



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, September 20, 2017

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 16, 2017 Meeting
2. Accept Wisconsin Public Service Foundation Grant and Approve Quote for Rescue Task Force Gear
3. Approve Bid for Assistance to Firefighters Grant
4. Approve Birnamwood Area Emergency Services Mutual Aid Assistance Contract
5. Increase Wages for Election Inspectors to \$150, Chief Election Inspectors to \$165, Registrars to \$135 and Training Hourly Wage to \$10.00
6. Increase Seasonal Starting Wage to \$10.00 Per Hour with a \$.25 Increase Each Year an Employee Returns
7. 2018 Cost of Living Increase of 2% for Exempt and Non-Represented Employees
8. Accept Grants and Authorize Budget Amendments to Account for the Revenue and Expenditures for Grants and Overtime Reimbursements Received by the Police Department
9. Transfer Funds in the Amount of \$6,326.64 to Library for Severance Payout, Authorize a Budget Transfer, and Send Bill to Langlade County for Half
10. Increase Water Tax Equivalency Payment from \$160,000 to \$180,000 Beginning January 1, 2018
11. Add a Wastewater Tax Equivalency Payment of \$40,000 for 2018
12. Proposed Revisions to the Developer's Agreement Initially Reviewed by the FP&L Committee in July 2017 for a Multi-Family Housing Development with S.C. Swiderski Located on a 8.25 Acre Parcel at the Southwest Quadrant of the Intersection of Hogan Street & Pierce Avenue
13. Request by Director of Administrative Services to Extend 24 hours of Unused Vacation Time Beyond the Established Anniversary Date of September 4, 2017
14. Consideration of Updates to the Job Description for the City's Clerk/Treasurer Position
15. Consider Job Classification and Step Recommendation Changes for the City's Clerk/Treasurer Position
16. Consideration of Updates to the Job Description for the City's Deputy Clerk/Treasurer Position
17. Consideration of Job Classification and Step Recommendation Changes for the City's Deputy Clerk/Treasurer 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 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 14,2017

BILL BRANDT



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: September 20, 2017
Re: Accept Wisconsin Public Service Foundation Grant and Approve Quote for Rescue Task Force Gear

The fire department was recently awarded a grant from the Wisconsin Public Service Foundation for funding towards two sets of Rescue Task Force (RTF) gear. RTF gear consists of ballistic vests, ballistic helmet and EMS trauma bandaging supplies. RTF is a trained, but hastily formed group of EMS medical providers that partner with law enforcement on a scene. They will enter a newly secured area, such as an active shooter incident, to provide triage, emergent care and casualty extrication.

We currently have two ambulances outfitted with RTF gear and need to finish the remaining two. The Wisconsin Public Service Foundation grant is for \$2,000 and the equipment cost is around \$3,300. I am requesting to accept the grant and use my operational budget for the remaining funds.

I have attached two quotes for the remaining gear we need. I am also requesting to approve the quote from Advantage Police Supply Inc. at \$3,331.70.

Feel free to contact me

ALPHA Training & Tactics LLC & Sales

15247 61ST ST NE
Spicer, MN 56288

Estimate

Date	Estimate #
9/11/2017	2017-068

Name / Address
Antigo Fire Department 840 Clermont St Antigo, WI 54409

				Project
Item	Description	Qty	Rate	Total
POINT BLANK P...	Point Blank Plate Carrier, PCP 555 Steel Plate, Color: Black, With RESCUE Name/I.D. Panels (front & back)--Red in color	4	95.00	380.00
PARACLETE ST...	Paraclete Steel Stealth Stand Alone Level III Plus Plate, 555 Steel Plate Size:10 x 12	8	145.00	1,160.00
Condor MA41	Condor MA 41 - Rip Away EMT Pouch Color:BLACK	4	23.95	95.80
CONDOR 126 Co...	Condor 126- Compact Assault Pack Color: BLACK	2	50.95	101.90
PARACLETE RE...	Paraclete Revision Ballistic Helmet, HLMH104000, PTH-III A, NIJ III A V50, 2130. WITH MSS Full Cut Helmet, Low profile design, Color: BLACK 4 point attachment system with supportive neck pad.	1	410.48	410.48
PARACLETE RE...	Paraclete Revision Ballistic Helmet, HLMH104000, PTH-III A, NIJ III A V50, 2130. With MSS Full Cut Helmet, Low profile design, Color: OD Green 4 point attachment system with supportive neck pad.	3	410.48	1,231.44
5IVE STAR GEAR	5IVE STAR GEAR, GI Spec Military Helmet Bag, #TSP-6233000, OD Green in Color, 1000 Denier Nylon, Padded Lining, Zipper Closure color: BLACK	4	25.00	100.00
Condor 231 Medi...	Condor 231- Medic ID Patch 6 pcs/pack COLOR: OD Green / Red	1	8.95	8.95
PARACLETE RE...	Paraclete Revision Helmet Interlocking Long Rails.	3	76.72	230.16
PARACLETE RE...	Paraclete Revision Helmet Night Vision Goggle Front Mount. HLMH990000 FRONT MOUNT	3	76.72	230.16
SHIPPING	Shipping Cost helmets	4	8.00	32.00
Thank you for allowing us to give you an estimate!		Total		
		\$3,980.89		

Attachment: RTF Estimate 2017 Antigo Fire Department (1741 : WPS Grant)

ADVANTAGE POLICE SUPPLY INC.

1204 Snowdon Dr.
Oshkosh, WI 54904

PRICE QUOTE**ADDRESS**

City of Antigo
700 Edison st
Antigo, WI 54409
Fire Department

SHIP TO

City of Antigo
Lt. Steve Berg
700 Edison St
Antigo, WI 54409

PRICE QUOTE # 17-0514**DATE** 09/05/2017

ACTIVITY	QTY	RATE	AMOUNT
APS:Multi User Plate Carrier Black Extendable Drag handle with head support strap allows extraction officer faster movement and a greater ability to cover their threat. Front and rear panel will accept up to a large SAPI plate (10.25 x 13") with internal adjustment strap. Molle webbing on both panels for mounting accessory pouches. Front adjustable shoulder strap with integrated padding to quickly accommodate various sized individuals. Two integrated slots behind the front id panel to hold pens or attach a collar mic clip. A third pocket (5.5" L x 4"D) is centered behind the panel and will accept a notebook or med supplies. Large loop attachments for oversized id panels on both front and back. Two inch wide waist straps with quick release snaps. Straps can be tightened from the front or rear by a simply pulling one strap.	4	90.00	360.00
Ballistic Plates:STEEL PLATE 555 10X12 SC LEVEL III+ SPLT52SCSQ PLT452SC STEEL PLATE 555 10X12 SC LEVEL III+	8	135.00	1,080.00
IDs (SOCAL):Socal 8x3 ID lettering only on twill Velcro backing. 8 x 3 Red Rescue	8	3.50	28.00
CONDOR:MA41-002 Rip Away EMT Pouch Condor Rip-Away EMT pouch - BLACK	4	20.95	83.80
CONDOR:126-002 Compact Assault Pack Compact Assault Pack Black	2	49.95	99.90

Email: jewellaps@yahoo.com
Phone: 920-235-6003
Fax: 920-233-6952

ACTIVITY	QTY	RATE	AMOUNT
REVISION:Helmet:Full cut:Helmet w/ MSS- Full Cut-Black- Large Batlskin Viper A3 Helmet with MSS - Full Cut Large Black	1	360.00	360.00
TRU-SPEC:GI Spec cord flight bag - BLACK TRU-SPEC GI Spec cord flight bag - BLACK - 1000 Denier Nylon Construction - 2-Way Zipper - Web Strap Handles - 22"x20"x12"	2	22.50	45.00
CONDOR:231-001 Medic Patch (6 pcs/pack) Condor Medic Patch - OD/RED	4	0.00	0.00
REVISION:Helmet:Full cut:Helmet w/ MSS- Full Cut-Olive Green- Large Batlskin Viper A3 Helmet with MSS - Full Cut Large OD	3	360.00	1,080.00
REVISION:Accessories:Rails:Standalone Long Rail-Foliage Green- Large Standalone Long Rail, Large, Foliage Green	3	65.00	195.00
TOTAL			\$3,331.70

Accepted By

Accepted Date

Attachment: RTF Estimate_170514_from_ADVANTAGE_POLICE_SUPPLY_INC (1741 : WPS Grant)



Wisconsin Public Service Foundation
700 North Adams Street
P.O. Box 19001
Green Bay, WI 54307-9001

August 21, 2017

City of Antigo
Jon Petroskey
700 Edison Street
Antigo, WI 54409

Dear Jon:

Congratulations! Your organization has been selected to receive one of the 2017 WPS Safety Grants offered through Wisconsin Public Service Foundation.

This was the fourth year we offered this grant opportunity to emergency response agencies in our service area. We were impressed by the number and quality of applications received.

After an independent review of all applications, we are excited to announce that your grant request is one of 28 chosen for a total of \$50,000 to be awarded. We are pleased to be able to fund your project and thank you for your dedication to public safety. Enclosed is a Foundation check in the amount of \$2,000.

When you release or publish information about this donation to your local media and social media outlets, please refer to our name as "Wisconsin Public Service Foundation." A Foundation logo is available upon request. Also, a local WPS representative may also be available if you would like to plan a photo opportunity.

Wisconsin Public Service is proud to be your partner in safety education, and we pledge to continue our longtime commitment to supporting emergency response agencies in our service area. For natural gas and electric safety training information and free materials, visit our website: www.wisconsinpublicservice.com/business/responder.aspx. You also can follow us on Twitter @WIPublicService.

Sincerely,

Karmen M. Lemke
Administrator – Wisconsin Public Service Foundation
kmlemke@wisconsinpublicservice.com

Enc.

Attachment: WPS Foundation Grant Letter (1741 : WPS Grant)



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: September 20, 2017
Re: Approve Bid for Assistance to Firefighters Grant

The City of Antigo Fire Department wrote for a federal grant in early February to the Assistance to Firefighters Grant (AFG). The AFG started in 2001 and the City of Antigo Fire Department has now been awarded five grants since its inception. At last month's council meeting it was approved to accept the grant and have the 5% matching fund come out of the Ambulance CIP funds.

I requested bids to purchase & install four (4) new Power-Load systems that were awarded by the grant. Scott Henricks opened the bids with me on September 1st and the only bid was from Pomas Fire Equipment for \$106,536.28 which meets the bid request. The grant amount was for \$107,920 which includes the 5% match as required by the grant. The \$106,536.28 includes 3 years of extended warranty on top of the 1 year manufacturer's warranty. For an additional \$3,386.56 we can move to 4 years of extended warranty. The grant, with our 5% match will cover \$1,383.72 of the \$3,386.56. So I would like to cover the difference of \$2,002.84 out of CIP funds to get a total of 5 years of covered warranty.

If the bid is accepted with 4 years of extended warranty, we would be responsible for 5% of the \$107,920 which is \$5,396 and the remaining balance above the grant which is \$2,002.84 for a grant total of \$7,411.84. These funds would come out of the ambulance CIP.

I have included all the bid documentation for your review. Feel free to contact me if you have questions.

Fire Department Assistance to Firefighters Grant Stryker Powerload System

[illegible]s/everyone/blank bid sheet.xls

PROPOSAL**STRYKER POWER-LOAD COT LOADING SYSTEM WITH COT
COMPABILITY UPGRADE KITS**

To: City of Antigo
700 Edison Street
Antigo, WI 54409

We, the undersigned, propose to furnish the City of Antigo with the following equipment specified in accordance with the specifications hereto attached:

Four (4) Stryker 6390 Power-Loads: \$ 85,200.00

Two (2) Stryker 6500-700-049, 6500 cot compatibility kits: \$ 5,285.00

Two (2) Stryker 6506-700-001, 6506 cot compatibility kits: \$ 2,880.00

Installation: (4) Power-Loads: \$ 3,300.00

Installation: (4) cot compatibility kits: \$ 225.00

Extended Warranty: \$ 9,673.28 - 3-yr (\$2,418.32 E

Transportation of Ambulances (4): \$ 0.00

NET BID: \$ 106,563.28

Calendar days for delivery after authorization to proceed: 40-45 days (Roughly Nov. 1)

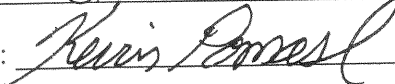
Name of Company: Pomasl Fire Equipment, Inc.

By: Kevin Pomasl Title: Vice President & Apparatus Sales

Address: 1918 Neva Road, Antigo, WI 54409

Date: August 29, 2017 Phone Number: 800-686-6886 or 715-623-7454

E-mail: kevin@pomasl.com

Signature: 

Attachment: 2817_0001 (1739 : Approve AFG Bid)

1918 Neva Road, PO Box 267
Antigo, WI 54409
800.686.6886 or 715.623.7454
fax: 715.627.7504



dan@pomasl.com
kevin@pomasl.com
www.pomasl.com

We have no issue signing the “Minor Contract for the City of Antigo”.

We have included a copy of our standard insurance, which meets your requirements. We will add the City of Antigo as an additional insured upon signing of the contract. A copy will be provided to you.

Work Location:

The installation and all work will take place at our office in Antigo. We will pick up the ambulance from your station, install the Power-LOAD and cot upgrade kit and return the ambulance to you. We anticipate picking up each ambulance in the morning and returning to you late afternoon the same day.

Standard Warranty:

The standard warranty from Stryker for the 6390 Power-LOAD is One-Year parts, labor and travel.

The standard warranty from Pomasl Fire for installation is One-Year parts, labor and travel.

Extended Warranties include:

Parts, labor, travel, 1 annual PM inspection at your station by a Stryker Technician. Replacement parts do NOT include mattresses, batteries, and other disposable or expendable parts.

Optional Pricing - Stryker Extended Warranties:

- 4-year: \$ 3,264.96 Each - Total for qty (4): \$ 13,059.84
- 5-year: \$ 4,110.84 Each - Total for qty (4): \$ 16,443.36
- 6-year: \$ 4,836.64 Each - Total for qty (4): \$ 19,346.56
- 7-year: \$ 5,804.12 Each - Total for qty (4): \$ 23,216.48

Attachment: 2817_0001 (1739 : Approve AFG Bid)

Prompt, Courteous Service since 1939



1918 Neva Road, PO Box 267
Antigo, WI 54409
800.686.6886 or 715.623.7454
fax: 715.627.7504



dan@pomasl.com
kevin@pomasl.com
www.pomasl.com

2.3.a

References:

Sagola Area Ambulance
Kevin Kramer
N9316 Kramer Road
Sagola, MI 49881
906-396-2942 Cell
kjkramer@excite.com
One (1) Stryker 6390 Power-LOAD install in a Medtec Ambulance

Mason Area Ambulance
Joe Schick
24450 County Highway E
Mason, WI 54856
715-413-0095 Cell
jcduberock@cheqnet.net
One (1) Stryker 6390 Power-LOAD install in Demers Ambulance

City of Fond Du Lac Fire Department
Assistant Chief Todd Janquart
815 S. Main Street
Fond Du Lac, WI 54935
920-322-3800 – Station
tjanquart@fdl.wi.gov
Three (3) Stryker 6390 Power-LOAD installs in (2) Medtec and a Lifeline

City of Madison Fire Department
Assistant Chief Michael Popovich
316 Dayton Street
Madison, WI 53703
608-575-1006 Cell
MPopovich@cityofmadison.com
Three (3) Stryker 6390 Power-LOAD installs in Braun ambulances

Attachment: 2817_0001 (1739 : Approve AFG Bid)

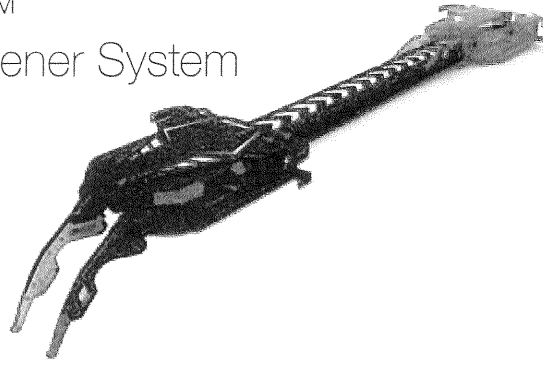
Prompt, Courteous Service since 1939



Packet Pg. 14

Power-LOAD™

Cot Fastener System



stryker®

EMS Equipment

3800 E. Centre Ave.
Portage, MI 49002 U.S.A.
t: 269 389 2100 f: 269 329 2315
toll free: 800 784 4336

www.ems.stryker.com

Standard Features

- Lifting arms
- Head-end lock LED indicators
- Control panel
- Cot release handles
- Foot-end lock LED indicator
- Linear transfer system
- Inductive charging
- Operation guide

Optional Features

- External power cord
- Wheel guide
- Mass casualty floor mount assembly
- Mass casualty wall mount assembly

Specifications

Model Number	6390
Length	
Overall Length	95 in (241 cm)
Minimum Length	85 in (216 cm)
Width	24.5 in (62 cm)
Weight	
Total Weight	211.5 lb (96.5 kg)
Floor Plate Assembly	16.5 lb (7.5 kg)
Anchor Assembly	23 lb (10.5 kg)
Transfer Assembly	67 lb (30.5 kg)
Trolley Assembly	105 lb (48 kg)
Maximum Weight Capacity*	700 lb (318 kg)
Minimum Operator Required	
Occupied Cot	2
Unoccupied Cot	1
Recommended Loading Height	22 in to 36 in (56 cm to 91 cm)
Battery	12V, 5 Ah Lead Acid Battery (6390-001-468)

Warranty

- One-year parts, labor, and travel

Extended warranties available.
7-year service life.

*Maximum weight capacity represents patient weight. Safe working load of 870 lb (395 kg) represents the sum of the cot total weight and patient.

Stryker reserves the right to change specifications without notice.

In-service video included with every order.

The Power-LOAD cot fastener system is designed to conform to the Federal Specification for the Star-of-Life Ambulance KKK-A-1822.

The yellow and black color scheme is a proprietary trademark of the Stryker Corporation.

Patents pending.

Power-LOAD is currently not available, specifications subject to change without notice. Pending 510(K) clearance, not available for sale. The device has not been authorized as required by the rules of the Federal Communications Commission. The device is not, and may not be, offered for sale or lease, or sold or leased, until authorization is obtained.

Planned Certifications



IPX6 IEC-60601-1 BS EN-1789
AS/NZS-4535 KKK-A-1822

Copyright © 2011 Stryker
DDM/PDF 0411, 10-SEM-3284
Mkt Lit-539 Rev A

Attachment: 2817_0001 (1739 : Approve AFG Bid)

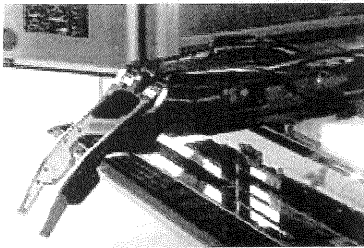
Power-LOAD

powerload cot fastener system

Reduce the risk of injuries when loading and unloading cots

Power raise and lower for loading and unloading

using your finger, not your back.



Load and unload patients with the touch of a button.

Operator injuries result from repetitive spinal loading. Our innovative Power-LOAD cot fastener system is designed to load and unload a compatible cot with the touch of a button – not your back.

Lifts and lowers the cot into and out of the ambulance, reducing spinal loads and the risk of cumulative trauma injuries.

The Power-LOAD cot fastener system improves operator and patient safety by supporting the cot throughout the loading and unloading process.

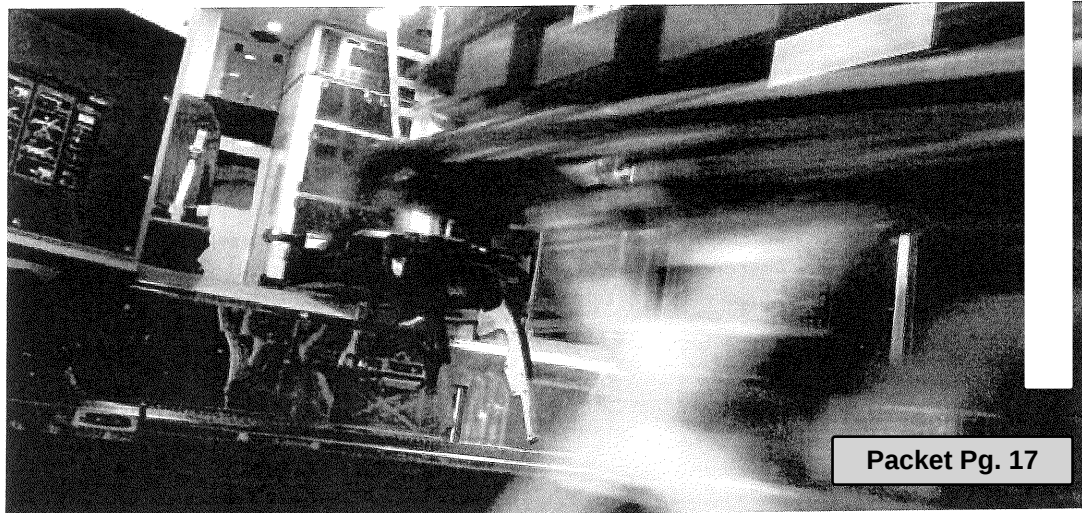
The reduction in spinal load helps prevent cumulative trauma injuries.

Power-LOAD wirelessly communicates with Power-PRO™ cots for ease of operation and maximum operator convenience.

- **Eliminates the need to steer the cot into and out of the ambulance.**
- **Minimizes patient drops by supporting the cot until the wheels are on the ground.**
- **Meets dynamic crash test standards for maximized occupant safety.**
- **Features an easy-to-use manual back-up system, allowing complete operation in the event of power loss.**
- **Lifts or lowers the cot into and out of the ambulance, eliminating spinal loads that can result in cumulative trauma injuries.**

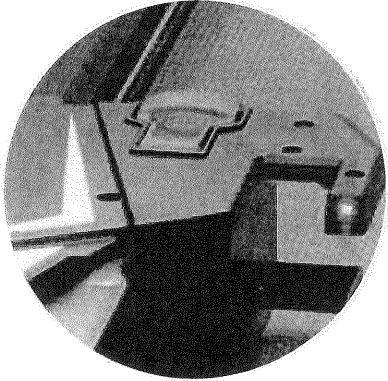
Save yourself from injury. Save your career with Power-LOAD.

Ergonomically designed to reduce operator and patient injuries, Power-LOAD hydraulically lifts patients weighing up to 700 lbs.

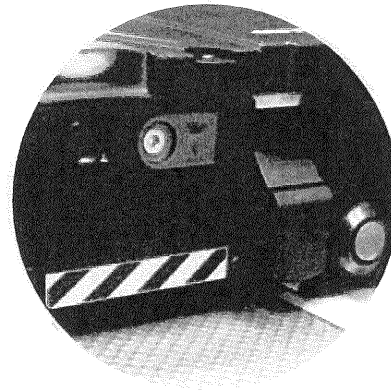


Cot Release Handles

Red release handles allow the cot to be disengaged from the Power-LOAD system when unloading.

**Duplicate LED Indicator**

Displays Power-LOAD status at the head end for added operator convenience.

**Manual Trolley Release**

Allows trolley to be released when locked at the head end.

Inductive Charging

Power-LOAD automatically charges the cot SMRT battery and Power-LOAD battery when locked in the transport position (no cable or connectors required).

Head-end Lock LED Indicators

Keeps operator informed of lock status. Solid green when locked; flashing red when unlocked.

Trolley

Secures the cot into the Power-LOAD system.

Lifting Arms

Battery-powered hydraulic lift system supports the cot and patient during loading and unloading.

Linear Transfer System

Supports and guides the cot during loading and unloading.

Control Panel

Allows complete operation for manual cots as well as the operation of powered cots in the event of a power loss.

Battery Indicator

If the Power-LOAD system is in the locked transport position, the battery LED will flash green, indicating the battery is being charged. If the battery is low, the caution LED will flash amber.

Foot-end Release

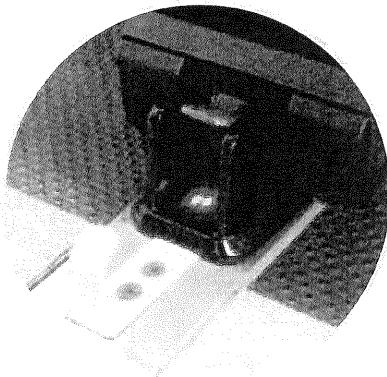
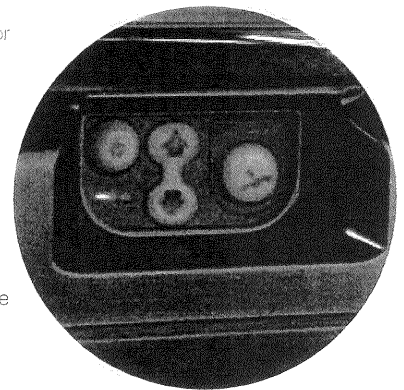
Allows the cot to be disengaged from the patient compartment.

Foot-end Lock LED Indicator

Keeps operator informed of lock status. Solid green when locked, flashing red when unlocked.

Safety Hook

Assures handling confidence when loading and unloading in the event of power loss.



700lb
capacity

Features

1 Lifting Arms

Battery-powered hydraulic lift system supports the cot and patient during loading and unloading.

2 Head-end Lock LED Indicators

Keeps operator informed of lock status. Solid green when locked; flashing red when unlocked.

3 Control Panel

Allows complete operation for manual cots as well as the operation of powered cots in the event of a power loss.

4 Cot Release Handles

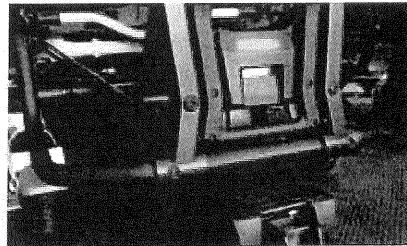
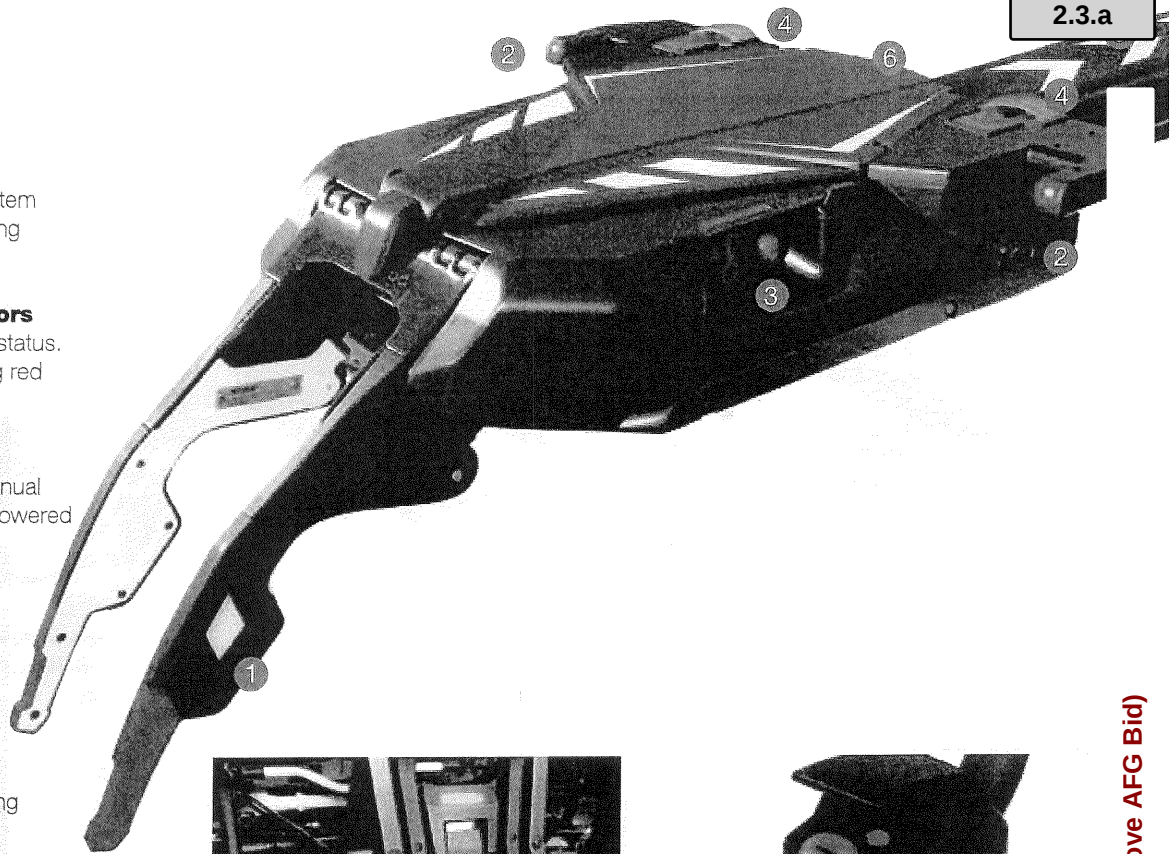
Red release handles allow the cot to be disengaged from the Power-LOAD system when unloading.

5 Linear Transfer System

Supports and guides the cot during loading and unloading.

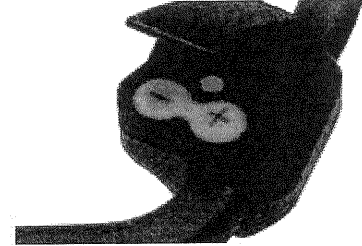
6 Inductive Charging

Power-LOAD automatically charges the cot SMRT battery and Power-LOAD battery when locked in the transport position (no cable or connectors required).



Inductive Charging

Power-LOAD automatically charges the SMRT battery when locked in the transport position (no cable or connectors required).



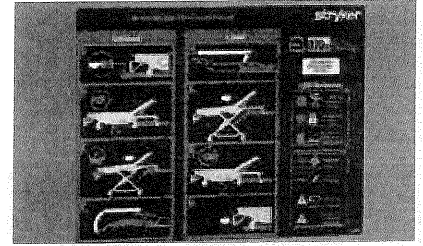
Power Controls

The Power-PRO cot controls the Power-LOAD system during loading and unloading for ease of operation and maximum convenience.



Low Electrical Demand

Power-LOAD is self-powered, drawing minimal amperage from the vehicle (during charging process).



Operation Guide

Power-LOAD operation labels are provided and intended to be placed on the inside of the rear doors of the ambulance as a quick reference guide for Power-LOAD operation.

Warranty

- One-year parts, labor, and travel

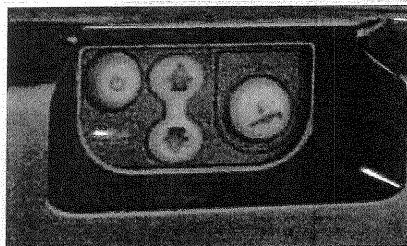
Extended warranties available.

7-year service life

Planned Certifications

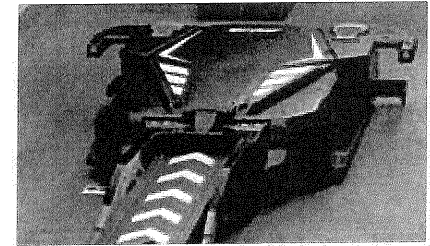


IPX6 IEC-60601-1 BS EN-1789
AS/NZS-4535 KKK-A-1822



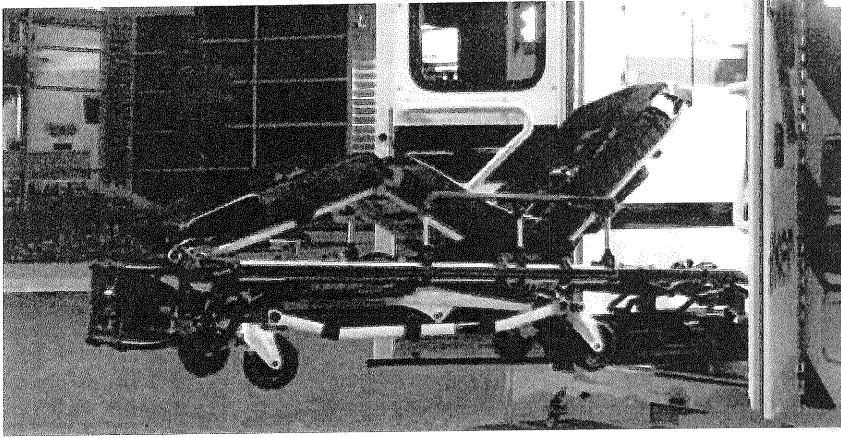
Control Panel

Allows complete operation for manual cots as well as the operation of powered cots in the event of a power loss.



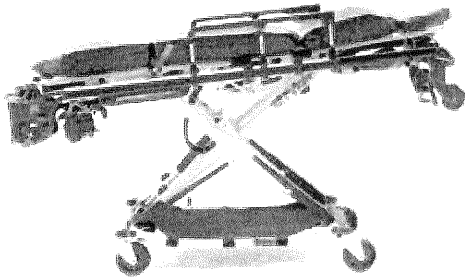
Marine Grade Hydraulic System

Provides reliable operation in harsh conditions.

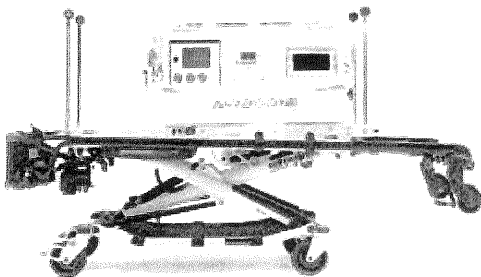


Power-LOAD Cot Compatibility

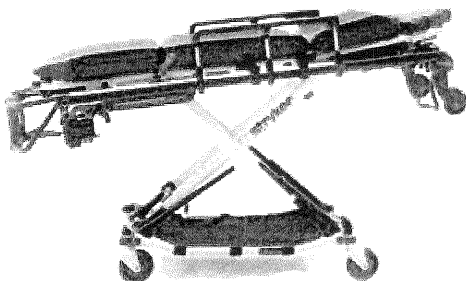
The Power-LOAD compatibility option is available for the Power-PRO XT, Power-PRO IT, and Performance-PRO. This system meets dynamic crash test standards for maximized occupant safety¹ and will automatically charge the Power-PRO XT and Power-PRO IT SMRT battery.



Power-PRO XT Ambulance Cot

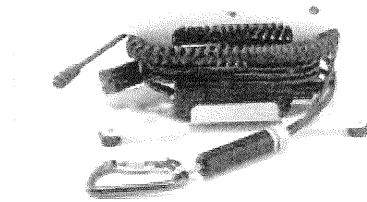


Power-PRO IT Ambulance Cot



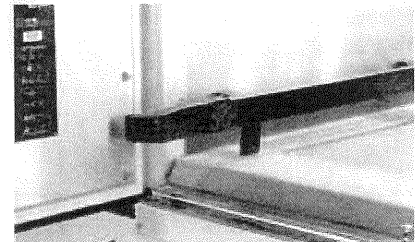
Performance-PRO XT Ambulance Cot

Optional Features



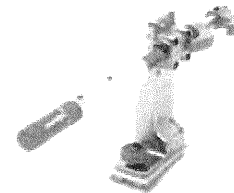
External Power Cord

Supplies shoreline power for extended user training.



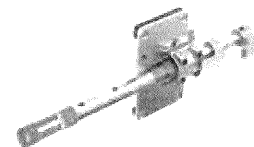
Wheel Guide

Required for applications when the Power-LOAD system is mounted near the wall. Keeps the wheels straight when loading and unloading.



Mass Casualty Floor Mount Assembly

Provides cot compatibility for non-upgraded Stryker X-frame cots. Assembly equipped with quick release mechanism for ease of operation.



Mass Casualty Wall Mount Assembly

Provides cot compatibility for non-upgraded Stryker X-frame cots. Assembly equipped with quick release mechanism for ease of operation.

Power-LOAD Specifications

Model Number	6390
Length	
Overall Length	95 in (241 cm)
Minimum Length	85 in (216 cm)
Width	24.5 in (62 cm)
Weight	
Total Weight	211.5 lb (96.5 kg)
Floor Plate Assembly	16.5 lb (7.5 kg)
Anchor Assembly	23 lb (10.5 kg)
Transfer Assembly	67 lb (30.5 kg)
Trolley Assembly	105 lb (48 kg)
Maximum Weight Capacity*	700 lb (318 kg)
Minimum Operator Required	
Occupied Cot	2
Unoccupied Cot	1
Recommended Loading Height	22 in to 36 in (56 cm to 91 cm)
Battery	12V, 5 Ah Lead Acid Battery (6390-001-468)

* Maximum weight capacity represents patient weight. Safe working load of 870 lb (395 kg) represents the sum of the cot total weight and patient.

Meets dynamic crash test standards for the Power-PRO XT and Performance-PRO XT.

Stryker reserves the right to change specifications without notice.

In-service video included with every order.

The Power-LOAD cot fastener system is designed to conform to the Federal Specification for the Star-of-Life Ambulance KKK-A-1822.

Patents pending.

stryker

Joint Replacements

Trauma, Extremities & Deformities

Craniomaxillofacial

Spine

Biologics

Surgical Products

Neuro & ENT

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3800 E. Centre Ave.
Portage, MI 49002 U.S.A.

t: 269 389 2100
f: 269 329 2315
toll free: 800 784 4336

www.ems.stryker.com

Power-LOAD is currently not available, specifications subject to change without notice. Pending 510(K) clearance, not available for sale. The device has not been authorized as required by the rules of the Federal Communications Commission. The device is not, and may not be, offered for sale or lease, or sold or leased, until authorization is obtained.

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DDM/RRP 0711
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To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: September 20, 2017
Re: Approve Birnamwood Area Emergency Services Mutual Aid Assistance Contract

I received a request from the Birnamwood Area Emergency Services to update our mutual aid agreement as they are in the process of updating their operational plan with the State of Wisconsin.

I had Mike Winter review the document and he has no concerns.

Feel free to contact me if you have questions.

BIRNAMWOOD AREA EMERGENCY SERVICES MUTUAL AID ASSISTANCE CONTRACT

This agreement shall be known as the Birnamwood Area Emergency Services Mutual Aid Plan. Mutual Aid as applied herein means the loaning of services with the accompanying equipment to an ambulance service, by one or more other ambulance services, to meet an emergency beyond the capabilities of the ambulance service being aided. A Mutual Aid Plan is a prepared and organized method for providing Mutual Aid in an orderly fashion.

This agreement, made and entered into this day of August, 2017, by and between the undersigned political subdivisions of government by its lawful representatives.

WITNESSETH:

WHEREAS, the signatory services desire to provide for an augmentation of the ambulance protection of their municipalities in the event of emergency conditions requiring increased ambulance services, and,

WHEREAS, the communities of the signatory parties of this title form a practically continuous area throughout which it is deemed practicable for them to render assistance in emergencies requiring ambulance services, and,

WHEREAS, it is the policy of Birnamwood Area Emergency Services, the municipality, county and public agencies' governing bodies to conclude such agreements, wherever practicable, and,

WHEREAS, it is mutually deemed sound, desirable, practicable, and beneficial for the parties of this agreement to render assistance among them in accordance with these terms.

NOW THEREFORE, BE IT UNDERSTOOD AND AGREED:

This Mutual Ambulance Assistance Contract is hereby entered into by the community, ambulance district or establishment with the following provisions:

ARTICLE I

OPERATIONS

Mutual Aid hereunder shall only be rendered upon request and according to the procedures of this article. The senior officer of any party to this agreement may request the assistance of any other party to this agreement whenever it is deemed advisable. The request shall be made in the manner designated by the requested, under this agreement the requestor shall specify the type of assistance required, including, if possible, the type of apparatus or equipment which would be of most use.

It shall be the duty of the senior officer available in the Ambulance Service of the community or municipality receiving the request to:

- A. Immediately determine if, in his/her opinion, apparatus and personnel can be spared, and if so,
- B. What apparatus might most effectively be dispatched, and,
- C. Forthwith dispatch the designated apparatus and personnel with whatever instructions are necessary.

Rendering assistance under terms of this agreement shall not be mandatory except that the

requestee shall immediately inform the requestor if, for any reason assistance cannot be rendered, it being understood that whether such assistance can or cannot be dispatched shall be determined by the requestee.

ARTICLE II

ELIGIBILITY

Any ambulance service organized in conformity with the laws of the State of Wisconsin, which is deemed acceptable by the ambulance services subscribing to this plan, shall be eligible to take part in this agreement. Nothing herein shall be construed as prohibiting an ambulance service from entering into other Mutual Aid Agreements with neighboring ambulance services in other counties.

ARTICLE III

LEGAL RESPONSIBILITY FOR ACTS OF EMT'S

Responding or aiding services shall be responsible for the acts of their members en route to or returning from the emergency in all other localities or places other than within the boundaries of the aided community.

ARTICLE IV

DAMAGES

No signatory shall be liable to another signatory for damages, loss of equipment, injury to personnel, or payment of compensation arising as a result of assistance rendered under the terms of this agreement, provided that, the equipment or property of a signatory is damaged or destroyed by the gross negligence of another signatory, its agents or employees, then the signatory responsible for such injury shall be responsible in damages therefore, and the terms of the settlement shall be decided by authorized representatives of the signatory parties.

ARTICLE V

WORKMEN'S COMPENSATION AND INSURANCE COVERAGE

If a member of an ambulance service is killed or injured responding to or returning from, or acting at an emergency under this mutual aid agreement, the service of which he/she is a member, or the government by which he/she is employed, shall grant him/her the same compensation and insurance benefits that it would if the emergency were in his own community.

It is understood that when one service responds to a request for aid from another service by dispatching equipment and/or personnel under this agreement, such aid is not intended to create any employer-employee relationship between the requesting and the responding departments or their members; rather it is understood that departments respond under this agreement in order to secure for themselves and the citizens for their respective jurisdictions the advantages of Mutual Aid under the terms of the agreement.

ARTICLE VI

COMMAND

The superior officer of the ambulance service of the requestor shall assume full charge of the operations, but if he/she specifically requests an officer of an ambulance service furnishing assistance to assume command, he/she shall not, by relinquishing command, be relieved of the final responsibility for the operation. However, the apparatus, personnel and equipment of any service rendering assistance shall be under the immediate supervision of and shall be the immediate responsibility of the senior officer of the service rendering assistance.

ARTICLE VII

FINANCE

There shall be no charge to the aided community or ambulance service for use of apparatus or services of the EMTs responding in accordance with this plan. This shall not preclude payment for additional services and equipment above and beyond that stipulated in this agreement.

The ambulance service rendering assistance shall bill the parties directly who receive the services of the responding ambulance service.

ARTICLE VIII

EXECUTION, DEPOSITORY, AND EXCHANGE OF NECESSARY INFORMATION

The chief officer, the clerk, and the President of the ambulance service of each community participating in this Mutual Aid Plan shall sign one copy of this agreement. A signed copy is to be deposited with the WI Division of Public Health EMS Office for review and approval. One signed copy of this agreement, as enacted, shall be provided to each of the signatories of this plan, and to the WI Division of Public Health EMS Office for the respected parties operational plan.

ARTICLE IX

COMMENCEMENT AND TERMINATION

This Mutual Aid Plan shall commence as soon as the services have executed it in accordance with its provisions. Termination of participation may be made by filing notice of such withdrawal with the said member municipality, otherwise it is agreed that this is a biannually auto renewing document. Cancellation shall become effective thirty (30) days after such notice has been given.

IN WITNESS WHEREOF, the party named below has executed this agreement as of the day and year first written above.

Birnamwood Area Emergency Services

City of Antigo Fire Department

X
Service Director

X
Service Director/Department Senior Officer



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 20, 2017
Re: Increase Wages for Election Inspectors to \$150, Chief Election Inspectors to \$165, Registrars to \$135 and Training Hourly Wage to \$10.00

The responsibilities of the Election Inspectors and Registrars continue to increase due to the changes that have occurred over the last few years and the job has become much more complex. The wages for these workers has not increased since 2015 so it is appropriate to consider an increase in the daily rate so the pay is approximately \$10 per hour and the training hourly wage from \$8.50 to \$10 per hour.

I am requesting the following increases:

Registrar	\$135
Election Inspector	\$150
Chief Election Inspector	\$165
Training Hourly Wage	\$ 10

There are differences in responsibility for each position and the amount of time worked during an election which accounts for the different dollar amounts between the positions.

This increase has been included in the preliminary budget with the funds in the Election Operating Budget.

Should this be approved, a resolution will need to 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 20, 2017
Re: Increase Seasonal Starting Wage to \$10.00 Per Hour with a \$.25 Increase Each Year an Employee Returns

The City hires seasonal employees to assist with work in the summer in the Public Works and Park, Recreation and Cemetery Departments. The City has been experiencing difficulty in hiring qualified seasonal employees with one of the reasons being the starting wage is not competitive with other seasonal employers. It is the recommendation of staff to increase the starting wage for seasonal employees to \$10.00 per hour beginning in 2018. For those that return for subsequent years, there will be a \$.25 increase per hour up to a maximum of \$11.00 per hour. The additional \$.50 for night and weekend shifts would not change.

If you have any questions, please feel free to contact the department manager, Mark Desotell, or me. If this increase is approved, a resolution will need to be forwarded to Council.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 20, 2017
Re: 2018 Cost of Living Increase of 2% for Exempt and Non-Represented Employees

The 2018 budget document presented to the Committee of the Whole on Wednesday, September 13, 2017 included the budgetary impacts resulting from a recommended salary increase of 2% for all exempt and non-represented employees. This recommendation is consistent with the 2018 increases for the City's Public Safety employee's (Police and Fire) which were established through collective bargaining at a rate of at 2% as well.

Our staff continues to maintain the respect of their peers and consistently deliver quality services to the citizens of Antigo. By continuously monitoring priorities to control overall expenditures they assure that maximizing services on a restrained budget is part of their daily efforts. These strengths are demonstrated by their daily accomplishments, by their commitment to work outside of normal working hours and simply by being a respectful representative of the City when away from work. As such, I am very proud of their accomplishments.

Your concurrence in a recommended wage increase of 2% will help to recognize these efforts while solidifying their continued commitment towards being positive representatives of the City of Antigo.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 20, 2017
Re: Accept Grants and Authorize Budget Amendments to Account for the Revenue and Expenditures for Grants and Overtime Reimbursements Received by the Police Department

Currently the Police Department receives grants from the State of Wisconsin to reimburse the overtime generated from the time spent on alcohol enforcement. This can amount to a substantial reimbursement and occurs throughout the year. So far for 2017, the total is \$14,358.10.

In addition, the Police Department is receiving funds from NORDEG for drug enforcement activity which had not been previously received. For 2017, a total of \$4,200 has been received and the plan is to purchase equipment with these funds.

As any grant needs to have Council approval to accept, we are asking for approval to accept these types of grants without having to request this on an annual basis.

In addition, the Police Department is reimbursed if they provide officers for events that are then reimbursed. These would be events such as graduation and prom for the Antigo School District and Black Friday coverage for a retail store.

These types of reimbursements are not known at budget time so the additional overtime is not budgeted. In order to record the revenue offsetting the expenditures, budget amendments are needed. Because these can occur frequently, (11 times this year), I am requesting approval to complete these amendments as they occur. We currently do this with any reimbursements received from outside agencies for training reimbursement.

I am asking for the ability to make these budget amendments with any overtime reimbursements and NORDEG funds as they are received instead of having to bring each one to the Committee/Council for approval.

If these two requests are approved, a resolution would need to 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 20, 2017
Re: Transfer Funds in the Amount of \$6,326.64 to Library for Severance Payout,
Authorize a Budget Transfer, and Send Bill to Langlade County for Half

The City of Antigo and Langlade County had previously agreed to fund any severance payouts for Library retirees outside of the annual levy amount. There was a retirement in May, 2017, that needs to be reimbursed to the Library. The total cost of the retirement was \$6,326.54 so I am requesting authorization for a budget amendment and transfer to the Library from the General Fund Severance Account for \$3,163.27 and the remaining amount will be billed to Langlade County.

If this is approved, a resolution will need to 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 20, 2017
Re: Increase Water Tax Equivalency Payment from \$160,000 to \$180,000 Beginning January 1, 2018

The Public Service Commission (PSC) that oversees the Water Utility allows for a property tax equivalency payment from the utility to the city for services provided to the utility. The calculation that is completed each year indicates the PSC would allow a payment of \$281,744 from the utility. However, the City had previously authorized a \$160,000 payment due to the financial condition of the utility.

With the cost of providing services increasing, staff is recommending an increase in the tax equivalency payment from \$160,000 to \$180,000 for 2018. This is still \$100,000 below the allowable payment but does give the general fund an increase for providing services.

If the Committee approves the increase to \$180,000, a resolution will be needed to include this amount in the 2018 budget. If there are any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 20, 2017
Re: Add a Wastewater Tax Equivalency Payment of \$40,000 for 2018

The Public Service Commission (PSC) regulates the water utility and allows for a property tax equivalency payment each year. The wastewater utility is not regulated by the PSC so there is no set amount for a payment each year. In the past, the wastewater utility has not made a payment to the City due to the financial situation of the utility. To offset some of the services that the City provides the utility, staff is recommending a \$40,000 tax equivalency payment be implemented for 2018.

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



To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: September 20, 2017

Re: Proposed Revisions to the Developer's Agreement Initially Reviewed by the FP&L Committee in July 2017 for a Multi-Family Housing Development with S.C. Swiderski Located on a 8.25 Acre Parcel at the Southwest Quadrant of the Intersection of Hogan Street & Pierce Avenue

Based on a series of conversations with S.C. Swiderski regarding the timetable for the completion of the proposed Multi-family development it became apparent that based on each other's interpretation of the Offer-to-Purchase language that a revised Developer's Agreement would need to be considered.

A copy of the Developer's Agreement (originally considered at the July FP&L meeting) is attached and includes the newly proposed changes (indicated in red) to assist you in your review. S.C. Swiderski has agreed to initiate two of the buildings in 2018 (16 units) and has requested an open-ended timetable to complete the remaining 3 buildings (24-units). This approach allows S.C. Swiderski the time to assure that the initial 16 units become occupied and that market conditions remain favorable for the additional investment. This approach may also alleviate some of the public concerns that we heard related to the sustainable number of apartments for our community.

S.C. Swiderski understands that the City's commitment for the creation of a bicycle/pedestrian trail in conjunction with the development will not be guaranteed until at least 40-units are developed. However, the City reserves the right to advance this particular effort on its own terms based upon other public interest.

S.C. Swiderski indicated that they understand that the 8.25 acres is in close proximity to the industrial property located north of Pierce Avenue and east of Hogan Street and that they continue to feel that this is the preferred and best location of their development.

I discussed the possibility of the placement (by S.C. Swiderski) of any excavated "overburden" soils from their development onto the Right-of-Way and/or western portions of the City-owned lot located immediately east of Hogan Street. This possibility will be explored during the construction phases of the Swiderski project to potentially create a berm with future tree plantings (by the City) establishing a "buffer" zone separating any future industrial developments on the City-owned parcel located east of Hogan Street.

S.C. Swiderski was reminded to utilize a sufficient offset (within the 8.25 acre site) from the centerline of Hogan Street to the eastern edge of their apartment buildings to maximize separation from existing industrial properties located east of Hogan Street. We will verify the accomplishment of their design offset during the October site-plan review by City Plan.

“DRAFT” DEVELOPMENT AGREEMENT

Between the City of Antigo, Wisconsin and S.C Swideski, LLC

THIS AGREEMENT (hereinafter referred to as the “Agreement”) is entered into as of the last date of signature, by and between the City of Antigo, a municipal corporation, whose address is 700 Edison Street, Antigo, Wisconsin 54409 (hereinafter referred to as “Antigo”) and S.C. Swiderski, LLC a Wisconsin company, whose principal place of business is located at 401 Ranger Street, Mosinee, WI 54455 (hereinafter referred to as the “Developer”).

WHEREAS, the Developer desires to construct Phase 2 of their Multi-family housing investment (hereinafter referred to as “the Development”) onto a 8.25 acre parcel of city-owned property located in the southwest quadrant of the intersection of Pierce Avenue & Hogan Street more particularly described in the attached Exhibit A (hereinafter referred to as the “Development Parcel”).

WHEREAS, the Developer has prioritized this location to construct the Development and has agreed to purchase the Development Parcel from Antigo for the development of multi-family housing units.

WHEREAS, the Development will lead to an increased investment within the boundaries of Tax Increment District No. 3 of the City of Antigo while providing additional employment opportunities.

WHEREAS, Antigo finds it to be in the public interest based on the projected project value and job creation numbers to promote this Development by providing a \$41,250 (\$5,000 per acre) acquisition cost to the Developer for the described 8.25 acre city-owned parcel to assist the Developer with the costs of the proposed development and related infrastructure improvements; including but not limited to the addition of the 40 to 56 apartment units (maximum 8 units per building) with attached garages, ~~parking area upgrades~~internal roadways, driveways and connections to underground utility service connections.

WHEREAS, Antigo and the Developer have reached an agreement on the terms and conditions under which Developer will construct the Development on the Development Parcel and desire to memorialize their agreement by this instrument.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. THE DEVELOPMENT.

1.1. DEVELOPMENT OF THE PROPERTY. Developer shall, at its sole expense, construct the Development, which shall consist of the following buildings together with ancillary improvements including all utility connections to existing Antigo main-lines within the Right-of-way:

Initiate construction of 16 apartment units in 2018 with a desired total of 40 to 56 apartment units for a multi-family Development (maximum of 8 units per building) with attached garages, driveways, additional parking areas, connections to existing City roadways and utilities along with any necessary signing/vegetation/landscaping as detailed in the final site plan approved by Antigo; as more specifically set forth in the attached Exhibit B (Preliminary Site Plan). A final Site Plan will be required for consideration of approval at the September 2017 Plan Commission and Council meetings accordingly.

1.2. PLAN COMMISSION REVIEW. Developer is advised and acknowledges that the Development may be subject to review by the Antigo Plan Commission which shall exercise its authority pursuant to the Wisconsin Statutes and of the Antigo City Code of Ordinances.

1.3 GUARANTEED DELIVERY OF DEVELOPMENT. The Developer ~~plans agrees to~~ initiate construction of two (2) buildings with attached garages (16 units) starting in the calendar year 2018. the Development so that it shall be fully completed by September 30th, 2019. The Development shall be deemed fully completed upon issuance to the Developer by Antigo of an occupancy permit. The deadline for completion of the Development will be extended by the Plan Commission for up to a total of one (1) year for any reasonable or unexpected delays which are presented for consideration to the Plan Commission by the Developer. If the Developer fails to initiate the project two (2) buildings (16 units) within the established 2018 calendar year (or within any approved extended deadline up to 36

months of the closing date) then the 8.25 acre parcel will be relinquished back to Antigo by the Developer according to the procedures listed below. ~~no later than 36 months of the closing date.~~

In the event that Developer's present intention to build a minimum of five (5) multiple-family dwellings with a minimum of forty (40) units changes and Developer wishes to dispose of any of the remaining real estate described herein, Developer shall notify Antigo in writing by certified mail with return receipt of Developer's wish to dispose of the above-described real estate. Upon receipt of said notice from Developer, Antigo shall have thirty (30) consecutive calendar days to exercise the option granted herein to repurchase the above-described parcel of real estate at the price paid by Developer to Antigo; this option shall be deemed to have been exercised when Antigo responds to Developer within said 30-day period with a letter declaring Antigo's intent to exercise the option granted herein. Thereafter, Antigo shall tender said purchase price in full within thirty (30) days of the providing of the notice of exercising option and Developer agrees to provide to Antigo a properly executed Warranty Deed describing the above-described parcel of real estate upon tender of said purchase price. Developer agrees and represents that said conveyance by Developer shall be free and clear of all liens and encumbrances and Developer further agrees and represents to be responsible for delinquent and prorated real estate taxes, and special assessments and other special charges levied and of record against the above-described parcel of real estate at the time of the Warranty Deed conveyance by Developer. If necessary, Antigo may deduct said real estate taxes, special assessments, and special charges from the purchase price tendered for the Warranty Deed. In the event that Antigo does not respond to Developer's initial notice of its wish to dispose of any portions of the above described parcel of real estate within thirty (30) consecutive calendar days, or if Antigo does not tender the purchase price within thirty (30) consecutive calendar days after Antigo's notice of intent to exercise its option rights herein, with appropriate modifications as described above, then this Option to Repurchase shall be automatically null, void, and of no further legal effect without further action by either party.

1.4 DEVELOPER INDEPENDENCE. Developer shall be solely responsible to bid, coordinate, permit, and otherwise oversee the

construction of the Development. The parties acknowledge that other than; to approve design and construction of the improvements on the Property, Antigo will not be involved in any transactions between Developer and third parties involving the Development.

1.5 STORM WATER DRAINAGE REDUCTION. Developer shall construct the Development such that the control of storm water on the Development Parcel is consistent with the Design Plan.

1.6 TERMINATION OF AGREEMENT BY DEVELOPER. If Developer is unable to construct the Development due to reasons beyond the Developer's control, the Developer may terminate this Agreement by delivering written notice of such termination to Antigo by which the 8.25 acre city-owned parcel provided originally by Antigo at a cost of \$41,250.00 to the Developer for the Development will be relinquished to Antigo by the Developer with the \$41,250.00 original purchase amount being returned to the Developer; all other rights and obligations of the parties hereunder shall be null and void.

1.7 ANTIGO OBLIGATIONS. The City of Antigo will provide the 8.25 acre parcel (see attached Exhibit "A") at a charge of \$41,250.00 (\$5,000 per acre) to the Developer for the Development.

Upon completion of 5 buildings (a minimum of 40 units) by the Developer for this multi-family development, as evidenced by the issuing of occupancy permits by Antigo's Building Inspector, Antigo will cause to be developed an asphalt paved bicycle/pedestrian recreational trail encompassing the Remington Detention Pond area with access to the Development at a location agreed upon by both parties. It is the intent of Antigo to utilize the \$41,250.00 purchase amount by the Developer to apply for a State or Federal matching grant to facilitate the recreational trail construction.

2. RECORDING/OBLIGATIONS RUN WITH THE LAND. This Agreement may be recorded in the office of the Register of Deeds for Langlade County, Wisconsin, it being understood by the parties that until termination of this Agreement, the provisions of this Agreement will run with the land and will be binding upon the Development Parcel and any owner and/or lessee and/or mortgagee of all or any

portions of the Development Parcel and their successors and assigns.

3. SUBSEQUENT CONVEYANCE OF PROPERTY. The Developer may elect to convey all, or a portion of, the Development to a third party, but such conveyances shall not affect the Developer's obligation to assure the completion of all required improvements unless specifically consented to by Antigo in writing prior to such conveyance. The Developer and its successors and assigns shall not sell, transfer or convey the Development Parcel, any portion thereof, or the improvements thereon, to any person or entity whose real property is exempt from general property taxes pursuant to Wisconsin Law, nor to any person or entity unless such person or entity agrees to be bound by the terms of this section to the same extent as Developer, unless specifically consented to by Antigo in writing prior to such conveyance. At the option of Antigo, the limitation of this section may be recorded as a covenant running with the land.

4. REPRESENTATIONS OF THE DEVELOPER. The Developer represents, warrants, and covenants with Antigo that:
 - 4.1. AUTHORITY TO ACT. The Developer has the power and authority to enter into this transaction, to execute, deliver and perform this Agreement.
 - 4.2. AUTHORITY OF SIGNATORIES. The individuals signing on behalf of the Developer are duly authorized, in the capacity indicated in the signature blocks forming a part of this Agreement

5. MISCELLANEOUS PROVISIONS.
 - 5.1. BINDING EFFECT. The parties respectively bind themselves, their partners, successors, assigns and legal representatives to the other parties to this Agreement.
 - 5.2. AMENDMENT. This Agreement may be amended only by written instrument signed by all parties.
 - 5.3. NEUTRAL CONSTRUCTION. The parties acknowledge that this Agreement is the product of negotiations between the parties and that, prior to the execution hereof, each party has had full and

adequate opportunity to have this Agreement reviewed by, and to obtain the advice of, its own legal counsel with respect hereto.

5.4. ASSIGNMENT. No party may assign its rights or obligations under this Agreement without the written consent of the other.

5.5. COMPLIANCE WITH LAWS. The Developer shall comply with all federal, state and local laws with respect to the Development, including but not limited to laws governing building and construction, the environment, nondiscrimination, and employment and contracting practices, to the extent they are applicable.

5.6. RATIFICATION. The Developer hereby approves and ratifies all actions taken to date by Antigo, its officers, employees and agents in connection with the Development, and in connection with the zoning and other approvals related to the Development Parcel.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the last date of signatures below.

CITY OF ANTIGO

By: _____
William Brandt, Mayor

Date

By: _____
Kaye Matucheski, City Clerk

Date

S.C. SWIDERSKI, LLC

By: _____

Date

This document drafted by:
Attorney Michael B. Winter
835 Fifth Avenue

Antigo, WI 54409

Exhibit A – Legal Description & Aerial Map

Legal Description: (see attached)

Exhibit B – Preliminary Site Plan

Site Plan:

DRAFT



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 20, 2017
Re: Request by Director of Administrative Services to Extend 24 hours of Unused
Vacation Time Beyond the Established Anniversary Date of September 4, 2017

I respectfully request the extension of 24 hours of my unutilized vacation compensation beyond my established anniversary date of September 4, 2017. Due to pressing needs, several attempts to utilize this remaining balance during the month of August have prevented me from achieving my goal. I am requesting an extension to utilize these hours until December 1, 2017; failure to accomplish the use of this time within the allotted extension period will result in forfeiture of the vacation hours.

Thank you, for your kind consideration.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 20, 2017
Re: Consideration of Updates to the Job Description for the City's Clerk/Treasurer Position

Attached you will find both an existing copy of the job description for the Clerk/Treasurer's position along with another version representing the proposed changes that were completed utilizing input from our Human Resource Specialist, myself and the staff person currently holding this position. Certain portions of the job description are highlighted in yellow which reflect the most significant changes in duty assignments when compared to the current job description.

The consideration, for changes to the Pay Grade and Step for the Clerk-Treasurer's position, will be presented to you under a separate agenda item this evening.

POSITION DESCRIPTION

Class Title: City Clerk/Treasurer
 Department: City Clerk/Treasurer
 Division: Administration
 Union: Exempt
 Location: City Hall
 Date: 10/03/96

GENERAL PURPOSE

Provides a variety of routine and complex supervisory, financial management, accounting, clerical, and administrative work in the administration of the City government

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator

SUPERVISION EXERCISED

Exercises supervision over clerical, administrative support staff, municipal utilities, and personnel as assigned by the Council or Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations, coordinates department activities with other departments and agencies as needed

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public

Communicates official plans, policies and procedures to staff and the general public

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors municipal revenues and expenditures to assure sound fiscal control; participation in the preparation of the municipal budget; prepares department budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time

Determines work procedures, schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures

Promotes harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and responds to citizen and personnel complaints

Prepares a variety of studies, reports and related information for decision-making purposes

Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions and contracts, easements, deeds, bonds or other documents requiring city certification

Attends regular and special City Council meetings; attends Committee meetings as directed by the Mayor or Administrator; oversees the accurate recording of proceedings, preparation of the minutes, recording, indexing and filing for the public record; distributes information as requested

Administers the issuance of municipal licenses, including business, animal, bicycle, various regulatory licenses as assigned, etc. in accordance with applicable City ordinances and other regulations

Carries out the duties of the City Clerk and Treasurer as prescribed by State Statutes

Provides public records and information to citizens, civic groups, the media and other agencies as requested

Manages investment of City funds in accordance with investment policies and goals, and local, state, and Federal regulations; Administers the investment program by maintaining required investment records and preparing related reports as required

Provides oversight for the reconciliation for the daily cash, receipting, and keeps such records as needed to verify cash balances

Supervises the preparation of the daily bank deposits

Oversees the maintenance of the accounts receivable records and follow-up of collections

Assists in reconciling general ledger to various cash reports

Prepares periodic financial, statistical or operational reports as assigned

PERIPHERAL DUTIES

Attend seminars and workshops related to City Clerk and/or Treasurer's duties and responsibilities

Assists in the preparation of ordinances and resolutions as required

Accepts claims for damages and other legal papers served on the City of Antigo

Administers oath of office to public officials

Registers voters

Serves as a notary public

Prepares reports for Council Meetings as directed

Prepares surveys and other reports as directed

Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness

Monitors investment trends and opportunities; monitors and advises the Council and Administrator of proposed legislative or administrative rule changes impacting financial management

Serves as a back-up to related accounting positions

Works with audit, regulatory, and other personnel in the review of City records

Prepares and distributes minutes and records of meetings

Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code

Distributes policy changes to department managers after adoption

Establishes and maintains records needed for bond payments

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A) Graduation from a college or university with a bachelor's degree in business management, accounting, economics, public administration or a closely related field, and
- B) Five (5) years of related experience; or
- C) Any equivalent combination of education and progressively responsible experience. Additional work experience may be substituted for the required education. A CPA or CMC designation is to be obtained within 3 years or as mutually agreed with Council

Necessary Knowledge, Skills and Abilities:

- A) Working knowledge of the principles and practices of modern public administration; Experience or working knowledge of Governmental Fund Accounting; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; Ability to perform fundamental business mathematics
- B) Working knowledge of computers and electronic data processing; considerable knowledge of investment of public funds; working knowledge of governmental accounting principles and practices
- C) Skill in operation of personal computers (spreadsheet & word processing software), main frame computer, 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be identified
- D) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise clerical workers and assigned staff

SPECIAL REQUIREMENTS

- A) Must be bondable
- B) Valid State Driver's License, or ability to obtain one, notary public certification with in six months

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the work environment is usually quiet

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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

Effective Date:

Revision History: 09/19/96

POSITION DESCRIPTION

Class Title:	Clerk-Treasurer/Finance Director	Pay Grade: 14
Department:	Clerk-Treasurer	FLSA Status: Exempt
Location:	City Hall	Position Status: Regular Full Time
Date:	09/20/17	

GENERAL PURPOSE

This exempt managerial position performs complex professional and administrative work in managing the City's financial affairs. Along with the clerk's and comptroller's duties, as provided in the municipal code and state statutes, it assumes full administration duties of the City Clerk/Treasurer's office. Duties are administrative/financial/analytical and unusually difficult and complex in nature, involving highly specialized financial, budgetary, tax, bonding, block grant, administrative, election, clerical, and supervisory duties.

SUPERVISION RECEIVED

An employee in this position works under the broad policy guidance of the Mayor & the Common Council and the direct supervision of the Director of Administrative Services.

SUPERVISION EXERCISED

Provides managerial direction and supervision over assigned personnel and support staff either directly or through subordinates. Coordinate activities with other departments, staff, and agencies as needed. Supervision exercised over all other department managers within the scope of budgetary guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Plan and organize workloads and staff assignments within the Clerk/Treasurer's Office.
- Create and maintain a mutually respectful and empowering culture that encourages new ideas and ongoing professional growth; promote harmony among workers and resolve interpersonal issues.
- Provide leadership and direction in the development of short and long range goals.
- Train, motivate, and evaluate assigned staff progress and direct changes as needed.
- Provide supervision to subordinates in performing duties and help to review for errors.
- Investigate, or oversee the investigation of, questions and/or complaints from the public regarding all aspects of the Clerk/Treasurer's Office and pertaining to assigned duties; respond either verbally or in writing depending upon the situation when needed.
- Make presentations to supervisors, boards, commissions, civic groups, staff, and the general public.
- Participate in professional development organizations and programs; maintain knowledge of new trends and innovations within the scope of the position.
- Gather information, assist in applying for, and maintain reporting requirements for grants, studies, reports, and recommendations.
- Research, discuss with appropriate personnel, suggest, and implement software upgrades.
- Maintain prompt, predictable and regular physical attendance.
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction.
- Provide truthful/accurate written and verbal communications.
- Provide advice to other department heads in areas of expertise.
- Respond to and resolve difficult and sensitive inquiries and complaints, including necessary research and analysis.
- Maintains fixed asset inventory.

Treasurer

- Carries out all duties of the treasurer, or delegates such duties, as described in State Statute 62.09 (9) including the following, and anything that may be added, deleted, or changed, but not limited to:
 - Except as provided in s.66.0608, the treasurer shall collect all city, school, county and state taxes, receive all moneys belonging to the city or which by law are directed to be paid to the treasurer, and pay over the money in the treasurer's hands according to law.
 - The treasurer shall keep a detailed account in suitable books in such manner as the council shall direct. The treasurer shall keep in a separate book an account of all fees received. The treasurer's books shall at all reasonable time be open to inspection.
 - The treasurer shall each month at the first meeting of the council and as often as it shall require make to the council a verified report of moneys received and disbursed and of the condition of the treasury. Ten days before each regular city election, the treasurer shall file in the clerk's office a full and minutes verified report of moneys received and disbursed, tax certificates, vouchers and other things of pecuniary value in the treasurer's custody, and of all transactions of the treasurer's office from the date of the preceding like report.
 - Except as provided in s.66.0608, the treasurer shall deposit immediately upon receipt thereof the funds of the city in the name of the city in the public depository designated by the council. Such deposit may be in either a demand deposit or in a time deposit, maturing in not more than one year. [...] When the money is so deposited, the treasurer and the treasurer's bonders shall not be liable for such losses as are defined by s. 34.01(2). The interest arising therefrom shall be paid into the city treasury.
- Create and prepare the annual city operating and capital budgets working with the Director of Administrative Services, the Mayor, and each department head to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Submit the annual budget to the council for explanation and approval.
- Assume full management responsibility for all finance and budget services and activities including cash management, budget management, debt management, and internal control management.
- Determine the City's levy limit and expenditure restraint limit each year and develop a budget within these parameters.
- Perform cost control activities monitoring municipal revenues and expenditures to assure sound fiscal control.
- Manage the City Block Grant Program; provide contractor oversight; provide oversight of check issuance; make decisions on eligibility.
- Manage all requirements for existing and new debt service including working with financial advisor, bond counsel, and rating agency.
- Accept claims for damages and other legal papers served on the city; investigate, follow up, distribute information as necessary.
- Work with the auditors, regulatory, and other personnel in the review of city records and to complete the annual financial audit.
- Monitor investment trends and opportunities; advise the Council and Director of Administrative Services of proposed legislative or administrative rule changes impacting financial management.
- Manage electronic payment processing for park/recreation/cemetery fees.
- Manage landfill and related financial reporting.
- Manage investment of city funds in accordance with investment policies and local, state, and Federal regulations; administer the investment program by maintaining required investment records and preparing related reports as required.
- Assume management responsibility for the city's financial services and activities including accounting, billing, utility billing, payroll, and purchasing.
- Prepares various financial, statistical, or operational reports as assigned.

Comptroller

- Carries out the following duties of the comptroller, or delegates such duties, as described in State Statute 62.09 (10) including the following along with anything that may be added, deleted, or changed, but not limited to:
 - The comptroller shall countersign contracts [within the positions authority] with the city if the necessary funds have been provided to pay the liability that may be incurred thereunder, and no contract shall be valid until so countersigned.
 - The comptroller shall each year make a list of all certificates for the payment of which special taxes are to be levied, in the time for the same to be inserted in the tax roll, and certify its correctness.

Clerk

- Carries out all duties of the clerk, or delegates such duties, as described in State Statute 62.09 (11) including the following along with anything that may be added, deleted, or changed, but not limited to in each instance the Clerk shall:
 - Have the care and custody of the corporate seal and all papers and records of the city.
 - Attend the meetings of the council and keep a full record of its proceedings.
 - Enter at length, immediately after it goes into effect, every ordinance in an “ordinance book”, with proof of publication, date of passage and page of journal where final vote is recorded.
 - Keep a record of all licenses and permits granted and record all bonds, in appropriate books.
 - Draw and sign all orders upon the treasury in the manner provided by s.66.0607, and keep a full account thereof in appropriate books.
 - Carefully preserve all receipts filed with the clerk.
 - Keep an accurate account of all tax lists presented for collection and with all moneys paid into the treasury.
 - Keep all papers and records in the clerk’s office open to inspection at all reasonable hours subject to subch. II of ch. 19.
 - Have the power to administer oaths and affirmations under these statutes.
 - Notify the treasurer of Langlade County, by February 20, of the proportion of property tax revenue and of the credits under s.79.10 that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the city.
 - Stamp or endorse street trade permits at the request of an employer under s. 103.25(3m)(b).
 - Stamp or endorse traveling sales crew worker permits at the request of an employer under s. 103.34(11)(c).
- Attend committee meetings as necessary.
- Oversee the issuance of municipal licenses, including business, liquor, animal, various regulatory licenses as assigned in accordance with applicable city ordinances and other regulations.
- Review all committee and council meeting minutes before they are signed and published.
- Prepare complex, highly sensitive reports, correspondence and closed session presentations and minutes.
- Review and prepare ordinances and resolutions.
- Serve as custodian of official City records and public documents; perform certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification

Assessing

- Create request for proposal (RFP) for outside assessing firm to handle city’s assessing needs.
- Provide recommendations to the Council for contracting with specific firms.
- Provide oversight of the assessing firm to assure compliance with services outlined in the RFP.
- Manage Board of Review for all related assessing matters.
- Research and provide answers to questions from citizens, the State of Wisconsin and the assessing firm as situations arise.

Insurance

- Manage, review, and research all aspects of the health and dental insurance policies.
- Provide recommendations regarding benefits and premium cost to the Council.

- Advise employees and answer questions in all aspects of the health and dental plans.
- Designated representative for all insurance programs – i.e. health, dental, liability, worker compensation, etc.
- Investigate, as necessary, file, and act as liaison for all liability claims.
- Act as liaison between the public and the city for any insurance claim.
- Serve as an advisory member of the Insurance Review Committee for the city.

Election

- Manage all aspects of election as the elections administrator for the City.
- Hire, train, and manage all election workers.
- Oversee all election processes including, but not limited to, registering voters and managing the election computer system.
- File all required reports with the Wisconsin Elections Commission.
- Coordinate and keep abreast of the ever changing election laws.

PERIPHERAL DUTIES

- Acts as a backup to personnel handling worker compensation claims.
- Serves as the backup for all Neogov related work.
- Assist with answering human resources questions as needed.
- Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Prepares reports for council meetings as directed
- Perform other related duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college or university with a bachelor's degree in business management, accounting, economics, public administration or a closely related field, including course work in organization, administration, and employee supervision; and
- Five (5) or more years' related experience; or
- Any equivalent combination of education and progressively responsible experience; additional work experience may be substituted for the required education.

Certificates and Licenses

- A Certified Municipal Clerk (CMC) designation must be obtained within three (3) years or as mutually agreed upon with council.
- A valid State of Wisconsin driver license, or the ability to obtain
- Notary public certification, or the ability to obtain
- Must be bondable

Necessary Knowledge, Skills, and Abilities

- Ability to plan, organize and supervise clerical workers and assigned staff. Extensive knowledge of office practices and procedures.
- Ability to communicate effectively, both verbally and in writing with a wide range of employees, management, elected officials and the community using diplomacy and tact.
- Knowledge of pertinent Federal, State, and local laws; codes and regulations pertaining to financial reporting, accounting, investing, payroll, purchasing, and budgeting.
- Maintain general and subsidiary ledgers under Generally Accepted Accounting Principles applicable to Wisconsin local governments.
- Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

- (F) Working knowledge of the principles and practices of modern public administration.
- (G) Experience or working knowledge of Governmental Fund Accounting along with governmental accounting principles and practices. Ability to perform fundamental business mathematics. Reconciling and analyzing accounts and funds.
- (H) Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure.
- (I) Ability to identify and analyze problems; evaluate alternative solutions; and make sound judgments, especially in stressful situations.
- (J) Ability to establish and maintain an effective working relationship with employees, management, elected officials, members of the community, and peers within other municipalities.
- (K) Ability to think logically and to make decisions.
- (L) Willingness to meet deadlines as given.
- (M) Ability to perform basic functions of MS Office suite products; ability to utilize computer technology to access, retrieve, or input information
- (N) Ability to exercise the judgment, decisiveness, and accuracy required in situations involving the evaluation of information
- (O) Ability to communicate effectively, verbally and in writing;

TOOLS AND EQUIPMENT USED

Personal computer, including Windows word processing and excel software; 10-key calculator; copy, postage and fax machines; telephone and mobile phone; automobile; various software used within the department; and any other tools and equipment available for use within the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit; talk; hear; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

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

Work Environment

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

SELECTION GUIDELINES

Formal application, rating of education and experience, interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 20, 2017
Re: Consider Job Classification and Step Recommendation Changes for the City's Clerk/Treasurer Position

Our Clerk/Treasurer has been impacted by many new challenges since the last adoption of the position's job description in 1996. An employee in this position is currently expected to routinely handle additional duties related to operating budgets, capital investments, grant administration, project documentation and insurance programs. Specifically over the past year new challenges have required the oversight of the consultant-based City assessment and CDBG Housing programs.

I have worked with the Clerk/Treasurer to identify the changes to the existing job description and have highlighted key areas (see attached proposed job description) utilized to support the recommended Pay Grade and Step changes as follows:

- Position is currently at Pay Grade 12/Step 10 (\$88,678.37 to be effective 1st pay period in 2018 assuming Council approval of the requested 2% payroll increase for all non-represented employees as presented in the preliminary 2018 budget)
- Proposed Pay Grade 14/Step 6 (\$89,607.89 effective on the 1st pay period of 2018 with eligibility for a Step 7 increase along with any COLA adjustments approved by Council for the first pay period of 2019)

Additional funds are not being sought in conjunction with this recommendation as we anticipate the ability to accommodate the increase within the proposed 2018 budget projections.

Thank you in advance for your thoughtful consideration of this matter.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 20, 2017
Re: Consideration of Updates to the Job Description for the City's Deputy Clerk/Treasurer Position

Attached you will find both an existing copy of the job description for the Deputy Clerk/Treasurer's position along with another version representing the proposed changes that were completed utilizing input from our Human Resource Specialist, the Clerk/Treasurer and the staff person currently holding this position. Certain portions of the job description are highlighted in yellow which reflect the most significant changes in duty assignments when compared to the current job description.

The consideration, for changes to the Pay Grade and Step for the Deputy Clerk/Treasurer's position, will be presented to you under a separate agenda item this evening.

POSITION DESCRIPTION

Class Title: Deputy Clerk--Treasurer
Department: City Clerk-Treasurer's Office
Division: Administration
Date: 9/11/97

Union: None
Location: City Hall

GENERAL PURPOSE:

Assists the City Clerk in performing the functions of the City Clerk-Treasurer. Provide a variety of administrative and supervisory work in the administration of City government. Acts on behalf of the City Clerk-Treasurer in his or her absence.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk-Treasurer.

SUPERVISION EXERCISED:

Exercise supervision over clerical and other department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; reviews progress and directs changes as needed.

Provide leadership and direction in the performance of department responsibilities; gathers, interprets, and prepares data for studies and reports; works with other departments and agencies regarding risk management, safety, and ensures insurance contractual requirements are maintained.

Communicate official plans, policies, and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of the annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determine work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assign duties and examines work for exactness, neatness, and conformance to policies and procedures.

Utilize accounting principles and practices as it relates to the monthly balancing of accounts including cash, bank reconciliation, and journal entries.

Assists the Clerk-Treasurer in managing and investment of municipal assets.

Maintain harmony among workers and may assist the Clerk to resolve grievances; Perform or assist subordinates in performing duties; adjust errors and complaints.

Prepare a variety of studies or reports for decision-making purposes.

In the absence of the Clerk, shall serve as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records.

Attend regular and special City Council meetings; oversees or performs an accurate recording of the Council proceedings, preparation of minutes, recording, indexing, and filing for the public record; distributes information, minutes, and records of meetings.

File ordinances and resolution of the Council and oversees the codification of ordinances into the municipal code.

Administer the issuance of municipal licenses, or permits according to applicable City ordinances and other regulations.

Administer oath of office to public officials.

Register voters and assists with administration of elections.

Serves as a notary public.

Provide public records and information to citizens, civic groups, the media, and other agencies as requested.

PERIPHERAL DUTIES:

Attend seminars and workshops related to duties and responsibilities of the City Clerk-Treasurer or City Administrator.

Prepare ordinances and resolution as required.

Receive claims for damages or other legal papers served on the City.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from a college or university with a bachelor's degree in business management, accounting, public administration, risk management, or a closely related field, or
- B. Five (5) years of related experience; or
- C. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education.

Necessary Knowledge, Skills, and Abilities:

- A. Working knowledge of the principles and practices of modern public administration; Property and casualty insurance or claims management experience; Extensive knowledge of

office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure;

B. Skill in operation of personal computers, main frame computer, 10-key calculator, Fax, telephone, cash register, copier, and other office equipment as may be identified;

C. Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public; Ability to communicate effectively verbally and in writing; Ability to plan, organize, and supervise clerical workers and assigned staff.

SPECIAL REQUIREMENTS:

(A) Must be bondable; (B) Receive Certified Municipal Clerk Certification within 3 years; (C) Attend 16 contact hours per year of continuing education in claims, administration, property, casualty, workers compensation, risk management, or comparable related insurance training; (D) Valid State Driver's License, or ability to obtain one; (E) Notary public certification within 6 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests will be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: 9/18/96
 9/10/97

POSITION DESCRIPTION

Class Title: Deputy Clerk/Treasurer
 Department: Clerk/Treasurer
 Location: City Hall
 Date: 09/20/17

Pay Grade: 9
 FLSA Status: Exempt
 Position Status: Regular Full Time

GENERAL PURPOSE

This exempt position is responsible for administrative and supervisory work in planning, organizing, and coordinating activities in the administration of City government through the Clerk/Treasurer's office. This position provides highly responsible and complex administrative supervision, and acts on behalf of the Clerk/Treasurer. Duties are administrative/financial/analytical and complex in nature, involving highly specialized financial, budgetary, licensing, block grant, administrative, election, clerical, and supervisory duties.

SUPERVISION RECEIVED

An employee in this position works under the broad policy guidance of the Director of Administrative Services and the direct supervision of the Clerk/Treasurer.

SUPERVISION EXERCISED

This position provides administrative direction and supervision over assigned personnel and support staff. Coordinate activities with other departments, staff, and agencies as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Manage assigned operations and duties to achieve goals within available resources; plans and organizes workloads and staff assignments; reviews progress and directs changes as needed.
- Assist the Clerk/Treasurer with organizing workloads and staff assignments
- Create and maintain a mutually respectful and empowering culture that encourages new ideas and ongoing professional growth; promote harmony among workers and resolve interpersonal issues.
- Provide leadership and direction in the performance of department responsibilities; gathers, interprets, and prepares data for studies and reports; works with other departments and agencies regarding risk management, safety, and maintaining insurance contractual requirements.
- Train and motivate staff and direct changes as needed; may assist the Clerk/Treasurer in discipline or resolving grievances.
- Supervise subordinates in performing duties; help to review for errors, exactness, and conformance to policies and procedures; provide guidance as needed; analyze work flow to determine expedited procedures, study and standardize procedures to improve efficiency and effectiveness of operations.
- Attend regular and special City Council meetings; oversee or perform and accurate recording of the Council proceedings, preparation of minutes, recording, and filing for the public record; distribute information, minutes, and records of meetings.
- Oversee the maintenance accurate postings of all public meetings for the county, library, school, and city.
- Prepare a variety of studies or reports for decision-making purposes.
- Investigate, or oversee the investigation of, questions and/or complaints from the public regarding all aspects of the Clerk/Treasurer's Office and pertaining to assigned duties; report information gathered and outcome achieved to the Clerk/Treasurer, as necessary, and respond either verbally or in writing depending upon the situation when needed.
- Participate in professional development organizations and programs; maintain knowledge of new trends and innovations within the scope of the position.
- Gather information, assist in applying for, and maintain reporting requirements for grants, studies, reports, and recommendations.
- Maintain prompt, predictable and regular physical attendance.

- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed.
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction.
- Provide truthful/accurate written and verbal communications.
- Maintain, and actively promote, effective working relationships with employees and management.
- Provide advice to other department heads in areas of expertise.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Communicate official plans, policies, and procedures to staff and the general public

Treasurer

- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assist in the preparation of the annual budget; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Utilizes accounting principles and practices as it relates to the monthly balancing of accounts including cash, bank reconciliation, and journal entries.
- Perform cost control activities monitoring municipal revenues and expenditures to assure sound fiscal control.
- Assist the Clerk/Treasurer in the managing and investment of municipal assets.
- Oversee the preparation of the monthly sales tax report and filing of information electronically with the Wisconsin Department of Revenue.
- Oversees the preparation of the monthly report on Public Improvement Loan payments, balances, and delinquencies; distributes to appropriate personnel; manages the annual calculation of the payment in lieu of tax for each loan as appropriate ensuring proper notification to each.
- Oversee the reconciliation of monthly ambulance payments to activity process through the Clerk/Treasurer's office and record necessary monthly journal entries.
- Balance weekly Police Department Bundle Reports including the deposits into the license plate account on a monthly basis, balance withdrawals from the bank account to the Bundle Report totals and record necessary monthly journal entries.
- Balance all health, dental, and life insurance billings with payroll records/reports; prepare necessary payment vouchers, transfer orders, record journal entries, and verify ACH withdrawals; confirm any billing corrections are processed as requested.
- Assure mail is date stamped and distributed appropriately; process receipts, including tax payments and verify balances; copy & distribute bankruptcy and foreclosure papers as received.
- Oversee and work with consultants regarding the monthly block grant reports, review of administrative billings, processing of satisfactions, and subordinations; research information as requested from files.
- Assist the Clerk/Treasurer with all requirements for existing and new debt service including working with financial advisor, bond counsel, and rating agency.
- Accept claims for damages and other legal papers served on the city; investigates, follows up, distributes information as necessary.
- Work with the auditors, regulatory, and other personnel in the review of city records to complete the annual financial audit.
- Assist the Clerk/Treasurer in monitoring investment trends and opportunities; monitor and advise the Council and Director of Administrative Services of proposed legislative or administrative rule changes impacting financial management.
- Assist the Clerk/Treasurer in overseeing electronic payment processing for park/recreation/cemetery fees.
- Assist the Clerk/Treasurer in overseeing landfill and related financial reporting.
- Administer the investment program by maintaining required investment records and preparing related reports as required.
- Assume management responsibility for the city's financial services and activities including accounting, billing, utility billing, payroll, and purchasing.
- Prepares various financial, statistical, or operational reports as assigned.

Clerk

- File ordinances and resolutions of the Council and oversee the codification of ordinances into the municipal code; submit ordinance to the paper of record for publication and Municode for website update.
- Administer the issuance of municipal licenses, or permits according to applicable City ordinances and other regulations, including business, liquor, animal, various regulatory licenses as assigned.
- Administer oath of office and affirmations to public officials.
- Perform confirmation of valid seller permit numbers with Wisconsin Department of Revenue for liquor licenses; file necessary state reports listing all liquor license and all cigarette licenses.
- In the absence of the Clerk/Treasurer, shall serve as custodian of official City records and public documents; perform certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification
- Provide public records and information to citizens, civic groups, media, and agencies as requested.
- Work in conjunction with the Zoning Department to ensure required publications, notices, and ordinances, as necessary, are processed as required for variances and zoning changes.
- Work in conjunction with Department of Public Works Administration to ensure publications and notices are processed as required for sidewalk/curb & gutter/driveway special assessments with proper approval by Council; work with the assigned employee to ensure proper billing.
- Work with Mobile Home Park owners and City's current Appraisal firm on annual and monthly licenses, reports, and payments; prepare annual mailings to mobile home occupants; file necessary annual report with the Wisconsin Department of Revenue for lottery credits.
- Prepare and process monthly journal entries and work with the Clerk/Treasurer and other personnel to ensure all accounts are in balance each month.
- Catalog and file all City records.
- Review all committee and council meeting minutes before they are signed and published.
- Prepare complex, highly sensitive reports, correspondence, presentations, and minutes.
- Review and prepare ordinances and resolutions.
- Administer oath of office to public officials.

Insurance

- Advise employees and answer questions in all aspects of the health and dental plans.
- Investigate, as necessary, file, and act as liaison for all liability claims.
- Act as liaison between the public and the city for any insurance claim.
- Serve as a member of the Insurance Review Committee for the city.
- Arrange meetings of the Insurance Review Committee; create agendas and minutes; work with claimant and City Attorney for required paperwork, information, and releases.

Election

- Maintain a thorough knowledge of current Wisconsin computerized voting software with the ability to enter new voters, process absentee ballots, and answer questions from the election inspectors, registrars, and electors.
- Register voters and assist with the administration of elections.
- Assist in training and managing all election workers.
- File reports with the Wisconsin Elections Commission in the absence of the Clerk/Treasurer.
- Coordinate and keep abreast of the ever changing election laws.

PERIPHERAL DUTIES

- Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Balance cash drawers and prepare deposits when needed.

- Serve as backup in the payroll process, advertising for positions, setting up new employees including scheduling drug tests and post offer physicals.
- Assist with answering human resources questions as needed.
- Prepare ordinances and resolutions as required.
- Prepares reports for council meetings as directed.
- Attend committee meetings as necessary.
- Perform other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) An Associate's degree from an accredited college or university , with major course work in business administration, accounting, economics, public administration or a closely related field; and
- (B) Five (5) or more years' related experience; or
- (C) Any equivalent combination of education and progressively responsible experience; additional work experience may be substituted for the required education.

Certificates and Licenses

- (A) A Certified Municipal Clerk (CMC) designation must be obtained within three (3) years or as mutually agreed upon with council.
- (B) A valid State of Wisconsin driver license or the ability to obtain upon hire.
- (C) Notary public certification or the ability to obtain within six (6) months of hire.
- (D) Must be bondable

Necessary Knowledge, Skills, and Abilities

- (A) Ability to plan, organize and supervise clerical workers and assigned staff. Extensive knowledge of office practices and procedures.
- (B) Ability to communicate effectively, both verbally and in writing with a wide range of employees, management, elected officials and the community using diplomacy and tact.
- (C) Knowledge of pertinent Federal, State, and local laws; codes and regulations pertaining to financial reporting, accounting, investing, payroll, purchasing, and budgeting.
- (D) Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.
- (E) Working knowledge of the principles and practices of modern public administration.
- (F) Experience or working knowledge of Governmental Fund Accounting along with governmental accounting principles and practices. Ability to perform fundamental business mathematics. Reconciling and analyzing accounts and funds.
- (G) Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure.
- (H) Ability to identify and analyze problems; evaluate alternative solutions; and make sound judgments, especially in stressful situations.
- (I) Ability to establish and maintain an effective working relationship with employees, management, elected officials, members of the community, and peers within other municipalities.
- (J) Ability to think logically and to make decisions.
- (K) Willingness to meet deadlines as given.
- (L) Ability to perform basic functions of MS Office suite products; ability to utilize computer technology to access, retrieve, or input information.
- (M) Ability to exercise the judgment, decisiveness, and accuracy required in situations involving the evaluation of information.
- (N) Ability to communicate effectively, verbally and in writing.

TOOLS AND EQUIPMENT USED

Personal computer, including Windows word processing and excel software; 10-key calculator; copy, postage and fax machines; telephone; automobile; various software used within the department; and any other tools and equipment available for use within the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit; talk; hear; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

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

Work Environment

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

SELECTION GUIDELINES

Formal application, rating of education and experience, interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 20, 2017
Re: Consideration of Job Classification and Step Recommendation Changes for the City's Deputy Clerk/Treasurer Position

Our Deputy Clerk/Treasurer has been impacted by many new challenges since the last adoption of the position's job description in 1997. An employee in this position is currently expected to routinely handle additional duties related to insurance matters and election protocols in addition to increased responsibility related to the requirements associated in support of the Clerk/Treasurer's daily assignments. Specifically over the past year new challenges have required the continued advancement of skills leading to acceptable conclusions on a variety of financial related matters.

Both Kaye Matucheski and I have worked with the Deputy Clerk/Treasurer to identify the changes to the existing job description and have highlighted key areas (see attached proposed job description) utilized to support the recommended Pay Grade and Step changes as follows:

- Position is currently at Pay Grade 8/Step 10 (\$65,107.35 to be effective 1st pay period in 2018 assuming Council approval of the requested 2% payroll increase for all non-represented employees as presented in the preliminary 2018 budget)
- Proposed Pay Grade 9/Step 7 (\$65,165.70 effective on the 1st pay period of 2018 with eligibility for a Step 8 increase along with any COLA adjustments approved by Council for the first pay period of 2019)

Additional funds are not being sought in conjunction with this recommendation as we anticipate the ability to accommodate the increase within the proposed 2018 budget projections.

Thank you in advance for your thoughtful consideration of this matter.