



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, August 21, 2024

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Minutes Approval

1. Approve Minutes for the July 17, 2024 Meeting

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

1. Correct Ordinances for Insurance to Increase Aggregate Limit to \$2,000,000
2. Carry Forwards from 2023 to 2024 That Were Not Included When Other Ones Were Approved
3. Increase Board of Review Members Stipend from \$30.00 to \$50.00
4. Accept Wisconsin Public Service Grant and Use Funds to Purchase Fire Suppression Tool
5. Portable Safety Barrier Purchase with Funding Coming From \$5000 CVMIC Safety Grant and Remaining Balance From Undesignated Capital Improvement Fund
6. Approval to Allow a Department Head or Authorized Individual To Authorize Waiver of Event/Street Use Permit Fees and Shelter Fees for Events Meeting Certain Criteria
7. Request for Additional Full-time General Laborer for Parks, Recreation and Cemetery Department
8. Changing Human Resources Specialist Position to a Director and Add Safety Coordinator Duties
9. Additional Part-Time Position in Finance to Accommodate Payroll Duties
10. Cleaning Service Company is Discontinuing Services so Consider Part-Time Position

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 clerk treasure's office, 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: August 15, 2024

THOMAS BAUKNECHT



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: August 21, 2024
Re: Correct Ordinances for Insurance to Increase Aggregate Limit to \$2,000,000

Council approved increasing the aggregate limit for liability insurance to \$2,000,000. There are several ordinances that need to be corrected to this limit. Those are following:

Sec 14-1573

Sec 18-433

Sec 18-490



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: August 21, 2024
Re: Carry Forwards from 2023 to 2024 That Were Not Included When Other Ones Were Approved

There are funds that are carried forward each year for projects that may not have been completed or equipment that is being budgeted over a few years for purchases. When this was done for 2023 to carry forward to 2024 two amounts were missed on the list. I am requesting approval to complete these carry forwards now from the Capital Equipment/Improvement Plan (CIP) undesignated fund balance as that is where the funds would have been placed at the end of the year. These carry forwards are for Aerial/Ortho Mapping for \$10,000 and Faust Dam Improvements for \$20,000.

If the Committee approves these, a resolution will be forwarded to Council. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: August 21, 2024
Re: Increase Board of Review Members Stipend from \$30.00 to \$50.00

There are two citizen members appointed to the Board of Review for the City of Antigo. They have been receiving a stipend of \$30 for many years. I am requesting this stipend be increased to \$50 as these meetings can last at least two hours and sometimes even longer.

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



To: Mayor and City Council
From: Dan Duley, Chief of Police
Date: August 21, 2024
Re: Accept Wisconsin Public Service Grant and Use Funds to Purchase Fire Suppression Tool

Antigo Police Department applied for a grant through the Wisconsin Public Service Foundation for \$1000 to purchase a Fire Suppression Tool.

Antigo Police Department has been notified that we have been approved for the grant.

The Fire Suppression Tool is a small portable device that can be thrown by an officer into a structure fire to suppress the fire until the fire department arrives. Antigo Police Department has three Fire Suppression Tools that were previously donated. This additional purchase would equip another squad with the tool.

I am requesting approval to accept the Wisconsin Public Service Foundation Grant and purchase one Fire Suppression Tool with the grant money.

If you have any questions, feel free to contact me.

Daniel J. Duley

Chief of Police



To: Mayor and City Council
From: Dan Duley, Chief of Police
Date: August 21, 2024
Re: Portable Safety Barrier Purchase with Funding Coming From \$5000 CVMIC Safety Grant and Remaining Balance From Undesignated Capital Improvement Fund

We have identified a safety issue with crowd control specific to our parades in the downtown area, where the pedestrians are crowding the parade vehicles and floats creating a safety hazard.

I am proposing a solution of purchasing 235 portable safety barriers that would create a continuous barrier along the parade route, specifically on 5th Avenue from Superior Street to Edison Street. The barriers would be yellow in color, 8'6" long each and interlock with each other to create the continuous barrier on the north and south side of 5th Avenue.

The street department has been involved in the conversation about the barriers and is willing to place the barriers when needed. The street department is looking into the purchase of a trailer for hauling the barriers.

I envision the barriers would be useful in other events throughout the city, such as our K9 demonstrations to create a safe area.

The cost of the barricades is quoted at \$85.50 each, with a total cost for 235 barriers at \$20,092.50 + \$997.00 shipping for a total cost of \$21,089.50.

The funding would come through a \$5,000 CVMIC safety grant with the remaining balance of \$16,089.50 coming from the undesignated capital improvement fund.

I am requesting approval to purchase 235 safety barriers for a total cost of \$21,089.50.

If you have any questions, feel free to contact me

Daniel J. Duley

Chief of Police



1-888-952-6937

uline.com

quotes@uline.com

3.5.a

QUOTATION

TO:

ANTIGO CITY OF
POLICE DEPT
700 EDISON ST
ANTIGO WI 54409-1979

ATTN: DANIEL DULEY

CUST# 12180018

QUOTE #: 4-173205

DATE: 08/15/24

SALES REP: KATHY PETERSON

TERMS: NET 30

FOB POINT: ORIGIN

DELIVERY: BEST WAY

QUANTITY	U/M	ITEM NUMBER / DESCRIPTION	UNIT PRICE	EXT. PRICE
235	KIT 	H-8269 PORTABLE SAFETY BARRIER - POWDER COATED, FLAT FEET Lead Time: In Stock * Pricing is based on a single order shipping to one location. * Lead time is based on current inventory and is subject to change. * Delivery requires a live unload; carriers cannot provide liftgate or inside delivery. * Full truckload freight estimate \$997.00	85.50	20,092.50

Any comments on Uline and/or our pricing are greatly appreciated.

Kindly contact customer service at 1-800-295-5510.

Attachment: Uline Quote 12180018 i 83628235_1 - 081524 (7103 : Portable Safety Barrier Purchase)



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 21, 2024
Re: Approval to Allow a Department Head or Authorized Individual To Authorize Waiver of Event/Street Use Permit Fees and Shelter Fees for Events Meeting Certain Criteria

We currently have criteria for waiving Event/Street Use Permits and Shelter/Trailer Fees.

- The event is open to the public and community at no charge and offers either an educational experience for attendees or a remembrance or memorialization for those within our community.
- The picnic or event recognizes volunteers that have participated in a community service project.
- The organization or group is not creating a profit from the event. If funds are raised during the event they are invested back into our community and used for various community projects, events, programs or local organizations.
- School District utilizes facility Monday-Friday, and event end time is prior to 3pm

The current process requires commission and/or committee approval, and also council approval.

I am requesting that staff is able to waive Event/Street Permit fees and Shelter/Trailer Fees if the Event meets the criteria, which will allow for a more streamlined process.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 21, 2024
Re: Request for Additional Full-time General Laborer for Parks, Recreation and Cemetery Department

Over the past 16 years the parks have expanded with trails, park green space, facilities, and programming.

We have 4 full-time staff, and received approval to hire a year-round part-time in addition to seasonal staff. We typically hire between 6-8 seasonals.

When we were originally approved to hire a year-round part-time, the position was able to work 40 hours per week. However, changes were made at a larger government level that resulted in the year-round part-time position's hours reduced to 28.

The reduction of hours negatively impacted work that could be completed by the position.

This past year our year-round part-time position was promoted to full-time when the position became available. We decided not to fill the year-round position, and hired 6 seasonals.

Over the years we have worked to create efficiencies within our department and our operating procedures, without reductions to services. Efficiencies included: smart locks, registration/reservation software, tractors with bat-wing mowers, sweeper and blower attachments to equipment, salt sanders, installing a splash pad, zero turn mowers, and utilizing GPS for mapping recreation fields. Volunteers have also supported, maintained, coached, instructed, and provided maintenance throughout our parks, trails, and programs at no cost.

With the addition of the trail extensions along Charlotte and Hogan we will be adding 1.7 miles of trail, which will bring our total paved trail system to approximately 5 miles.

During the winter, all trails, parking lots, and cemeteries are cleared, which requires the efforts of all or our 4 full-time staff. Additionally, we flood 2 rinks in Peaceful Valley, groom a x-country ski trail, and clear delinquent sidewalks. Crews also perform routine maintenance on equipment and fabricate to keep costs low.

Staff has done an incredible job maintaining the parks, trails, and cemeteries this year, but we are in need of an additional full-time General Laborer. Seasonal staff works from mid-late May until mid-late August, and then we have only have full-time staff remaining.

To fund the additional full-time position, I am proposing we eliminate the Parks Department year-round part-time, and use those dollars to go towards a full-time position. Additionally, I am proposing eliminating ground planters along 6th Avenue, which is approximately an \$11,000 savings. The campground is generating an additional \$20,000-\$25,000 since the expansion and upgrades were completed.

I would like to use these funds to hire an full-time Parks General Laborer. Additionally, I would like to hire a 7th seasonal position and complete the water of the hanging baskets and cement planters in-house. The seasonal position would be funded through the elimination of contracted watering.

I am requesting this proposal be reviewed during the budget process to create an additional full-time general laborer position for the Parks, Recreation and Cemetery Department.