROJECTED LIFE-SPAN (YEARS)	30
JOB CREATION	20 to 40 on-site during peak construction for a 4 to 6 month period. No post employment on-site with maintenance techs visiting once per month
USE of LOCAL CONTRACTORS	Area contractors sought for surveys, environmental review, soil tests, civil-site development for access roads/grading and fence installation
OPTION TO HOLD PARCELS DURING PLANNING PHASE	5 years w/\$2,000 per year (year 1 & 2) \$4,000 (Year 3 & 4) and \$6,000 (Year 5) - suspends @ operational date
PRICE PER ACRE (PURCHASE OPTION)	N/A
PRICE PER ACRE/YEAR (Year 1 LEASE)	\$900 for 30 years/\$1,100 (30 to 40 years)
TOTAL LEASE (YEAR ONE)	\$45,000
ANNUAL ESCALATOR CLAUSE	None - Flat Rates
25-YEAR TOTAL LEASE VALUE with ESCALATOR	\$1,125,000
35-YEAR TOTAL LEASE VALUE with ESCALATOR	\$1,400,000
INITIAL LEASE PERIOD (YEARS)	30
EXTENSION OPTIONS (YEARS)	10
ESTIMATED TOTAL VALUE OF PROJECT	+/- \$9 Million
MILESTONE TIMETABLE	
Site Award	
Option to Lease Agreement	
Contract Negotiations with WEC + Preliminary Engineering	Oct-21
Municipal/State Permits	Nov-21
Interconnection Design Approval by WEC	
Final Design & Long-Lead Time Procurement	Mar-22
Execution of Lease with City	
Begin Mobilization	
Ground Breaking	Apr-22
Mechanical Completion	Oct-22
Target Commercial Operation	Dec-22
ADDITIONAL INFORMATION	
Type of Fencing	Woven-wire Deer Fencing & vegetative screening
Plantings	Low-growth native pollinators
Access Roads	Internal gravel access roads to access systems; utilize existing access points from main roads as much as possible
Public Information	Informational signs during construction; work with City for post-construction signing on fence
Site/System Monitoring	ALSO Energy data acquisition system for 24/7 tracking performance
Other Programs	
Restoration/Decommission Site	Yes, by Developer to original condition backed by a cash escrow account by 10th year of operation



City-Owned Property NW Corner of St Hwy 64 and N Hogan St



WPS
Transfer
Station

+/- 1600 ft
+/- 0.30 miles

+/- 40.5 Acres
City-Owned

+/- 14 Acres
City-Owned
Industrial Property

Perimeter = 5365 ft

+/- 8.5 Acres
Potential
Housing
Development

+/- 16 Acres
Daniel Baseman

+/- 29 Acres
Alan G. Andrus

+/- 40.5 Acres
Gary Preboski