



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, September 19, 2018

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 15, 2018 Meeting
2. Approve Use of Contingency Funds from Heinzen Pavilion and CIP funds for Trail Connections in Peaceful Valley
3. Approval to Hire Year-round Part-time Employee for PRC
4. Request to Fill an Open Position in the Street Department Created by Internal Promotion
5. Approval to Fill Vacant Firefighter/Paramedic Position
6. Use CIP Funds to Purchase High Pressure Airbags
7. Intercept Agreement Changes
8. Sale of Vacant Lot at 218 Virginia Street
9. Add Dana Investment Advisors as a Public Depository for the City
10. Update Investment Policy
11. 2019 Cost of Living Increase for Exempt and Non-Represented Employees
12. Updates regarding the Request from Troutland Rescue to Supply Ambulance Services for the Towns of Evergreen & Wolf River and the Village of White Lake - INFORMATION ONLY
13. Accept Transfer of Ownership of the Troutland Rescue Ambulance to the City of Antigo in Exchange for the Reduction/Elimination of Premium Payments in the Current Standby Services Agreement between both Parties for the last quarter of Calendar year 2018

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: September 13, 2018

TOM BAUKNECHT



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 19, 2018
Re: Approve Use of Contingency Funds from Heinzen Pavilion and CIP funds for Trail Connections in Peaceful Valley

Approximately, \$9,000.00 remains as contingency for the Heinzen Peaceful Valley Pavilion Project. I would like to recommend that the funds be applied to trail connections from the Heinzen Pavilion to the existing pathways and Warming House. Additionally, \$6,709.00 is budgeted in CIP for Construction of Parking and Paths. I am recommending a portion of these funds also be applied to the pathway connections; Charley is estimating the pathway connections will cost approximately \$11,000.00.

The Heinzen Pavilion is reserved consistently throughout the spring, summer, and fall. The trail connections will provide accessible pathways to the restroom facilities and warming house, which are utilized when the Pavilion is reserved.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 19, 2018
Re: Approval to Hire Year-round Part-time Employee for PRC

The Park, Recreation and Cemetery Department is requesting to fill the vacant open year-round part-time employee position. This position is budgeted.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 19, 2018
Re: Request to Fill an Open Position in the Street Department Created by Internal Promotion

Starting with the promotion of Kirk Packard to the Street Commissioner position an additional internal promotion has occurred for the Working Supervisor position vacated by his promotion. Interviews for the Working Supervisor were conducted on September 12th and the successful candidate had not been notified at the time that this memo was completed for your agenda packet. That information should be available for you at next week's meeting.

A position within Streets has been made available by the promotion of an internal candidate to the Working Supervisor position and will be posted to gauge any interest of candidates working for the Street Department under a different job title or perhaps by an employee working in a different Department.

Regardless of the "domino effect" of these decisions, a vacancy exists within the Street Department and we are requesting your support in filling the vacancy as needed. The final number of Street employees is not increasing by this action and the 2018 budget already accounts for the costs associated with this position. The proposed 2019 budget does the same.

Jon Petroskey
Fire Chief
jpetroskey@antigo-city.org



Eric Roller
Public Safety Director
eroller@antigo-city.org

City of Antigo Fire Department

September 11, 2018

Finance, Personnel, & Legislative Committee

Recommendation to fill vacant Firefighter/Paramedic Position

Dear Committee Members;

The Antigo Fire Department had another employee leave and move onto the De Pere Fire Department. FF/Paramedic Dean Jensen gave his two week notice and has left the City of Antigo. Dean came to us in March of 2017.

The Antigo Fire Department continues to operate within the budget and maintaining the number of staff is critical to the operations of the department. We continue to attempt to take as many transfers as possible and we can only do that if the staffing levels remain at our current level.

I am seeking a motion to hire a new staff member that would be a Paramedic/FF to maintain our current level of 17 Firefighters/EMS.

Sincerely;

Eric J. Roller
 Director of Public Safety

700 Edison Street
 Antigo, Wisconsin 54409

715-623-3633 Ext. 42
www.antigo-city.org/AFD

Attachment: FF Position Request (2311 : Hire FF Position)



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: September 19, 2018
Re: Use CIP Funds to Purchase High Pressure Airbags

As part of the CIP budget, I put money aside for Fire Truck Equipment and I need to replace a set of high pressure airbags. These bags are less than 1 inch thick and will lift up to 38 tons. The current airbags have expired however we can still use the same controller and air lines.

We have 3 estimates that include shipping, Pomasl Fire Equipment at \$5,055, Chief Supply at \$5,051.96 and Darley Fire Equipment at \$4,984.05.

Feel free to contact me if you have questions.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: September 19, 2018
Re: Intercept Agreement Changes

I have been requested by a couple intercepting agencies to finish ambulance transport of a patient if the patient is diverted to a different location other than Aspirus Langlade Hospital. Currently when we do intercepts, our personnel get in the back of the requesting agencies ambulance to finish transport and the requesting agency bills the patient. If we move the patient to the City of Antigo ambulance, we would have to bill the patient as per billing regulations.

This process would be meeting an ambulance service at a designated location to transfer the patient to our ambulance. For safety purposes we would prefer not to do this on a highway. Once the patient is in our ambulance, we would finish the transport. The initial responding agency would provide care and partial transport so I am recommending reimbursing the initial responding service 1/3 of what we collect. We would bill for the entire trip, even the transport miles the initial service had plus base rate.

I have worked with Mike Winter to make the adjustment to the current intercept agreement and the items highlighted in yellow are the added/changed language.

Feel free to contact me if you have questions.

AGREEMENT FOR THE PROVISION OF **PARAMEDIC** INTERCEPT SERVICES

THIS AGREEMENT FOR THE PROVISION OF **PARAMEDIC INTERCEPT SERVICES (“Agreement”)** is made this _____ day of _____, 2018 by and between **Crandon Area Rescue Squad**, (“**Supplier**”) and **CITY OF ANTIGO**, a Wisconsin Municipal Corporation.

RECITALS

- A. City of Antigo owns and operates a ground ambulance service which provides advance life support services and critical care/intermediate transportation (“**ALS services**”).
- B. The purpose of the City of Antigo ambulance service is to provide interfacility services, involving post-admission transfers between health care providers primarily located in Northern and Central Wisconsin (“**Service area**”); and intercept services, involving pre-admission assistance to other ambulance service providers primarily located in the Service Area;
- C. Supplier provides ground ambulance transportation services to their Service Area.
- D. Supplier requests the assistance of City of Antigo to provide ALS services as needed during scene responses, intercepts or ambulance transports requiring such services, and Antigo agrees to provide Supplier with ALS services under the terms of this Agreement.

NOW, THEREFORE, in consideration of the promises and the covenants set forth above, the parties agree as follows:

1. **SERVICES FURNISHED BY the City of Antigo.**

- 1.1 **ALS Services.** When available to respond, the City of Antigo agrees to provide ALS services for supplier in the event that Supplier requests such assistance during a scene response, intercept or ambulance transport. At no time is Supplier obligated or contractually bound by the City of Antigo to request ALS services for any actual or potential ALS patients. When the City of Antigo provides such scene, intercept or transportation assistance, the patient shall be transported in a Supplier ambulance unless otherwise requested by the Supplier ambulance.
- 1.2 **Nearest Appropriate Facility.** Patients shall be transported to the nearest and most appropriate hospital facility, unless otherwise requested by the patient or the patient’s legal representative and approved by the City of Antigo’s on-line medical control physician based on the clinical

condition of the patient, the available equipment and supplies, and the skilled medical personnel on board.

- 1.3 Personnel and Equipment.** The City of Antigo shall provide all necessary ALS personnel, equipment and supplies required under Wisconsin Administrative Code Chapters DHS 110 and Trans 309, with the exception of extrication equipment and extrication services. Supplier agrees to provide all BLS equipment, supplies and all extrication and services on calls when the City of Antigo is requested to respond.
- 1.4 Non-discrimination.** When available, the City of Antigo shall accept all medically appropriate patients for services, without regard to sex, race, religion, national origin, disability, handicap or ability to pay.

2. FINANCIAL ARRANGEMENTS.

- 2.1 Fees.** Supplier shall pay the City of Antigo a total of \$175.00 for all ALS services provided to patients by City of Antigo personnel for each ambulance intercept taken to **Aspirus** Langlade Hospital under the terms of this Agreement. The Supplier shall pay the City of Antigo an additional \$150 for any destination other than **Aspirus** Langlade Hospital. The City of Antigo shall invoice supplier on a monthly basis for ALS Services provided during the preceding month. Supplier shall pay such invoices in full within sixty (60) days of receipt. If Supplier fails to timely pay an invoice in accordance with this Section 2.1, interest in the amount of ten percent (10%) of the invoice shall accrue regarding any outstanding balance.
- 2.2 Billing.** The City of Antigo and Supplier agree that Supplier shall be solely responsible for billing Medicare and other third party payers for ALS services provided to patients under this Agreement, except when Supplier does not actually transport a patient to the final destination in the Supplier ambulance, but in a City of Antigo ambulance. Such billing shall not include extrication fees and non-ambulance related rescue fees.

A. When City of Antigo provides Paramedic Intercept Services and Supplier transfers patient care to the City of Antigo ambulance for transport.

1. City of Antigo ambulance or its contractor shall bill Medicare, Medicaid, third party payors, and/or the patient for payment of its full charges for transports, while in Suppliers ambulance and City of Antigo Ambulance. City of Antigo shall pay Supplier one-third (1/3) of the amount collected upon collection.

2. Supplier will use its best efforts to assist City of Antigo ambulance in obtaining patient and/or third party billing information and will release all medical documentation, mileage, pick-up and drop-off information, and any and all other information necessary to bill and process claims. Supplier shall cooperate with City of Antigo Ambulance or its contractor in providing this information without additional costs.
3. Supplier shall bill Medicare, Medicaid, third party payors, and/or the patient for payment of its full charges for transports in which City of Antigo ambulance staff does not participate in transport.
4. When City of Antigo ambulance provides transportation of a patient and ALS Intercept Services, City of Antigo ambulance will be solely responsible for billing and collection associated with its services consistent with payor regulation and practices, and City of Antigo ambulance is responsible to payor for any overpayment related to claims.

2.3 RELATIONSHIP OF THE PARTIES. Ambulance personnel provided by the City of Antigo under this Agreement shall be considered agents of the City of Antigo and shall not be considered agents of Supplier for any purpose. It is understood and agreed that such personnel are not independent contractors of Supplier and nothing in this Agreement is intended nor shall be construed as creating any such relationships. Supplier shall not exercise control over the manner or method by which the City of Antigo, through its personnel, provides ALS services under this Agreement; provided always that the ALS services shall be provided in a manner consistent with the provisions of this Agreement. Likewise, nothing in this Agreement shall be intended to be construed to allow the City of Antigo to exercise control over the manner or method by which Supplier hires, promotes, disciplines or otherwise implements its personnel policies.

3. **INDEMNIFICATION.** It is understood and agreed that each party shall be responsible for the acts and omissions of itself and its employees, agents, officers and directors. This Agreement shall not be construed to create a contractual obligation for any party to indemnify any other party for loss or damages resulting from any such act of omission; provided, however, that this provision shall not constitute a waiver by any party of any right to indemnification, contribution, subrogation or other remedy available to that party in equity or law.
4. **INSURANCE.** The City of Antigo and Supplier shall provide and maintain during the term of this Agreement full comprehensive, general and professional

liability insurance for their respective staffs, equipment and operations, which insurance shall at all times be substantially similar to that presently possessed by the City of Antigo and Supplier for other purposes.

5. TERM AND TERMINATION.

5.1 Term. The parties to this Agreement shall have an operational commitment of one (1) year, with automatic one (1) year extensions of this term, unless sooner terminated as provided in Section 5.2 below.

5.2 Termination. This Agreement may be terminated prior to a term end by:

5.2.1 Mutual agreement of the parties;

5.2.2 One party not renewing the Agreement, who shall evidence an intent not to renew by providing advanced written notice of termination to the other party at least sixty (60) days prior to a term end; or

5.2.3 One party, for a material breach or violation of the terms of this Agreement by the other, provided the non-breaching party has given written notice specifying the nature of the breach or violation and allowed a period of thirty 30 days (unless a shorter or longer period is clearly reasonable) in which to cure such breach or violation. Where a dispute arises as to an interpretation of this Agreement or with respect to carrying out duties under this Agreement, the parties shall cooperate to resolve the dispute.

5.2.4 The City of Antigo may immediately terminate this Agreement if the Supplier fails to meet the needs of patients.

5.3 Effect of Termination. Upon termination of this Agreement for any reason, neither party shall have any further obligation under this Agreement, except for obligations occurring prior to the date of termination or as specifically set forth in this Agreement.

6. MISCELLANEOUS PROVISIONS.

6.1 Notices. Notices or communications required or permitted to be given under this Agreement shall be given to the respective parties by personal delivery or by certified or regular mail (notice being deemed given as of the date of personal delivery, or as of three (3) days after the date of mailing) at the principal place of business unless a party otherwise designates in writing.

- 6.2 Governing Law.** This Agreement has been executed and delivered in, and shall be construed and enforced, in accordance with the laws of the State of Wisconsin.
- 6.3 Agreement Subject to Law.** If any provision of this Agreement is illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, that provision shall be fully severable and this Agreement shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of the Agreement. In lieu of such illegal, invalid or unenforceable provision, this Agreement shall be reformed to include as a part of this Agreement a provision as similar in terms to the illegal, invalid or unenforceable provision as may be possible and still be legal, valid, or enforceable.
- 6.4 Medicare Reporting and Access Requirements.** Until the expiration of four (4) years after the furnishing of the services pursuant to this Agreement, Supplier shall make available, upon written request to the Secretary of the U.S. Department of Health and Human Services, or upon request to the Comptroller General, or any of their duly authorized representatives, this Agreement and any books, documents and records of Supplier that are necessary to certify the nature and extent of the costs related to this Agreement, and, if Supplier carries out any of the duties of this Agreement through a subcontract, with a value of or costs of \$10,000 or more over a twelve (12) month period, with a related organization or individual, such subcontract shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such services pursuant to such subcontract, the related organization or individual shall make available, upon written request of the Secretary or authorized representative, the subcontract and any books, documents and records of such organization or individual that are necessary to verify the nature and extent of such costs.
- 6.5 Authorization.** The undersigned represent that they are duly authorized to contract on behalf of their representative parties.

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IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

SUPPLIER

BY: _____

Print Name/Title: _____

ACKNOWLEDGMENT

STATE OF WISCONSIN)
)SS
COUNTY OF)

Personally came before me this ____ day of _____ 2018, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public,
My commission is/expires

CITY OF ANTIGO

BY: _____
Mayor

BY: _____
Clerk-Treasurer

ACKNOWLEDGMENT

[illegible]

Personally came before me this ____ day of _____ 2018, the above William Brandt and Kaye Matucheski named to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Notary Public, Langlade County, WI
My commission is/expires



To: Mayor and City Council
From: Roger Musolff, Building Inspection/Zoning Administrator
Date: September 19, 2018
Re: Sale of Vacant Lot at 218 Virginia Street

The City has demolished the building at 218 Virginia Street (Parcel 201-1120.001) following a fire and acquired the property on May 10 of this year through the tax lien process. This property is zoned R-3 Residential and remains a buildable lot with an assessed value of \$9,700.00 but I would suggest setting a minimum bid of \$3,000.00 be set by the Commission.

It is my recommendation that the City request bids on this property as is and to have those bids be returned before November 7, 2018. As part of the bidding process I believe the City should only accept bids for the entire parcel and the bidders must state intended use.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 19, 2018
Re: Add Dana Investment Advisors as a Public Depository for the City

The percentage of interest the City earns decreased drastically several years ago and has only increased slightly in the last few years. Higher earnings on our undesignated funds is a way to increase revenues without increasing fees to citizens. Our first objective is always safety, then liquidity, and then earnings. These three things in that order would still be the priority.

A few years ago funds were moved from the Local Government Investment Pool to American Deposit Management which has helped to increase investment earnings. However, I think we can improve earnings by adding more diversity.

After exploring different types of investments and companies to assist with this, I would recommend working with Dana Investment Advisors. A letter introducing the company is attached. They also work with Cities and Villages Mutual Insurance Company (CVMIC) and other Wisconsin municipalities.

Dana's fees are .20% and after reviewing our investments and current earnings, the additional earnings from the new investments will more than offset the cost of the service. The City would not be locked into any long term contract so I believe it is in the best interest of the City to try this option to increase our revenues.

If the Committee concurs with my recommendation, a resolution to add Dana Investment Advisors, Inc. as a public depository will need to be forwarded to Council.

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

August 31, 2018

Ms. Kaye Matucheski, Treasurer
City of Antigo
700 Edison Street
Antigo, WI 54409

Dear Ms. Matucheski,

Thank you for the opportunity to provide investment management services to the City of Antigo. Since our founding in 1980, Dana Investment Advisors, Inc. has specialized in providing quality investment management services for public clients. We are proud of our Wisconsin heritage with our office headquartered in Waukesha, Wisconsin and are 100% employee owned. As of December 31, 2017, we manage \$7.5 billion in total assets which includes 100 public clients representing counties, cities and townships.

We are confident our experienced and professional staff would be a supportive partner with the City in providing investment management services that protect the principal invested in the City's investment portfolio, maximize investment returns, and maintain sufficient liquidity to meet cash flow needs. Our portfolio management team specializes in managing high-quality portfolios that comply with Wisconsin State Statute 66.0603 and has provided exceptional investment management services for many Wisconsin municipalities with investment parameters similar to the City of Antigo, such as the City of Brookfield, Waukesha County and the Cities and Villages Mutual Insurance Company (CVMIC). Our prudent and conservative public sector investment strategy has been validated over the past 30 years by never experiencing a negative total return in a calendar year.

Dana also provides clients with assistance in developing investment policies, establishing appropriate investment benchmarks and forecasting cash flows. Additionally, we generate comprehensive accounting reports, investment performance reports and risk management compliance. Dana representatives are available to attend Committee meetings to discuss investment performance, compliance and strategy. Dana will also work directly with the City staff to implement the investment policy, discuss portfolio management and review financial accounting.

Dana's sole focus is investment management; we do not perform bond underwriting, offer custodial services, etc. This structure frees us from potential conflicts of interests and allows us to focus on our clients' best interests and providing exceptional customer service. Dana's fee for its investment management services is 0.20% on the first \$10 million in assets and 0.15% on all assets over \$10 million.

We appreciate the trust you've placed in us and will continue to work diligently to provide exceptional investment management services and value to the City of Antigo.

Sincerely,



David V. Mazza
Vice President, Director of Fixed Income Sales and Marketing
davem@danainvestment.com
262-780-6086

Attachment: Dana Investment Advisors Introductory Letter (2314 : Add Dana Investment Advisors as a Public Depository)



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 19, 2018
Re: Update Investment Policy

If the Committee approves Dana Investment Advisors, Inc. as a public despository, the investment policy will need to be updated. Attached is a copy of the current policy with the changes noted. The City Attorney is also reviewing this policy and if he has any recommendations, I will present those at the meeting.

In the meantime, if you have any questions, please feel free to contact me at 715-623-3633, extension 102.

Adopted Date: February 14, 1996
 Revision Date: December 10, 2014
Revision Date: October 12, 2018

CITY OF ANTIGO INVESTMENT POLICY

SECTION I. PURPOSE

To formalize the framework for the City's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, ~~and collateralization,~~ and diversification. The ~~policy is~~ guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

SECTION II. SCOPE AND OBJECTIVES

The investment policy applies to all ~~The~~ financial assets of ~~all funds~~ the City, including the General Fund, Special Revenue Funds, Capital Project Funds, Enterprise Funds, Internal Service Funds, Trust and Agency, and Debt Service Funds. This policy is limited in its application to funds that are not required for the immediate needs of the City, and are available for investment. The objectives with respect to the investment of all funds, in order of priority, are: (1) Safety of Principal; (2) Liquidity; (3) ~~Yield~~ Return.

SECTION III. AUTHORITY AND PRUDENCE

The ~~City Clerk~~ Treasurer or his/her designee is the investment officer and is responsible for investment decisions and activities. The standard of prudence to be applied by the City Treasurer shall be the "Prudent Person Rule" which states: "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The "Prudent Person Rule" shall be applied in the context of managing the overall investment portfolio. .

The ~~City Clerk~~ Treasurer/Finance Director or his/her designee, in accordance with Chapter 34, Wisconsin Statutes, this policy, and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided these deviations are reported immediately and recommendations for appropriate action be taken to control adverse developments.

SECTION IV. REPORTING REQUIREMENTS

The ~~Clerk~~ Treasurer/Finance Director shall provide to the Common Council, on a quarterly basis, a report summarizing all investments.

SECTION V. INTERNAL CONTROLS

Prior to investing or transferring any funds, the ~~City Clerk~~-Treasurer/Finance Director shall complete a pre-numbered Transfer/Reinvestment Order, to be countersigned by the Mayor or in his absence the Director of Administrative Services (DOAS), naming the financial institution, amount of investment, purpose, duration and rate of interest to be earned on the investment.

SECTION VI. ELIGIBLE INVESTMENTS AND MAXIMUM MATURITIES

Authorized investments shall be those as defined in Section 66.0603, Wisconsin Statutes: ~~Investments shall be held until maturity, except as authorized by the City Council.~~

~~Authorized investments~~ and shall also include those defined in Section 34.05(4), Wisconsin Statutes.

To the extent possible, the City of Antigo will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase.

SECTION VII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Except for funds placed in the Local Government Investment Pool, ~~or~~ the American Deposit Management Company, or Dana Investment Advisors, Inc. when the City directly invests surplus funds in investment instruments, a competitive process shall be conducted:

- A. Quotations, either verbal or written, shall be secured from financial institutions approved as Public Depositories by the Common Council.
- B. The institution offering the highest effective yield consistent with policy restrictions will be awarded the investment.

SECTION VIII. COLLATERALIZATION AND SAFEKEEPING

The Federal Deposit Insurance Corporation (FDIC) protects deposits up to \$250,000. In addition, public deposits are protected against losses by Wisconsin general purpose revenues under Statutes 20.144(1)(a) and 34.08(2) up to \$400,000 for any one public depositor in any individual public depository. The City will seek to collateralize certificates of deposit or any other time deposit in an amount equal to 100% of the investment less the amount insured by the FDIC or guaranteed by the State. All investments shall be collateralized in an amount equal to 100% of the investment less the amount of \$500,000, which is insured by the FDIC and State of Wisconsin by federal government bonds or securities which are a direct obligation of or guaranteed as to principal and interest by the federal government, and/or bonds or securities which are obligations of an agency, commission, board or other instrumentality of the federal government, guaranteed as to principal and interest. Collateral shall be held by the City or agent of the City in the City's name or by the Trust Department of the financial institution. In the event collateralization is not available from institutions utilized in Section VII, the Treasurer may invest in those financial institutions upon approval by the Mayor and Council President and in one or both of their absences, the DOAS.

SECTION IX. PERFORMANCE STANDARDS

The investment portfolio shall be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs.

SECTION X. INVESTMENT ADVISOR

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Should the City deem it appropriate to retain an investment advisor, the following procedure4s will be followed with respect to the investment advisor relationship:

A. Selection Process – The investment advisor will be recommended by the Clerk-Treasurer/Finance Director and Director of Administrative Services with approval of the Mayor based upon and interview and references of existing clients. This recommendation will then require approval of the Finance, Personnel & Legislative Committee and final approval of the Common Council.

B. Investment Procedure – Once an investment advisor is selected, the City will at all times be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives.

The investment advisor will have no authority to take possession of City monies or investment securities, nor to execute investment transactions on behalf of the City, except where investment authority may be delegated (i.e., “discretionary” authority) as per Wisconsin Statutes 66.0603(2). For those investments under management in a “non-discretionary” account, all investment transactions will be approved by City staff.

C. Periodic Reporting – The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City's investment portfolio. Such reports shall be made quarterly to the Clerk-Treasurer/Finance Directo for inclusion in the quarterly investment report to the Common Council.

D. Compensation and Term of Agreement – Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City may be terminated at any time at the discretion of the City.

SECTION XI. INVESTMENT POLICY CONSIDERATIONS: The investment policy will be reviewed as need by the Finance, Personnel & Legislative Committee.

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To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 19, 2018
Re: 2019 Cost of Living Increase for Exempt and Non-Represented Employees

The 2019 budget document presented to the Committee of the Whole on Wednesday, September 12, 2018 included the budgetary projections resulting from a recommended salary increase of 2% for all exempt and non-represented employees. This recommendation is consistent with the 2019 increases for the City's Public Safety employee's which were established through collective bargaining at a rate of at 2% for Police and at a rate of 1.5% for Fire based upon other items of negotiation.

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.

Your concurrence in a recommended cost-of-living wage increase of 2% will help to recognize their efforts while solidifying their continued commitment towards being positive representatives of the City of Antigo. A Resolution would be considered at the October Council as follows:

WHEREAS, Common Council reviews the cost-of-living adjustment for the exempt and non-represented employees as part of the annual budget process; and,

WHEREAS, the Committee of the Whole, at their September 12th meeting, was presented with the initial draft of the City's 2019 Budget document including the associated budgetary impacts reflecting a recommended 2.0% salary increase for the above stated employees including the City Attorney and Assistant City Attorney; and,

WHEREAS, the Finance, Personnel and Legislative Committee met on September 19, 2018 and approved the recommended 2019 cost-of-living adjustment of 2.0 % as presented.

NOW, THEREFORE, BE IT RESOLVED, BY The COMMON COUNCIL, City of Antigo, to authorize a cost-of-living increase for the exempt employees including the City Attorney and Assistant City Attorney of 2.0% effective upon the first payroll of 2019 and for a 2.0% cost-of-living increase for the non-represented employees effective upon January 1, 2018.

BE IT FURTHER RESOLVED, that the funds needed to implement this cost-of-living increase be derived from each employee's respective fund/department wage accounts.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 19, 2018
Re: Updates regarding the Request from Troutland Rescue to Supply Ambulance Services for the Towns of Evergreen & Wolf River and the Village of White Lake - INFORMATION ONLY

You are being provided with a memo from Chief Petroskey along with a draft agreement as reviewed by Mike Winter to help keep you informed regarding the progress of our discussions with the Troutland Rescue Squad. Troutland Rescue has officially made a decision to dissolve their service and remains in need of a long-term solution to their ambulance needs.

Until a final agreement is entered into (anticipated as an October FP&L & November Council consideration) the Troutland Rescue service area will be covered by the City of Antigo's secondary contract with them. However, this comes at a premium cost (\$2,000 per call) so we are in the process of negotiating the transfer of their low-mileage ambulance to the City of Antigo in exchange for services for the final quarter of the 2018 calendar year. If an agreement specifically for the transfer of ownership of the ambulance from Troutland Rescue to the City of Antigo (including either the reduction or elimination of the premium costs for the current secondary services contract) can be achieved for the last quarter of 2018 it will be presented for consideration at this September FP&L meeting.

Jon Petroskey
Fire Chief
jpetroskey@antigo-city.org



Eric Roller
Public Safety Director
eroller@antigo-city.org

City of Antigo Fire Department

To: Finance, Personnel & Legislative Committee

From: Chief Petroskey

Date: September 13, 2018

Subject: Information on Agreement to Provide Ambulance Service to Troutland Rescue Coverage Area

As I mentioned last month, I have been approached by Troutland Rescue, Town of Evergreen, Village of White Lake and Town of Wolf River to provide ambulance coverage. The initial discussion was to start January 1, 2019 but I was contacted recently to move this date up to early October.

I had a meeting with Troutland and the three municipalities on Monday, September 10th and they have decided to close. They will be contacting the State of Wisconsin EMS office to see what process they need to do. Mark Desotell, Eric Roller and I have put together budget numbers and everything looks positive.

In this process Troutland will no longer need their ambulance so we are currently exploring the best method for acquiring this unit for our current fleet allowing the replacement of our oldest unit. The Troutland unit is a low-mileage ambulance capable of serving our needs for a number of years. I have included draft agreement (reviewed by Mike Winter) for your information. The contract is based upon the language that we currently have with the 10 townships with some modification as highlighted.

In this process, we are recommending to add a full-time FF/Paramedic position to our "A" crew which is currently staffed with 5 firefighters as opposed to 6 on the other two shifts. Doing so allows us to staff more transfers with on-duty personnel and helps to cover shortages during multiple call events or when staffing is impacted by an individual firefighter being away on approved leave.

I once again contacted the chairs of the 10 townships and they all had positive feedback about moving forward with this process.

Feel free to contact me if you have questions.

700 Edison Street
 Antigo, Wisconsin 54409

715-350-7350
www.antigo-city.org/AFD

INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF EMERGENCY AMBULANCE SERVICES

The undersigned, do hereby enter into the Intergovernmental Agreement for the Provision of Emergency Ambulance Services, pursuant to Section 66.0301, Wis. Stats., By and between the **CITY OF ANTIGO**, a Wisconsin Municipality, hereinafter referred to as ("CITY"), and the **TOWN OF ~~ACKLEY~~ EVERGREEN**, Langlade County, Wisconsin, hereinafter referred to as ("TOWN").

1. The CITY agrees to make its ambulance service available to the TOWN for consideration hereinafter specified.

2. The TOWN agrees to enter into a ~~one~~five-year contract for said services, beginning January 1, 201~~89~~9 and concluding December 31, 20~~18~~23 The TOWN agrees to remit annual payments to the CITY based on the fee structure listed below.

~~20189~~ – \$ ~~20,537.00~~

This agreement shall automatically renew for an additional one year on the same terms and conditions unless one party gives the other written notice by January 1, 20~~18~~23 of its desire not to renew.

3. The Annual payment for the TOWN will be calculated off the average per-capita cost to the initial 10 towns listed below in (11).

~~3-4.~~ Annual payments shall be made in two (2) equal installments, with the first payment due not later than January 31 of each year and the second payment shall be due not later than July 31 of each respective year, or as negotiated otherwise.

~~4-5.~~ In addition to the retainer fee, those TOWN residents using the ambulance service shall receive an invoice for services rendered from the CITY. Said billing shall be comprised of the base ambulance rate (Basic Life Support or Advanced Life Support), transport mileage, and miscellaneous supplies used to provide necessary patient care to the user.

~~5-6.~~ It is understood by both parties that the CITY does not, by this agreement, make any representations as to the effectiveness of its equipment or personnel in performing the service hereby contracted for and that the service has been offered at the request of the TOWN as a substitute for the TOWN furnishing its own service.

~~6-7.~~ The CITY agrees to transport the sick and injured to a hospital based upon the decision of an Emergency Medical Technician (EMT) as determined by the patient's condition, or as directed by a licensed physician under emergency conditions.

~~7.8.~~ The CITY-Town agrees to respond with ~~the “Jaws of Life” and other~~ extrication

equipment to the scene of an automobile accident.

~~8.9.~~ All areas within the TOWN shall be adequately signed (addressed) and maps shall be provided to the Antigo Fire Department at the expense of the TOWN.

~~9.10.~~ The CITY shall at all times during the term of this agreement carry and maintain insurance as follows:

- (a) A Worker’s Compensation insurance policy protecting the parties hereto for loss or damage because of liability that may be incurred by the CITY, its agents or liabilities shall be imposed under the Wisconsin Worker’s Compensation Act with a limit of liability as provided by law.
- (b) A comprehensive general liability insurance policy protecting the parties hereto and their agents and assigns from loss or damage of liability that may be incurred by the parties hereto or either of them in the performance of this Agreement when such liability is imposed as a result of premises/operations, products and completed operations, employees as additional insured, personal injury, fire, legal liability, blanket contractual liability, broad form damage, and professional liability (malpractice) injury to or death of a person or persons. Such policy shall provide for a combined single limit of liability of not less than \$1,000,000.
- (c) A comprehensive automobile insurance policy on all vehicles used in the process of complying with this Agreement with liability limits of not less than \$1,000,000 as a combined single limit; not less than \$25,000/\$50,000 for uninsured motorists; not less than \$1,000,000 for non-owned and hired automobile liability with a deductible of no more than \$1,000 for comprehensive liability and no more than \$1,000 for collision liability. CITY shall be responsible for the deductible payouts.
- (d) An excess umbrella policy with a limit of liability of not less than \$1,000,000, including professional liability (malpractice) protecting CITY from loss or damage because of liability that may be incurred by CITY, its agents or assigns in the performance of this Agreement when such liability is imposed on account of injury to or death of a person or persons.
- (e) Certificates evidencing that such insurance contracts have been issued and that the premiums due thereon have been paid shall be deposited with the TOWN at the time of the execution of this Agreement. All of said policies shall be so issued that they will inure to the benefit of the TOWN and its agents and CITY and its agents and that coverage shall be included for individuals who are licensed EMT’s or certified First Responders and who act in concert and with the approval of CITY in the course of rendering services under this Agreement as such interests may appear, and shall be issued by a company or companies licensed to do business in Wisconsin. The TOWN shall be named as an additional insured on each Certificate, except Worker’s Compensation, with CITY to provide proof of Worker’s Compensation to the TOWN. Each Certificate shall provide that the insurer will endeavor to mail written notice of cancellation to the TOWN within ten (10) days.
- (f) CITY agrees to indemnify the TOWN against and save it harmless from any and all claims, demands, lawsuits or liability, loss, damage, injury, or death costs and expenses however arising from or in connection with the existence, maintenance, operation or use of said ambulance or ambulance service or the negligence of the operation thereof.
- (g) The following is a summary of the insurance coverage CITY shall maintain:

Worker’s Compensation:	\$100,000 Liability
------------------------	---------------------

	\$100,000 Per/Accident
	\$100,000 Per Employee Disease
Liability Insurance:	\$1,000,000 Aggregate
Vehicle Liability (Auto):	\$1,000,000 Liability
	\$25,000/\$50,000 Uninsured Motorist
	\$1,000,000 Non-Owned/Hired Liability
	\$5,000 Medical Payments
Comprehensive:	\$1,000 Deductible
Collision:	\$1,000 Deductible
Umbrella Policy:	\$1,000,000 Including Malpractice Protection

~~10,11.~~ 11. The initial startup TOWN(s) (i.e. Ackley, Antigo, Neva, Peck, Polar, Price, Rolling, Summit, Upham and Vilas) shall be covered by the terms of this Agreement.

Any additional TOWN wishing to be considered for entering into this Agreement, shall have their request for service reviewed by the CITY/TOWN Ambulance Committee.

12. This agreement is only valid if the Town of Evergreen, Town of Wolf River and Village of White Lake all agree to the services listed above.

~~11,13.~~ 13. This Agreement contains all the promises and covenants by and between the parties.

Dated this ____ day of _____, 20__

CITY OF ANTIGO

BY: _____

Bill Brandt, Mayor

BY: _____

Kaye Matucheski, Clerk

Dated this ____ day of _____, 20__

TOWN OF ~~ACKLEY~~ EVERGREEN

BY: _____

(Print) _____, Chairman

BY: _____

(Print) _____, Clerk



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 19, 2018
Re: Accept Transfer of Ownership of the Troutland Rescue Ambulance to the City of Antigo in Exchange for the Reduction/Elimination of Premium Payments in the Current Standby Services Agreement between both Parties for the last quarter of Calendar year 2018

A copy of the current standby agreement with Troutland Rescue is included for your reference. We are in final negotiations with them for the transfer of ownership of their current low mileage ambulance to the City of Antigo for consideration of the reduction or elimination of the high-cost standby premiums during the final quarter of 2018. This allows quality ambulance services to be provided to the citizens served by Troutland Rescue as a long-term contract agreement is finalized for consideration at the October FP&L and November Council meetings.

Additional details will be provided to you on the evening of Sept 19th during the FP&L meeting. As always, please feel free to contact me.

**INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF
“SECONDARY”
EMERGENCY AMBULANCE SERVICES**

The undersigned, do hereby enter into this Agreement this ____ day of _____, 2013, to be effective on January 1, 2014, for the;

Provision of Secondary Emergency Ambulance Services, pursuant to Section 66.0301, Wis. Stats., By and between the **CITY OF ANTIGO**, a Wisconsin Municipality,

hereinafter referred to as (“CITY”), and the **TOWNSHIP OF EVERGREEN, WOLF RIVER AND VILLAGE OF WHITE LAKE**, Langlade County, Wisconsin, hereinafter referred to as (“TOWN”)

1. The CITY agrees to make its ambulance service available to the TOWN for consideration hereinafter specified.
2. The TOWN agrees to remit annual payment to the CITY based on the fee structure listed below.

\$ 5,000.00 - Annually
3. Annual payments shall be made in two (2) equal installments, with the first payment due not later than January 31 of each year and the second payment shall be due not later than July 31 of each respective year, or as negotiated otherwise.
4. In addition to the annual payment, the TOWN shall reimburse the CITY the sum of **\$500.00 per response** for the first six (6) responses during the calendar year. On the seventh response and thereafter, the TOWN shall reimburse the CITY the sum of **\$2,000.00 per response**. These charges do not apply if the TOWN is without an ambulance for an extended time, for repairs or service reasons; the CITY shall provide ambulance service for a duration mutually agreed at that time.
5. In addition to the retainer fee, those TOWN residents using the ambulance service shall receive an invoice for services rendered from the CITY. Said billing shall be comprised of the base ambulance rate (Basic Life Support or Advanced Life Support), transport mileage, and miscellaneous supplies used to provide necessary patient care to the user.
6. It is understood by both parties that the CITY does not, by this agreement, make any representations as to the effectiveness of its equipment or personnel in performing the service hereby contracted for and that the service has been offered at the request of the TOWN as a substitute for the TOWN furnishing its own service.
7. The CITY agrees to transport the sick and injured to a hospital based upon the decision of the CITY Emergency Medical Services (EMS) personnel as

determined by the patient's condition, or as directed by a licensed physician under emergency conditions.

8. All areas within the TOWN shall be adequately signed (addressed) and maps shall be provided to the Antigo Fire Department at the expense of the TOWN.
9. Both parties shall be bound by the terms of the Agreement for a period of one (1) years from the date herein. This agreement shall automatically renew for successive 1 year terms unless either party gives the other written notice to terminate at least six (6) months prior to the end of the contract year.
10. The CITY shall at all times during the term of this agreement carry and maintain insurance as follows:
 - (a) A Worker's Compensation insurance policy protecting the parties hereto for loss or damage because of liability that may be incurred by the CITY, its agents or liabilities shall be imposed under the Wisconsin Worker's Compensation Act with a limit of liability as provided by law.
 - (b) A comprehensive general liability insurance policy protecting the parties hereto and their agents and assigns from loss or damage of liability that may be incurred by the parties hereto or either of them in the performance of this Agreement when such liability is imposed as a result of premises/operations, products and completed operations, employees as additional insured, personal injury, fire, legal liability, blanket contractual liability, broad form damage, and professional liability (malpractice) injury to or death of a person or persons. Such policy shall provide for a combined single limit of liability of not less than \$1,000,000.
 - (c) A comprehensive automobile insurance policy on all vehicles used in the process of complying with this Agreement with liability limits of not less than \$1,000,000 as a combined single limit; not less than \$25,000/\$50,000 for uninsured motorists; not less than \$1,000,000 for non-owned and hired automobile liability with a deductible of no more than \$1,000 for comprehensive liability and no more than \$1,000 for collision liability. CITY shall be responsible for the deductible payouts.
 - (d) An excess umbrella policy with a limit of liability of not less than \$1,000,000, including professional liability (malpractice) protecting CITY from loss or damage because of liability that may be incurred by CITY, its agents or assigns in the performance of this Agreement when such liability is imposed on account of injury to or death of a person or persons.
 - (e) Certificates evidencing that such insurance contracts have been issued and that the premiums due thereon have been paid shall be deposited with the TOWN at the time of the execution of this Agreement. All of said policies shall be so issued that they will inure to the benefit of the TOWN and its agents and CITY and its agents and that coverage shall be included for individuals who are licensed EMT's or certified First Responders and who act in concert and with the approval of CITY in the course of rendering services

IN WITNESS WHEREOF,

The said CITY has caused these presents to be signed by **BILL BRANDT**, Mayor of the City of Antigo and countersigned by **KAYE MATUCHESKI** the Clerk for City of Antigo, at Antigo, Wisconsin, and its seal to be hereunto affixed this _____ day of _____, 2013.

CITY OF ANTIGO

BY: _____

Bill Brandt, Mayor

(SEAL) COUNTERSIGNED:

BY: _____

Kaye Matucheski, Clerk

STATE OF WISCONSIN

)

)SS

LANGLADE COUNTY

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Personally came before me this ____ day of _____, 2013, the above named **BILL BRANDT**, Mayor of the City of Antigo, and **KAYE MATUCHESKI**, Clerk, to me known to be the persons who executed the foregoing instrument, and to me known to be such Mayor and Clerk of said Municipality, and acknowledged that they executed the foregoing instrument as such officers, by the municipalities' authority.

Notary Public, State of Wisconsin

My commission expires _____

The said **Town of Evergreen** has caused these presents to be signed by **GERALD McGEE**, Chairman of the Town of Evergreen and countersigned by **VONDALEE STRALEY**, Clerk of the Town of Evergreen at _____, Wisconsin, and its seals to be hereunto affixed this _____ day of _____, 2013.

BY: _____

, Chairman (Town of Evergreen)

(SEAL) COUNTERSIGNED:

BY: _____

, Clerk (Town of Evergreen)

STATE OF WISCONSIN

)

)SS

LANGLADE COUNTY

)

Personally came before me this ____ day of _____, 2013, the above named _____, **Chairman of the Town of Evergreen** to me known to be the person who executed the foregoing instrument, and to me known to be such Chairman of said Town of Evergreen, and acknowledge that they executed the foregoing instrument as such officers, by the town's authority.

November 18, 2013

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foregoing instrument, and to me known to be such Clerk of said Town of Wolf River, and acknowledge that he/she executed the foregoing instrument as such officer, by the town's authority.

Notary Public, State of Wisconsin
My commission expires _____

The said **Village of White Lake** has caused these presents to be signed by **JOSEPH EDELMAN**, President of the Village of White Lake, and countersigned by **BRENDA UNGER**, Clerk of the Village of White Lake, at _____, Wisconsin, and its seals to be hereunto affixed this _____ day of _____, 2013.

BY: _____

, **President (Village of White Lake)**

(SEAL) COUNTERSIGNED:

BY: _____

, **Clerk (Village of White Lake)**

STATE OF WISCONSIN)
)SS
LANGLADE COUNTY)

Personally came before me this _____ day of _____, 2013, the above named _____, **President of the Village of White Lake**, to me known to be the person who executed the foregoing instrument, and to me known to be such President of said Village of White Lake, and acknowledge that they executed the foregoing instrument as such officers, by the village's authority.

Notary Public, State of Wisconsin
My commission expires _____

STATE OF WISCONSIN)
)SS
LANGLADE COUNTY)

Personally came before me this _____ day of _____, 2013, the above named _____, **Clerk of the Village of White Lake**, to me known to be the person who executed the foregoing instrument, and to me known to be such Clerk of said Village of White Lake, and acknowledge that he/she executed the foregoing instrument as such officer, by the village's authority.

Notary Public, State of Wisconsin
My commission expires _____