



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, September 16, 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 August 19, 2020 Meeting
2. Approve Contract and Funding for 2021 Fireworks
3. Approval to Waive Bidding Requirements and Purchase Playground Equipment from Lee Recreation
4. Approval to Hire a Full-Time Fire Fighter to Maintain Staffing
5. Consideration for the Adoption of the Langlade County All Hazards Mitigation Plan as Compiled by North Central Wisconsin Regional Planning Commission
6. Approval to Pay Antigo Daily Journal Invoice When is is Received Instead of With Council Checks
7. Approve Anytime Fitness for Wellness Benefit for Employees Based on Current Criteria
8. Write Off Block Grant of \$20,591.29 for 1216 Fifth Avenue as Langlade County has Taken Deed by Tax Reversion
9. Write Off Block Grant of \$7,788.04 for 305 Hudson Street to Sell Home
10. Write Off Block Grant Mortgage of \$21,480.00 for 830 First Avenue if Able to be Rehabilitated
11. Consideration of a 2% Cost of Living Wage Increase in 2021 for Exempt and Non-Represented Employees Including the City Attorney and Assistant City Attorney
12. Consideration for Revising the Existing Civil Technician/Assistant Building Inspector Non-Represented Job Description to that of an Assistant Building Inspector/Zoning Administrator Exempt Position Including a Recommended Starting Salary at Pay Grade 8/Step 1

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: September 10, 2020

BILL BRANDT



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 16, 2020
Re: Approve Contract and Funding for 2021 Fireworks

The City of Antigo is committed to having a Fourth of July fireworks celebration, and earmarks 20% of the Hotel/Motel tax for economic development. In the past it has been determined that the fireworks celebration is a good use of these funds.

Fireworks Country, from Wittenberg, is able to provide a show on the 4th of July, meet the necessary insurance requirements, and they created a dynamic and well received display in 2020.

It is my recommendation that the City utilize \$6,500.00 from the economic development portion of Hotel/Motel tax funds for a fireworks display and \$3,500.00 from the general operating celebrations fund for a total of \$10,000.00, and contract with Fireworks Country to conduct the fireworks show for 2021.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 16, 2020
Re: Approval to Waive Bidding Requirements and Purchase Playground Equipment from Lee Recreation

Various components at Hudson Street Park Playground are in need of replacement. The structure is over 20 years old and many of the parts are no longer available. Custom parts for replacement range in cost from \$600.00 - \$5,600.00.

I am recommending replacing the playground structure and surfacing so we meet safety requirements as well as ADA standards.

Because playgrounds are a unique/specialty item I am also requesting permission to waive the bidding requirements and purchase the attached playground equipment from Lee Recreation, LLC which is a local Wisconsin Based Commercial Playground company, and the exclusive distributor of Burke Playground Equipment in Wisconsin; Burke equipment has proved to be extremely durable and long-lasting.

Additionally, Lee Recreation has been an excellent company to work with in regards to our existing playground equipment, necessary repairs, and on-site visits.

Request to waive the bidding requirements to purchase Burke playground equipment and poured-in-place surfacing from Lee Recreation with budgeted funds.



WWW.LEERECREATION.COM • (800) 775-8937



LEE RECREATION, LLC

Providing Fun Across Wisconsin Since 1995

info@leerecreation.com • 260 W. Main Street • Cambridge, WI 53523

2.3.a



Burke.
PLAY THAT MOVES YOU.

HUDSON STREET PARK - OPTION #1

PROPOS

Packet Pg. 4

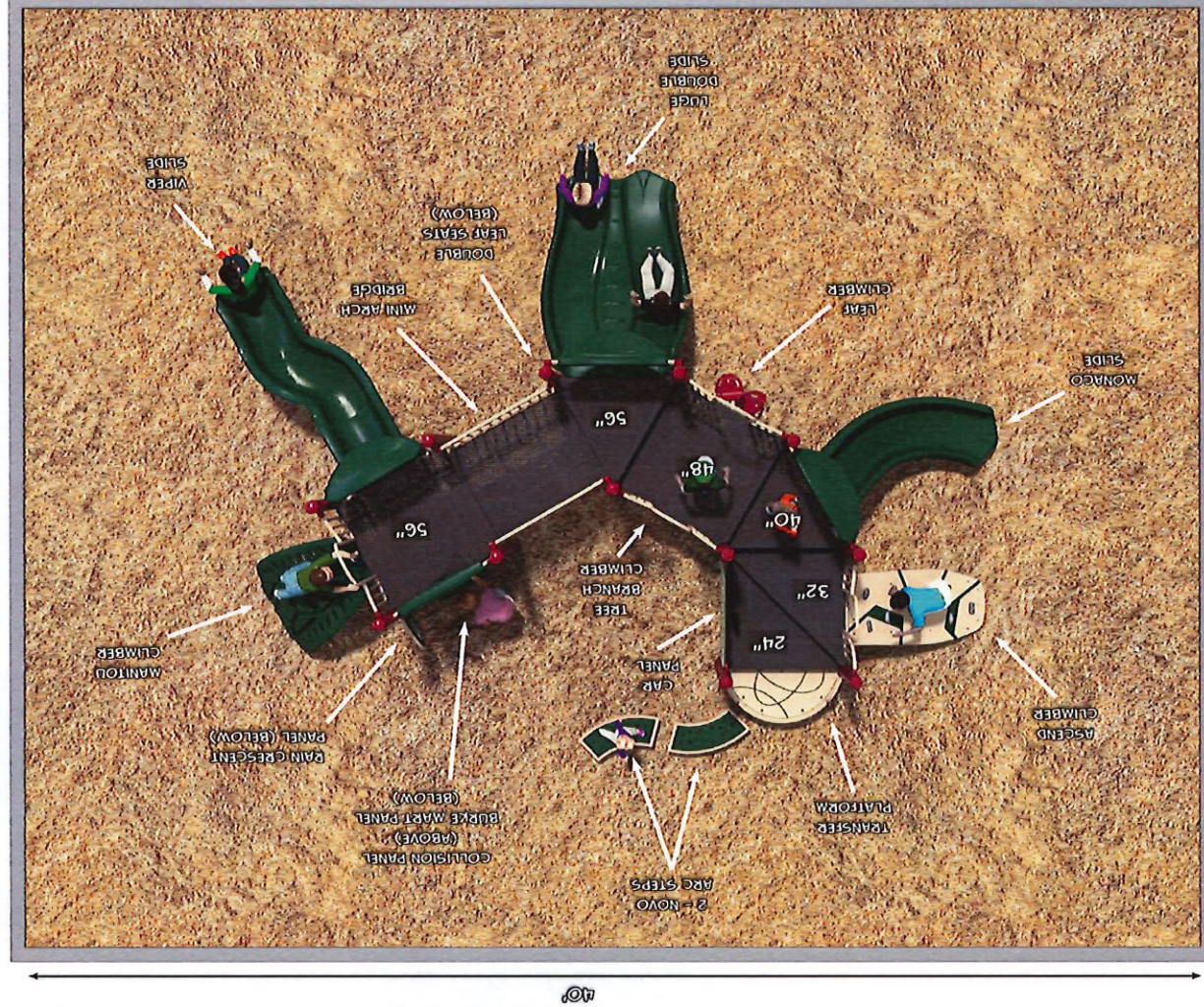
Attachment: Playground (3585 : Waive Bidding Requirements and Purchase Playground Equipment from



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Burke.
PLAY THAT MOVES YOU.



CLICK ON PICTURES
TO WATCH VIDEOS
ON VIMEO.COM

USE ZONE: 32' X 40'
AGE RANGE: 2-12
FALL HEIGHT: 4'-8"
OF ACTIVE
PLAY EVENTS: 15
COLORS: GREEN, TAN, AND
BURGLUNDY

LEE RECREATION, LLC
Providing Fun Across Wisconsin Since 1995
info@leerecreation.com • 260 W. Main Street • Cambridge, WI 53523



Packet Pg. 5

Attachment: Playground (3585 : Waive Bidding Requirements and Purchase Playground Equipment from

HUDSON STREET PARK - OPTION #1

142-130860-1

2.3.a

INFORMATION
MINIMUM FALL ZONE
SURFACED WITH
RESILIENT MATERIAL
AREA

904 SQ.FT.

PERIMETER

120 FT.

STRUCTURE SIZE

31' 9" x 38' 11"

STRUCTURE IS DESIGNED
FOR CHILDREN AGES:

- ☐ 6-23 MONTH OLDS
☒ 2-5 YEAR OLDS
☒ 5-12 YEAR OLDS
☐ 13 + YEAR OLDS



Registered
to ISO 9001



Registered
to ISO 14001

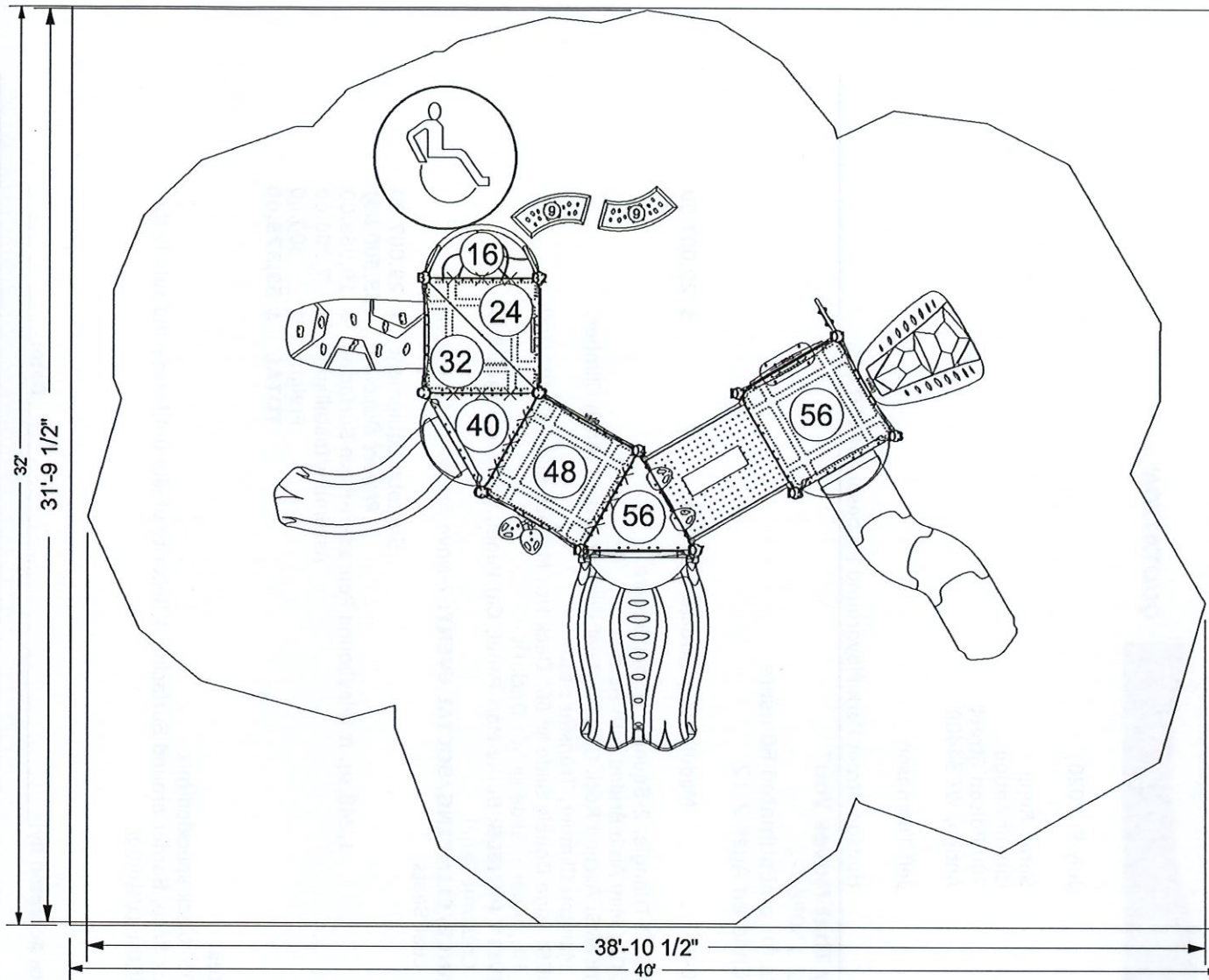


To verify product certification,
visit www.ipema.org

The play components identified
in this plan are IPEMA
certified. The use and layout of
these components conform to the
requirements of ASTM F1487.
To verify product certification,
visit www.ipema.org

The space requirements shown
here are to ASTM standards.
Requirements for other standards
may be different.

The use and layout of play
components identified in this plan
conform to the CPSC guidelines.
U.S. CPSC recommends the
separation of age groups in
playground layouts.



ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS:	15	
NUMBER OF ELEVATED PLAY EVENTS:	9	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 0	REQD: 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 9	REQD: 5
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	PROVIDED: 6	REQD: 3
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 4	REQD: 3
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:		

WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH
AND AROUND THIS EQUIPMENT.

FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for
Public Playground Safety.

PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

Burke

SERIES: Basics, Nucleus

SITE PLAN

DRAWN BY: Pa Der Vang

Hudson Street Park-Antigo

728 Hudson Street

Antigo, WI 54409

Lee Recreation, LLC

142-130860-1

July 01, 2020

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



Office (800) 775-8937
Fax (608) 423-7655
260 W. Main Street
Cambridge, WI 53523
info@leerecreation.com
www.leerecreation.com

PROVIDING FUN ACROSS WISCONSIN SINCE 1995

QUOTATION

DATE: July 9, 2020

TO: Sarah Repp
City of Antigo
700 Edison Street
Antigo, WI 54409

FROM: Jeff Thompson

RE: Hudson Street Park Playground Proposal, **OPTION 1**

BURKE "Play That Moves You"

Proposal #142-130860-1

15 Play Events for an Estimated 60 users
Designed for Children Ages 2-12

1-#142-130860-1 Modular Play Structure Include: \$ 29,007.00

DECKS: 2-Triangle, 2-Square, 1-Split Square

BRIDGE: Mini Arch Bridge with Barriers

CLIMBERS: Ascend Rock Climber, Leaf Climber, Tree Branch Climber, Manitou Climber, Transfer Step

SLIDES: Luge Double Slide @ 56" Deck Ht., Monaco Slide @ 40" Deck Ht., Viper S Slide @ 56" Deck Ht.

ACTIVITY PANELS: Burke Mart Panel, Car Panel, Collision Panel, Rain Crescent Panel

BALANCE/CLIMBING/SOCIAL EVENT: 2-Novo Arc Benches, Double Leaf Seats

Subtotal Equipment	\$ 29,007.00
<i>Project Discount</i>	<i>(\$3,500.00)</i>
1,248 sq. ft. Playbound Poured-in-Place Surfacing	\$ 19,968.00
Assembly/Installation	\$ 7,300.00
Freight	\$ 600.00
TOTAL	\$ 53,375.00

Surfacing Notes:

50% color – 50% black speckled mix
Compacted Rock Base, Border around Surfacing & Security of site until surfacing sets is the
responsibility of the customer

Quote Accepted By: _____

Date: _____

- TERMS: Net 20
- Site Preparation, PIP Rock Base/Border & Security of Site until Surfacing Sets are the Customer's Responsibility
- Lead-Time: 4-6 weeks upon receipt of order
- Quote Effective: **12-31-2020**



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: September 16, 2020
Re: Approval to Hire a Full-Time Fire Fighter to Maintain Staffing

I have received a resignation letter from FF/Paramedic Ben Werner who took a job in North Shore and his last day with the City of Antigo was in late August. 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 three people off the CVTC hiring process this last spring and we will have a list of candidates from the FVTC process. 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.



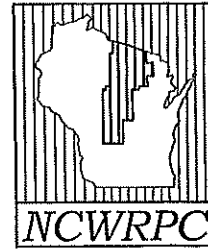
To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 16, 2020
Re: Consideration for the Adoption of the Langlade County All Hazards Mitigation Plan as Compiled by North Central Wisconsin Regional Planning Commission

The last update to the Langlade County All Hazard Mitigation Plan occurred at the City's December 11, 2013 City Council meeting under Resolution 137-13. North Central Wisconsin Regional Planning Commission (NCWRCP) in conjunction with input from the appropriate City staff and the Public Works Committee (7/24/19) updated the plan and is requesting its final adoption. The plan itself consists of approximately 100 pages and as such is not being included in your packets for review.

Included in your packets is a cover letter and a sample resolution from NCWRPC along with the plan's table of contents as a quick reference. If you wish to review the plan in greater detail, please feel free to contact me accordingly.

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

210 McClellan Street, Suite 210, Wausau, Wisconsin 54403
Telephone: (715) 849-5510 Fax: (715) 849-5110
Web Page: www.ncwrpc.org Email: staff@ncwrpc.org



SERVING ADAMS, FOREST, JUNEAU, LANGLADE, LINCOLN, MARATHON, ONEIDA, PORTAGE, VILAS AND WOOD COUNTIES

MEMORANDUM

TO: Mark Desotell, Administrator, City of Antigo
CC: City Clerk, County EM
FROM: Andy Faust *af*
DATE: August 10, 2020
RE: Review and Support of Langlade County All Hazards Mitigation Plan

Enclosed is the final draft of the latest Langlade County All Hazards Mitigation Plan Update. This is an update to the plan the City adopted on December 11, 2013. The County Board approved this update on July 21, 2020 following a lengthy delay due to the pandemic. You'll recall we had a planning meeting for the City's part in the plan update at a Public Works Committee meeting on July 24, 2019. We appreciate their help in this process.

All hazards plans are done at the county level but incorporate all local units within the county in the spirit of intergovernmental cooperation and to avoid duplication of the same work by each municipality. Local governments must have an approved local all hazards mitigation plan to remain eligible for certain FEMA disaster funds that would be available after a disaster declaration. Additionally, FEMA may require a local unit to develop and adopt an all hazard plan following a disaster in that community. Adoption of this county all hazard plan satisfies the planning requirement, so that the City does not have to go through the time and expense of creating a plan from scratch. Updates are required by FEMA every 5-years.

Please review the draft and forward any questions you may have to my attention. If the plan looks good from the City's perspective, then please consider the attached sample resolution or one similar to it, at an upcoming City Council meeting. Please forward a copy of the approved resolution to my office. Should the City require an amendment to the plan in the future, please contact me.

I will follow-up with you over the next month or two to check the status and see if you need any assistance with the approval.

If you have questions regarding this correspondence or the Plan, please feel free to contact me at 715/849-5510 ext. 305 (email: afaust@ncwrpc.org) or Cassandra Doemel, Langlade County's Emergency Management Director, at 715/627-6257 (cdoemel@co.langlade.wi.us). Thank you.

N:\DARRYLL\LANGLADE\COUNTY\LAHMP\UPDATE2\APPROVAL\DOCS\CITY_APPROVEREQUEST_COAHMP2020.DOC

RESOLUTION # _____

ADOPTING THE LANGLADE COUNTY ALL HAZARDS MITIGATION PLAN UPDATE

WHEREAS, the City of Antigo recognizes the threat that natural hazards pose to people and property; and

WHEREAS, under taking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save tax payer dollars; and

WHEREAS, an adopted All Hazards Mitigation Plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, all hazard mitigation plans are required to be updated every 5-years; and

WHEREAS, the City of Antigo adopted the last All Hazards Mitigation Plan Update on December 11, 2013; and

WHEREAS, the City of Antigo participated jointly in the planning process with Langlade County and the other local units of government within the County to prepare an update to the existing multi-jurisdictional All Hazards Mitigation Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL, that the City of Antigo hereby adopts the Langlade County All Hazards Mitigation Plan Update as an official plan; and

BE IT FURTHER RESOLVED, that the Langlade County Emergency Management Department will submit, on behalf of the City, the adopted All Hazards Mitigation Plan Update to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval.

PASSED: _____

Certifying Official

Langlade County

All Hazards Mitigation Plan

Update



Prepared by:
North Central Wisconsin Regional Planning Commission



LANGLADE COUNTY ALL HAZARDS MITIGATION PLAN UPDATE

prepared for:

Langlade County Emergency Management

by:

North Central Wisconsin Regional Planning Commission

adopted by Langlade County Board on:

July 21, 2020

This update was prepared at the request and under the supervision of the Langlade County Public Safety Committee and its Emergency Management Director by the North Central Wisconsin Regional Planning Commission (NCWRPC). For more information, contact:

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
210 McCLELLAN STREET, SUITE 210
WAUSAU, WI 54403

Telephone: 715-849-5510

FAX: 715-849-5110

email: staff@ncwrpc.org

www.ncwrpc.org

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To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 16, 2020
Re: Approval to Pay Antigo Daily Journal Invoice When is is Received Instead of With Council Checks

My office has approval to pay some invoices on a weekly basis to avoid penalties or issues with the due dates; such as utility bills, training fees, etc. Another invoice that I would like permission to pay when received is the Antigo Daily Journal invoice. They have a net 30-day term and the payment is always late which accrues finance charges. You would still see the payment on the list of monthly checks but we would just be mailing it out earlier than waiting for Council.

I am requesting approval to pay the Antigo Daily Journal bill when received and not wait for Council checks. If approved, 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
Date: September 16, 2020
Re: Approve Anytime Fitness for Wellness Benefit for Employees Based on Current Criteria

Attached is an e-mail from Sarah Duff for Anytime Fitness in Antigo requesting that employees be reimbursed if they attend Anytime Fitness the same as if they were attending the Health and Performance Center (Welfit) at Aspirus. Welfit has limited hours, Monday - Friday, 6:00 a.m. - 7:00 p.m. and no weekends. Employees have a difficult time getting in the required ten times in the month with the limited hours.

Anytime Fitness is willing to match the \$35 per month that we reimburse employees if they attend 10 times per month. They are also able to provide a list of employees at the end of the month detailing how many visits they have so that we can reimburse the appropriate employees.

In the past, we have only allowed Welfit due to the facility being a medical facility. However, very few employees are being reimbursed due to the limited hours. The goal for this program is to get our employees to attend fitness programs so this would be a way to increase the usage.

If this is approved, a resolution would need to be forwarded to Council. Should you have any questions, please feel free to contact me.

Jaime L. Horswill

From: Anytime Fitness Antigo <AntigoWI@anytimefitness.com>
Sent: Thursday, September 3, 2020 11:45 AM
To: Kaye Matucheski
Subject: Re: City Employee's Gym Memberships

Good afternoon,

We would be able to match the \$35 per month that you are reimbursing now at the hospital. As far as family members goes, we do not have family memberships. However, we would give family members of your employees a better price on a membership. This is at no expense to you, just as a thank you for doing business with us. I am able to provide you a list of employee's usage at the end of each month.

Let me know if you have any other questions!

Sarah Duff
 Club Director
 ANYTIME FITNESS - Antigo
 501 Superior Street
 Antigo, WI 54409
 (715) 350-4444
antigowi@anytimefitness.com

From: Kaye Matucheski <kmatucheski@antigo-city.org>
Sent: Wednesday, September 2, 2020 4:41 PM
To: Anytime Fitness Antigo <AntigoWI@anytimefitness.com>
Subject: RE: City Employee's Gym Memberships

Sarah:

This will have to be brought up to the Finance, Personnel & Legislative Committee which is meeting on Wednesday, September 16th and Council on October 14th, so I can let you know after that. Right now we reimburse the single membership at Aspirus which is \$35 per month so we would not be able to reimburse more than that. We do not reimburse for family members but if they have a family plan we still reimburse the \$35 which then makes the family plan less expensive. We also require that the employee work out 10 separate days per month to be reimbursed. We would want a list from you at the end of the month of all employees and the number of times they visit. We would then reimburse those eligible through payroll so you would collect the fees from the employee each month.

If this is something that is workable on your end, please let me know. I will then take it to the Committee/Council for the approval process.

Thank you,

Kaye M. Matucheski
 Clerk-Treasurer/Finance Director
 City of Antigo
 700 Edison Street
 Antigo, WI 54409

Attachment: Anytime Fitness Re City Employee's Gym Memberships (3581 : Approve Anytime Fitness for Wellness Benefit)

715-623-3633, extension 102
kmatucheski@antigo-city.org

Please note:

The City of Antigo is an Equal Opportunity Provider.

The City of Antigo is subject to Wisconsin Statutes relating to public records. Emails sent or received by City employees and elected officials are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City email should presume that the email is subject to release upon request and to State record retention requirements.

This email and any files transmitted with it are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please destroy it and notify the sender immediately.

From: Anytime Fitness Antigo <AntigoWI@anytimefitness.com>
Sent: Friday, August 28, 2020 2:48 PM
To: Kaye Matucheski <kmatucheski@antigo-city.org>
Subject: Re: City Employee's Gym Memberships

Hi Kaye,

We would be able to track when your employee works out. Every member receives a key fob that they scan every time they come to the facility. With that key fob they do have access to all Anytime Fitness's, and we are able to track their usage at these other facilities as well.

I would be happy to provide a list of employee's attendances at the end of each month.

When a new member joins, they have the option to do a fitness consultation. During this we talk about their goals of what they are hoping to accomplish at the gym. With that information we make a workout for them and go through the exercises with them.

Our price for a single membership is \$22 every two weeks. However, this would not be the case for the city employee's membership. With business's we are able to work out exclusive prices based off of the number of employees using the facility. With this we also offer that if an employee has a family member that would like to become a member, they get a discount on their membership as well.

Let me know if you have any questions, and to farther discuss prices.

Sarah Duff
 Club Director
 ANYTIME FITNESS - Antigo
 501 Superior Street
 Antigo, WI 54409
 (715) 350-4444
antigowi@anytimefitness.com

From: Kaye Matucheski <kmatucheski@antigo-city.org>
Sent: Friday, August 28, 2020 8:29 AM
To: Anytime Fitness Antigo <AntigoWI@anytimefitness.com>
Subject: RE: City Employee's Gym Memberships

Attachment: Anytime Fitness Re City Employee's Gym Memberships (3581 : Approve Anytime Fitness for Wellness Benefit)

Hi Sarah:

We have a few questions regarding Anytime Fitness:

Are you able to track the number of times per month our employee works out? Is this just at your place or any Anytime Fitness?

Would you then provide us with a list of all employees and their attendance each month?

Do employees join and start working out or is there some evaluation/meeting with a trainer?

What is the cost of Anytime Fitness for a month?

Thanks in advance for answering these questions.

Kaye M. Matucheski
Clerk-Treasurer/Finance Director
City of Antigo
700 Edison Street
Antigo, WI 54409
715-623-3633, extension 102
kmatucheski@antigo-city.org

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From: Anytime Fitness Antigo <AntigoWI@anytimefitness.com>

Sent: Monday, August 24, 2020 5:15 PM

To: Kaye Matucheski <kmatucheski@antigo-city.org>

Subject: City Employee's Gym Memberships

Good Afternoon,

I am reaching out to you in regards to city employees gym memberships. I have had multiple city employees who were previous members here or current members that have informed me that they receive a free membership to the Aspirus Hospital Fitness Center.

I am hoping there is a way for me to work out a deal similar here at Anytime Fitness. This will give employees the option to go to whichever gym they would prefer. Also, right now with COVID we are still open 24/7, this would allow city employees who work different hours the ability to still have access to a gym.

Thank you for your consideration, I look forward to hearing from you!

Attachment: Anytime Fitness Re City Employee's Gym Memberships (3581 : Approve Anytime Fitness for Wellness Benefit)

Sarah Duff
Club Director
ANYTIME FITNESS - Antigo
501 Superior Street
Antigo, WI 54409
(715) 350-4444
antigowi@anytimefitness.com



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 16, 2020
Re: Write Off Block Grant of \$20,591.29 for 1216 Fifth Avenue as Langlade County has Taken Deed by Tax Reversion

Recently Langlade County has taken ownership by tax deed for the property at 1216 Fifth Avenue previously owned by Angela Snow. This property has a Block Grant mortgage of \$20,591.29 that will no longer be collectible now that the County has taken ownership.

Approval is needed to forward action to Council to write off this Block Grant for 1216 Fifth Avenue. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 16, 2020
Re: Write Off Block Grant of \$7,788.04 for 305 Hudson Street to Sell Home

There is a Block Grant mortgage to Nichole Wensel at 305 Hudson Street for \$7,788.04. Nichole is trying to sell the home and the offer she has received is not enough to pay off the first mortgage and the Block Grant. She has requested the City write off this mortgage so that she is able to sell the home. It would be in the Block Grant program's best interest to write this mortgage off so the house can be sold and remain on the tax roll.

Approval is needed to forward this write off to Council for the Block Grant. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 16, 2020
Re: Write Off Block Grant Mortgage of \$21,480.00 for 830 First Avenue if Able to be Rehabilitated

The property at 830 First Avenue belonging to Sharon Menting has a Block Grant mortgage of \$21,480. Ms. Menting has passed away and her son is dealing with the house. It is my understanding there was someone living in the house that destroyed it as well as used it for a drug house. There are also back taxes, utilities, and special assessments on the property. The owner's son may have someone willing to take ownership of the house and pay the delinquent taxes and utilities but would not be able to pay the Block Grant. This person would work on rehabilitation of the house with the Health Department so that it can remain on the tax roll.

It is my suggestion to allow the write off if needed so this property can be rehabilitated. If approved, a resolution will need to be forwarded to Council.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 16, 2020
Re: Consideration of a 2% Cost of Living Wage Increase in 2021 for Exempt and Non-Represented Employees Including the City Attorney and Assistant City Attorney

The 2021 budget document presented to the Committee of the Whole on Wednesday, September 9, 2020 included the budgetary projections resulting from a recommended salary increase of 2.0% for all exempt and non-represented employees. This recommendation is consistent with the 2021 increase for the City's represented Police Officers and Firefighters which was previously established through collective bargaining at a rate of at 2.0% as well.

Our staff continues to maintain the respect of their peers and consistently deliver quality services to the citizens of Antigo. They diligently work to control expenditures while striving to deliver expected services within identified budgetary constraints. These strengths are demonstrated by their daily accomplishments, by their commitment to long-standing programs and by being respectful representatives of the City of Antigo. As such, I am appreciative of their support and proud of their accomplishments. In 2020 the added challenges for maintaining public services in the midst of the COVID-19 pandemic were addressed remarkably by staff.

Your concurrence in a recommended cost-of-living wage increase of 2.0% will serve to recognize their efforts while solidifying their continued commitment towards being positive representatives of the City of Antigo.



To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: September 16, 2020

Re: Consideration for Revising the Existing Civil Technician/Assistant Building Inspector Non-Represented Job Description to that of an Assistant Building Inspector/Zoning Administrator Exempt Position Including a Recommended Starting Salary at Pay Grade 8/Step 1

With the increased emphasis on code enforcement, building inspections and community growth impacting zoning development it has come time to consider revisions to the existing Civil Technician/Assistant Building Inspector job description. Additionally, thoughts regarding succession planning for the eventual retirement of the current Building Inspector/Zoning Administrator (Bi/ZA) dictate that more time be Bi/ZA time be assigned to the staff person within this department that currently shares duties within Public Works.

I am recommending that the current non-represented Civil Technician/Assistant Building Inspector job description be revised accordingly to that of an exempt Assistant Building Inspector/Zoning Administrator job description with duties and training being adjusted accordingly. A revised job description will either be forwarded to you prior to next week's meeting or will be distributed at the meeting itself.

My recommendation will be to establish the new exempt job description within the existing Pay Matrix at Pay Grade 8/Step 1 at a salary of \$52,037.96 to become effective on the first payroll subsequent to the required October 14 City Council resolution. The position **would not** be eligible for a Step 2 increase until the first payroll of 2022. Vacation benefits would be pro-rated to the exempt vacation schedule up to the employee's anniversary date of hire at which point the exempt vacation schedule listed in the City's employee Manual would follow the listed frequency based upon years of service.

The existing position is held by Beth McCarthy who has taken an active role in receiving the necessary certifications required as a building inspector and continues to do so relative to the commercial construction aspects. Her role in supporting aspects of project management within Public Works while being diminished will still be expected to continue in an as-needed basis.

Please feel free to contact me with any questions.