

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
SEPTEMBER 21, 2016

Finance, Personnel, and Legislative Committee of the City of Antigo met in Regular Meeting on the above date at 6:00 PM in the Multi-Purpose Room, City Hall, Mayor Bill Brandt presiding.

Attendee Name	Title	Status	Arrived
Bill Brandt	Mayor	Present	
Jim Darling	Ward 2	Present	
Tim Kassis	Ward 3	Present	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Judith Klyver; Amy Lynch, Human Resource Specialist; Eric Roller, Public Safety Director; Eben Johnson and Jof Cindric, First Merit/Huntington Bank; Mark Desotell, Director of Administrative Services; Kaye Matucheski, Clerk-Treasurer; Sarah Repp, Park, Cemetery and Recreation Supervisor; and Julie Zack, Administration Clerical Assistant.

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

1. Approval of the Minutes from the August 17, 2016 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

2. Eben Johnson and Jof Cindric, FirstMerit Bank, to Address the Committee on Banking/Investment Options

Eben Johnson and Jof Cindric, First Merit Bank, gave a brief overview of the merger between First Merit Bank and Huntington Bank, which closed on August 16, 2016. Signage is scheduled to change in early 2017.

Mr. Johnson advised that different opportunities will present themselves in the future, such as long term bond underwriting.

Mr. Cindric discussed Huntington Brokerage opportunities, such as institutional investments.

Mr. Johnson further discussed fraud control.

RESULT:	PLACED ON FILE-NO VOTE
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3. Due Process Hearing Request for 230 Freiburger Avenue and 250 Berner Street for Ordinance 6-6 for Length of Lawn and Grass

Mayor Brandt noted that the City sold Judith Klyver a piece of property for a butterfly garden. Ms. Klyver received a notice regarding the length of the grass.

Ms. Klyver addressed the committee. She advised that within a few months of purchasing the property she suffered a personal injury. The butterfly garden will happen. Ms. Klyver showed a video of her yard with regards to water shed and a power point presentation with regards to the butterfly garden.

Mayor Brandt explained why complaints are made. They were not made on the reeds in the proposed butterfly garden area, but the lawn area. The ordinance needs to be followed.

Kaye Matucheski explained that this area does not qualify for a natural lawn permit due to the noxious weeds.

The committee and Ms. Klyver discussed the areas of her responsibility.

Aldersperson Kassis and Mayor Brandt suggested removing the noxious weeds and applying for a natural lawn permit. Ms. Klyver may have to modify her plans to fit in with the natural lawn permit. A natural lawn management plan will be needed so the grass can exceed eight inches in length.

RESULT:	INFORMATION ONLY
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4. Waiver of Special Event Permit Fee Request by Thrivent Financial

Motion to waive the Special Event Permit Fee as requested by Thrivent Financial for their pig roast picnic in City Park East on September 24, 2016.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

5. Request for Waiver of Fee and Insurance for Halloween Bash

Upon inquiry by Ms. Matucheski, Sarah Repp, Park, Cemetery and Recreation Supervisor, advised that the Optimist Club does not need an insurance waiver as they will be providing insurance. They are only requesting a waiver of the permit fee.

Motion to waive the special event permit fee for the Antigo Optimist Club for the Halloween Bash at Peaceful Valley on Saturday, October 29, 2016 as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Jim Darling, Ward 2
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

6. Langlade County Transportation Request for \$1,000 from the City's 2017 Budget process for Continuation and Expansion of the Program

Upon inquiry by Aldersperson Balcerzak and Darling, Mark Desotell, Director of Administrative Services, advised that this currently is not addressed in the budget. This would be a fixed amount to subsequent budgets.

Upon inquiry by Alderspersons Balcerzak, Mr. Desotell advised that is he not sure how much the county contributes. Mayor Brandt advised that the county puts way more than \$1,000 towards this. However, they are looking at increased use and more stops with City contribution.

Motion to approve the request for \$1,000 from Langlade County Transportation for 2017 only.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Jim Darling, Ward 2
SECONDER:	Tim Kassis, Ward 3
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

7. 4th of July Fireworks Contract

Mayor Brandt advised that this request is to increase the budget by \$2,000 for a total of \$10,000.

Upon inquiry by Alderperson Kassis, Mayor Brandt advised that \$6,500 is from the Hotel Motel Economic Development budget and the remaining \$3,500 is from the General Operating Celebrations fund.

Upon inquiry by Alderperson Bugni, Ms. Repp explained that the display will be 25 minutes so that people feel it is worth their time to attend. Ms. Matucheski indicated that the fireworks are continuous.

Upon inquiry by Alderperson Kassis, Ms. Repp explained that this is a three year contract and from a staff standpoint they are happy with the services provided thus far. There is room to change things if needed.

Motion to approve the 4th of July fireworks three year contract with Pyrotechic Display Incorporated for \$10,000 with \$6,500 funding derived from Hotel Motel Economic Development and \$3,500 from the General Operating Celebrations fund as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

8. Extend Vacation for Sgt. Reichl beyond anniversary date

Mayor Brandt explained that Sgt. Reichl has been unable to use his remaining vacation before his anniversary date due to the unfortunate incidents this year.

Motion to approve Sgt. Reichl be given an extension on his vacation at a maximum use of five days within three months of his anniversary date as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

9. Request for Extension of Time to Utilize Unused Vacation Balance of the Director of Administrative Services

Mr. Desotell is requesting to carry over 24 hours of vacation to be utilized no later than December 31, 2016.

Motion to carry over 24 hours of vacation to be utilized no later than December 31, 2016 as requested.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

10. Quote for DOT Drug/Alcohol Testing & Program Maintenance

Amy Lynch, Human Resource Specialist, provided a memo advising that the City currently utilizes Bellin out of Green Bay for the random Department of Transportation (DOT) drug and alcohol testing program. Aspirus Langlade Hospital provides the collection services which they send to Bellin for testing and review by a Medical Review Officer (MRO). Bellin then invoices the City for the testing and review and Aspirus invoices the City for the collections.

Ms. Lynch has received a quote from Aspirus Langlade Hospital/Occupational Health for the Program Management, Lab and MRO fees of the City's random DOT drug and alcohol testing. Because there is only a \$55 annual difference between the two providers, staff would prefer to

work with Aspirus Langlade Hospital/Occupational Health as they provide other similar services to the City.

Motion to approve the quote for DOT Drug/Alcohol Testing and Program Maintenance with Aspirus Langlade Hospital/Occupational Health as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

11. Mechanic Shop - Lead Worker Proposed Job Description

Mayor Brandt explained that this is an updated job description that more closely reflects the current operational needs and is formatted for internal consistency.

Motion to approve the Mechanic Shop Lead Worker proposed job description as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Glenn Bugni, Ward 7
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

12. Wage Increase for Mechanic Shop - Lead Worker

Mayor Brandt advised that the increase would be from \$21.09 an hour to \$21.65 an hour which is more in line with other lead worker positions. This pay is lower than what the private sector would pay. Private sector would pay upwards of \$30 plus an hour.

Upon inquiry by Alderperson T. Bauknecht, Bob Piskula, Street Commissioner, noted that the approval to adjust the pay matrix was for seasonal part-time employees.

Motion to approve the wage increase to \$21.65 per hour for the Mechanic Shop-Lead Worker as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

13. Request Authorization to Fill Vacant Position

Mr. Desotell indicated that they are looking to fill the vacancy internally. If that does occur, he would like permission to fill the other position resulting in the vacancy.

Motion to approve the filling of the Mechanic Shop-Lead Worker as requested with permission to fill the resulting vacancy impacted by an internal promotion.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Jim Darling, Ward 2
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

Any Other Matters Authorized by Law to be Considered

Upon inquiry by Alderperson Bugni, Mayor Brandt advised that a Wheel Tax was discussed with regards to street construction. It was determined that this was not a suitable option for the City. At this point there are no further funding options.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:58 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Brandt, Darling, Kassis, Bauknecht, Bugni, Balcerzak

Bill Brandt, Chairperson

Date



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: September 21, 2016
Re: Due Process Hearing Request for 230 Freiburger Avenue and 250 Berner Street for Ordinance 6-6 for Length of Lawn and Grass

Attached with this memo are copies of e-mails from Judy Klyver who owns the properties at 230 Freiburger Street and 250 Berner Street . Ms. Klyver has requested a “due process hearing” under City Ordinance Section 6-6 regarding the length of the lawn and grass on these properties. She is working to develop a butterfly garden on one property and building a house on the other property.

Ms. Klyver will be addressing the committee and she has video to show how the water runs on the property. She is stating, per the ordinance, that her grasses or weeds are not a nuisance which would mean she would not fall under the length requirements.

We had also discussed a Natural Lawn Permit with her but it does not seem that this would fit with what she is intending to do on this property as anything classified a noxious grass or weed in Section 6-4 would not be approved under this permit.

I have included the sections of the ordinances that pertain to Ms. Klyver’s request for your review.

Attached with this memo are copies of e-mails from Judy Klyver who owns the properties at 230 Freiburger Street and 250 Berner Street . Ms. Klyver has requested a “due process hearing” under City Ordinance Section 6-6 regarding the length of the lawn and grass on these properties. She is working to develop a butterfly garden on one property and building a house on the other property.

Ms. Klyver will be addressing the committee and she has video to show how the water runs on the property. She is stating, per the ordinance, that her grasses or weeds are not a nuisance which would mean she would not fall under the length requirements.

We had also discussed a Natural Lawn Permit with her but it does not seem that this would fit with what she is intending to do on this property as anything classified a noxious grass or weed in Section 6-4 would not be approved under this permit.

I have included the sections of the ordinances that pertain to Ms. Klyver’s request for your review.

Attachment: Klyver Memo (1155 : Due Process Hearing)

Sec. 6-5. - Natural lawns.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Natural lawn includes common species of grass and wildflowers native to North America which are designed and purposely cultivated to exceed eight inches in height from the ground. Specifically excluded from natural lawns are the noxious grasses and weeds identified in section 6-4. The growth of a natural lawn in excess of eight inches in height from the ground surface shall be prohibited within the city corporate limits unless a natural lawn management plan is approved and a permit is issued by the city as set forth in this section. Natural lawns shall not contain litter or debris and shall not harbor undesirable wildlife.

Natural lawn management plan means a written plan relating to the management and maintenance of a lawn which contains a legal description of lawn upon which the planted grass will exceed eight inches in length; a statement of intent and purpose for the lawn; a detailed description of the vegetational types, plants and plant succession involved; and the specific management and maintenance techniques to be employed.

Property owner includes the legal title holder and/or the beneficial owner of any such lot according to most current city records.

- (b) *Procedures.* General procedures for planting a natural lawn are as follows:

- (1) Property owners who wish to plant and cultivate a natural lawn must submit their written plan and related information on the form provided by the city. Natural lawn management plans shall only indicate the planting and cultivating of natural lawns on property legally owned by the property owner. Applicants are strictly prohibited from developing a natural lawn on any city-owned property including street rights-of-way. This shall include at a minimum property located between the sidewalk and the street or a strip not less than ten feet adjacent to the street where there is no sidewalk, whether the area is under public or private ownership. In addition, natural lawns shall not be permitted within ten feet of the abutting property owner's property unless waived in writing by the abutting property owner on the side so affected. Such waiver is to be affixed to the lawn management plan.
- (2) Any subsequent property owner who abuts an approved natural lawn may revoke the waiver, thereby requiring the owner of the natural lawn to remove the natural lawn that is located in the ten-foot section abutting the neighboring property owner. Such revocation shall be put in writing and presented to the clerk-treasurer by the subsequent abutting property owner. Upon receiving the written request to revoke the original waiver, the common council shall contact the owner of the approved natural lawn and direct the owner to remove the natural lawn located in the ten-foot section abutting the neighboring property owner. The common council shall revise the approved natural lawn management permit accordingly. The owner of the approved natural lawn shall be



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: September 21, 2016
Re: Waiver of Special Event Permit Fee Request by Thrivent Financial

The Mid-Wisconsin Chapter of Thrivent Financial is disbanding and they are planning a pig roast picnic in the park to celebrate the end of the chapter. They will be inviting the public to this event to be held at City Park East on September 24, 2016.

If an event is being held on city property and the public is being invited, as they indicated on their application, a special event permit must be issued at a cost of \$25. The Chapter is requesting the cost of the fee be waived as the chapter is a non-profit organization.

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual) requesting wavier(s):

Mid-WI Chapter of Thrivent

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

- ☒ **Shelter / Concession Reservation Fee** (\$40.00 / \$50.00 Resident or \$60.00 / \$75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.
- ☒ **Special Event/Parade Fee** (\$25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.
- ☐ **Street Use** (\$25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.
- ☐ **Insurance** – If you are not requesting an Insurance waiver please include insurance with application
- o Insurance documentation must be on file with the City of Antigo prior to the event date
 - o The City of Antigo must be listed as additional insured
 - o \$1,000,000 general liability coverage is required
 - o The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

**Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's Insurance policy.*

3. Name of Event: Mid WI Chapter of Thrivent Celebration in the Park

4. Description of Event (please attach an additional sheet if necessary):

Pig Roast in the park with celebration picnic. Simple
Gathering in honor of Chapter disbandment.

5. How event is benefitting the community (are funds being reinvested into the community...etc):

funds raised from bake auction will be re-directed
as a donation to the Langlade County 4H.

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed):

enough picnic tables for 100 people at least.

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

Chris R. Pore

Date: 8/04/2016

For Office Use Only:

FPL: Submitted 8/17/16 PCR Submitted: 8/4/16 Council Submitted: _____
FPL: Approved _____ PCR Approved: _____ Council Approved: _____



RESERVED

Park Shelter: ☐ Hudson Street ☐ Lake Park Concession ☐ Saratoga ☐ City Park West ☒ City Park East ☐ Peaceful Valley Warming House

Day and Date of Rental (Day, 00/00/0000): 09/24/2016

*** Point of Contact or Responsible Adult:** Sandy Greening / Erika Dahl
Must be present at the event and on the premises for the reservation date

Event Start Time: 8:00am

Event End Time: 6:00 pm

Name/Type of Event: Mid WI Chapter of Thrivent Celebration

Number of Participants: 100-200

PLEASE NOTE: There will be a minimum fee of \$100.00 for non-emergency calls to dispatch. Please be sure you have reviewed our park shelter information before your reservation date, and contact the caretaker at the number listed below for any issues that are non-emergency.

Special Activities or Needs (please note we cannot guarantee additional picnic tables or their placement within the park):

* Additional 10 picnic tables

If any of the following apply you are responsible for taking the appropriate action.

Selling Beer: Yes ☒ No

Obtain a special temporary Class B license, at the City Clerk's Office, if you would like to sell fermented malt beverages.

Tent with Stakes: Yes ☒ No

Ensure Diggers Hotline has been contacted prior to staking. Private lines within the park will have to be located by an electrician. You are responsible for any damage to underground utilities.

Amplification: Yes ☒ No

Excessive volume may be disruptive to nearby neighbors. Please limit volume to a reasonable level.

Outside Vendors (i.e. Bouncy Houses, Food...etc): Yes ☒ No

Please consult city staff for guidelines if you are hiring outside vendors.

Inviting the Public: ☒ Yes ☐ No

You are required to complete and file an event permit. A certificate of insurance must be on file prior to your event, with the City of Antigo listed as an additional insured, and \$1,000,000.00 general liability. If you wish to have the City of Antigo waive the insurance requirement you must complete a waiver request form, meet all necessary requirements, and submit the request to Antigo Common Council.

Shelter Rental Fee:
Concession Stand Rental Fee:
Ball Field Rental Fee:
Ball Field with Lights Rental Fee:

\$40.00 Resident / \$60.00 Non-Resident
\$50.00 Resident / \$75.00 Non-Resident
\$6.00 Resident / Non-Resident
\$8.00 Resident / Non-Resident

2.4.a

CONTACT INFORMATION

Address: 815 Superior Street

City: Antigo

State: Wisconsin Zip: 54409

Home Phone Number: 715-623-5279

Cell Phone Number: 715-881-0340 (erika)

E-mail Address: erika.dahl@thrivent.com

Whereas, the City of Antigo desires to be absolved from all responsibility for and all risk of damage or injury that may be sustained by anyone using said facilities; Now, Therefore, in consideration of the use of said facilities, the undersigned hereby releases the City of Antigo, its agents and employees, provide defense in an event of a claim and agrees to hold them harmless from any and all claims, demands, causes of action, present or future, whether known, anticipated or unanticipated, and resulting from and arising out of or incidental to the use of said facilities by the undersigned or its invitees in connection with its utilization of said facilities in any manner whatsoever.

We have read and understand the foregoing Release and Hold Harmless Agreement. We have read and understand the park policies and regulations. We accept the responsibility to maintain the facility in its proper condition and are responsible to reimburse the City of Antigo for damages done to the facility.

PLEASE NOTE:

There will be a minimum fee of \$100.00 for non-emergency calls to dispatch. Please be sure you have reviewed our park shelter information before your reservation date, and contact the caretaker at the number listed for any issues that are non-emergency.

Signature: Erika P. Dahl

Applicant must be 18 years of age or older

Date: 08/04/2016

City of Antigo Concession Stand Agreement

Only complete if you are reserving Lake Park Concession or Peaceful Valley Warming House

Stipulations and agreements of this contract are as follows.

Please initial in each blank and comply with the following when utilizing our concession stands:

- a. Concession building, score booth and immediate surrounding area is clean and free of waste, garbage, debris, boxes, etc. at all times.
- b. Any misuse or negligence resulting in the destruction of the buildings or its equipment will result in total forfeiture of deposit.
- c. If repairs are required you will be responsible for the total cost of repairs.
- d. The concession stand building will be emptied of merchandise immediately following the scheduled event.
- e. The City of Antigo is not responsible for the loss or destruction of personal items in the concession building.
- f. The building will be available to the requesting organization the day of the event.

Key or Lock Code Distribution Policies for Short Term Sign-Out

A \$25.00 key deposit will be paid to the City of Antigo by the organization or individual requiring use of a key for access to an approved facility.

Please initial next to each blank:

- 1. All requests must be filed with the Park, Cemetery and Recreation office during normal business hours
- 2. No keys or lock codes will be issued to anyone under the age of 18
- 3. The responsible individual requesting the key or lock code will complete and sign an agreement drafted by the City of Antigo.
- 4. If a key is lost or stolen or a lock code compromised, the responsible individual must notify the Park, Recreation and Cemetery office within 3 business days.
- 5. A \$25.00 deposit is required for key check-out. It will be returned upon receipt of the key. If the lock needs to be rekeyed, the deposit is forfeited and the responsible party is assessed the costs of rekeying the lock.
- 6. Qualifying key codes for use of the shelter facility will be available the day prior to an event Monday through Saturday. If there is a Sunday event the key or code will be available Friday. However, you may not access the facility until the day of your reservation.
- 7. All keys must be returned the day after the event, or the Monday following a weekend event. Other return requests will be at the discretion of the Park, Cemetery and Recreation Supervisor and/or designee.
- 8. If the key is not returned by the return date the deposit will be forfeited.
- 9. Only the City of Antigo is authorized to duplicate keys.

Please sign and return completed form with payment to:

City Hall • Park and Recreation Department
700 Edison Street • Antigo, WI 54409 • 715.623.3633 extension-154/131
www.antigo-city.org • Fax: 715.627.7099

Administrative Use Only

Facility Name: _____ Key # _____ Key# _____

Date of Deposit: _____ Check# / Cash: _____ Total Deposited: _____

Date Deposit Returned: _____ Returned Deposit to (Name): _____

**City of Antigo**

700 Edison Street
Antigo, WI 54409

715-623-3633 x131
srepp@antigo-city.org
www.antigo-city.org

Registration/Payment Receipt 4406134

08/04/2016 03:41 PM

Account Information

Mid-Wisconsin Chapter of Thrivent
815 Superior St
Antigo, WI 54409

Received By

City of Antigo at City Hall

Item	Balance Due	Amount Paid
Shelters City Park East Sep 24, 2016 8:00 AM-9:00 PM - Rental Fee: \$40/Block (\$60 Max) - PERMIT #2745	\$37.91	\$0.00
	Change in Balance	\$40.00
	Account Balance	\$2.09
	(As of 08/04/2016 03:41 PM)	

Prompt(s)

Outside Vendors (tents, food catering, bouncy houses...etc.)? (Mid-Wisconsin Chapter of Thrivent) No

Point of Contact or Responsible Adult (must be present at the event and on the premises for the reservation date): Sandy Greening/Erika Dahl

Number of Participants: 100 to 200

Name/Type of Event: Mid-Wisconsin Chapter of Thrivent Celebration

Are you inviting the public to your event? (Mid-Wisconsin Chapter of Thrivent) Yes

Start Time (arrival at shelter; please include set-up): 8:00 a.m.

Event End Time: 6:00 p.m.

Are you selling beer? (Mid-Wisconsin Chapter of Thrivent) No

Will you be using amplification? (Mid-Wisconsin Chapter of Thrivent) No

Facility Notes**Shelters City Park East**

Please only drive in designated vehicle drive areas. A reservation permit will be posted at the facility, by staff, the day of your reservation. The Caretaker Phone Number will be listed on your permit the day of your reservation - should any issues arise.

Please direct any questions to srepp@antigo-city.org

City of Antigo - Park, Recreation & Cemetery Department 700 Edison Street; Antigo, WI 54409
715.623.3633 ext-131/154; srepp@antigo-city.org / jzack@antigo-city.org www.antigo-city.org/rec1

Please note the requested city services are not guaranteed. If requesting city services please explain services requested (i.e. requested location for item placement and how many) (Mid-Wisconsin Chapter of Thrivent)

Type of Event (please select all that apply) (Mid-Wisconsin Chapter of Thrivent) Special Event (required if you are inviting the public)

Event Start Time (Mid-Wisconsin Chapter of Thrivent) 8:00 a.m.

Event End Time (Mid-Wisconsin Chapter of Thrivent) 6:00 p.m.

Event Date(s). If more than one date please list all dates with the following format: Day of the week, MM/DD/YY: (Mid-Wisconsin Chapter of Thrivent) Saturday, September 24, 2016

Anticipated Number of Participants/Attendees (Mid-Wisconsin Chapter of Thrivent) 100 to 200

Will you be using amplification? (Mid-Wisconsin Chapter of Thrivent) No

Are you serving alcoholic beverages? (Mid-Wisconsin Chapter of Thrivent) No

Agent Name (must be authorized to sign for sponsoring organization) (Mid-Wisconsin Chapter of Thrivent) Erika Dahl

STREET USE/CLOSURE: Pursuant to article IX, Antigo Municipal code, I request a street use permit for the "number" Hundred block(s) of "street name" (complete number and street name to the right).

Please note: A "Petition for Street Use" must be signed by at least 75% of residents over eighteen (18) years of age living along the portion of the street identified as the designated area for the proposed permit and returned to complete the application (a printable "Petition for Street Use" form is available on the following page). (Mid-Wisconsin Chapter of Thrivent)

STREET USE/CLOSURE: Reason Street Closure is Necessary (Mid-Wisconsin Chapter of Thrivent)

Special Event Location (name of facility or address): (Mid-Wisconsin Chapter of Thrivent) City Park West

PARADE/WALK/RUN: Start/Assembly Point (Mid-Wisconsin Chapter of Thrivent)

PARADE/WALK/RUN: List the Route (Mid-Wisconsin Chapter of Thrivent)

PARADE/WALK/RUN: Disbanding Point (Mid-Wisconsin Chapter of Thrivent)

PARADE/WALK/RUN: Anticipated Number of Parade Vehicles or Floats (Mid-Wisconsin Chapter of Thrivent)

Facility Notes

Parade / Special Event / Street Use Permit 1. Permit

Administrative Use Only: Council: _____ (DATE)

Please direct any questions to srepp@antigo-city.org

City of Antigo - Park, Recreation & Cemetery Department 700 Edison Street; Antigo, WI 54409
715.623.3633 ext-131/154; srepp@antigo-city.org / jzack@antigo-city.org www.antigo-city.org/rec1



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: September 21, 2016
Re: Request for Waiver of Fee and Insurance for Halloween Bash

The Antigo Optimists Club traditionally hosts the Annual Halloween Parade and are granted a waiver of the insurance and parade permit fee. In the drafting of Resolution 016-16 the waiver of the permit fee was on the attached spreadsheet but did not get included on the resolution. Also, the request for waiver of insurance was not put on the attached spreadsheet or the resolution.

This year they are hosting a Halloween Bash in place of a parade and this will be held in Peaceful Valley. They have submitted a request for waiver of the insurance for this event as well as for the event permit fee. I am requesting a motion be made to waive the insurance requirement and the event permit fee for the Antigo Optimist Halloween Bash to be held on Saturday, October 29th in Peaceful Valley Park.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 21, 2016
Re: Langlade County Transportation Request for \$1,000 from the City's 2017 Budget process for Continuation and Expansion of the Program

Langlade County contracts with the MITW Department of Transit Services to provide both scheduled and on-demand services in the City of Antigo and Langlade County. Earlier this year I was asked to participate as a member of the Langlade County Transportation Coordination Committee and have been attending their quarterly meetings.

We have been discussing the potential impacts of the anticipated increased ridership as a result of our 3 most recent multi-family developments which include Pebble Ridge, Prosser Place and the former Cutlass Hotel. Two of the locations are along existing routes and will be considered as additional pick-up/drop-off hubs. In the case of the former Cutlass a new route will need to be established.

In separate discussions, additional service is under development for Aspirus Langlade Hospital with no cost impacts to the City of Antigo. The City has been asked by the Committee to consider a \$1,000 budget item to be earmarked for continued and improved services. MITW will utilize the budgeted amount to solicit grant funds bringing the overall impact of the City's \$1,000 contribution to \$5,000 in buying power. It is my recommendation that you approve the request making this fixed amount part of the 2017 Budget and subsequent budget preparations until such time as the need to discontinue or to make adjustments in the defined amount are justified.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 21, 2016
Re: 4th of July Fireworks Contract

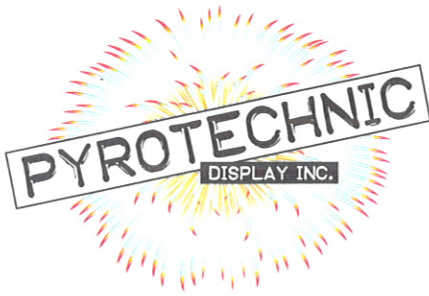
The City of Antigo's Fireworks Display has expired as of this year (2016). We have contracted through Pyrotechnic Display the last 3 years and they have provided us with an updated contract for July 4, 2017, 2018, 2019.

We are requesting an increase of \$2,000.00 to the celebrations budget, so our total Fireworks budget will be \$10,000.00. \$6,500.00 is from Hotel Motel Economic Development budget and the remaining \$3,500.00 is from the General Operating Celebrations line item.

Attached is the contract (which will be reviewed by our City Attorney) and proposal for the fireworks display for July 4, 2017, 2018, and 2019.

The display will last 25 minutes with a variety of fireworks. From a staff standpoint we are very happy with the services provided by Pyrotechnic Display and the crews that perform the show each year.

We are requesting an increase of \$2,000.00 celebrations budget, which is reflected in the proposed budget document and approval to approve the new 3 year contract with Pyrotechnic Display for 2017, 2018, and 2019.



City of Antigo, WI

August 24, 2016

700 Edison Street

Antigo, WI

Attn: Ms. Sarah Repp

Dear Sarah:

Thank you for your response to our customer survey and selecting Pyrotechnic Display Inc. to provide the fireworks entertainment for the City of Antigo, WI on July 4, 2017, 2018, 2019. **We appreciate our clients!**

Attached is our (3) year fireworks display proposal including a signed \$10,000.00 per year fireworks display contract. We understand it is your communities desire to have a (25) minute display. With the budget increase, additional 3" & 4" aerial shells will be incorporated to the display design of your 2016 display. This way your community will enjoy a display that includes a wide variety of fireworks for a longer time. Every year I incorporate new fireworks to keep the display fresh and exciting.

At this time we have you "penciled in" for 2017, 2018, and 2019. Upon receipt of the sign contract we will lock you into our schedule. Please keep a signed copy of the contract for your records. Each year we will apply for permits and insurance, complete the final design of your display and pack it for shipment.

At Pyrotechnic Display Inc. we provide quality entertainment, not just fireworks. If you have any questions please contact me at dnowak@pyrodisplay.com, office (800) 507-9074 ext. 1, or cell (612) 709-4044.

Sincerely,

Dale Nowak – Display Sales and Design
Pyrotechnic Display Inc.
Attachments

BUSINESS OFFICE: 8450 W. St. Francis Road, Frankfort, IL 60423
T 800.507.9074 Ext. 3 • F 815.469.6158

KENTUCKY: 638 Tucker Lane, Springfield, KY 40069
T 800.507.9074 Ext. 2 • F 859.284.0644

MINNESOTA: 9405 River Road SE, Clear Lake, MN 55319
T 800.507.9074 Ext. 1 • F 320.743.6499

www.pyrodisplay.com

Attachment: Antigo 2017 3 year Fireworks contract (1154 : 4th of July Fireworks Contract)

FIREWORKS DISPLAY PROPOSAL

for

The City of Antigo, WI

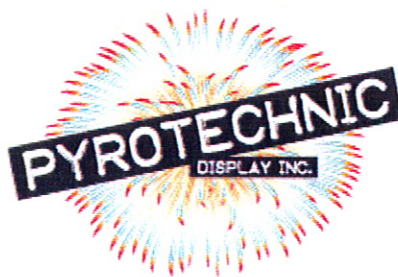
July 4, 2017, 2018, 2019

Non-Disclosure

The information contained in this (document) bid/proposal is confidential and intended solely for the use of the individual or entity to which they are addressed. Written consent of Pyrotechnic Display, Inc. is required before this document may be copied or reproduced in any fashion.

Confidentiality

Our livelihood depends upon our creative designs, originality and vision. We expect and appreciate your respect for the confidentiality of our business.



Pyrotechnic Display Incorporated

9405 River Road SE – Clear Lake, MN 55319

800-507-9074, Ext. 1

Pyrotechnic Display Incorporated

800-507-9074

9405 River Road SE – Clear Lake, MN 55319

City of Antigo, WI

July 4, 2017, 2018, 2019

Our “**Artistic & Action Packed**” (25) minute fireworks displays will **always have fireworks in the sky**. Each year your display will include and Opening Segment, (4-6) Multiple Aerial Shell Segments, (2-3) Multi-Shot Barrage Segments, single fired Aerial Shells up to 6” diameter, Specialty Pattern & Premium Aerial Shells, and a Grand Finale. Every year new fireworks are incorporated to keep the display fresh and exciting.

We appreciate our clients! We look forward to entertaining the residents and guests of Antigo, WI. Please do not hesitate to contact me if you have any questions dnowak@pyrodisplay.com, office (800) 507-9074, ext. 1, cell (612) 709-4044.

Our Displays Include:

Five Million Dollars Public Liability Insurance Specific to Your Event

Workers Compensation Insurance

Professional Technicians

All Required Permits

Coordination with Local Public Safety Officials and Event Staff

All Fireworks Material & Equipment Necessary for this display

Display Cost per Year: \$10,000.00

Attachment: Antigo 2017 3 year Fireworks contract (1154 : 4th of July Fireworks Contract)

Pyrotechnic Display Incorporated
 9405 River Road SE - Clear Lake, MN 55319

800 - 507-9074

ANTIGO, WI -
\$10,000.00 COMPLETE DISPLAY TOTAL PER YEAR

AERIAL SHELLS				2" & 2.5" AERIAL SHELL BARRAGES	UNDER 2" MULTI- SHOT BARRAGES	RISING EFFECTS
3"	4"	5"	6"			
306	115	18	12	72	495	589

TOTAL QUANTITY OF FIREWORKS

1607

The **AERIAL SHELLS & AERIAL SHELL BARRAGES** will reach heights between **300' - 650'** into the sky!

***** AERIAL SHELL BARRAGES are multiple, rapidly fired shells to provide intensity.*****

The high quality design & manufacture of our **AERIAL SHELL BARRAGES** perform similar to **3" AERIAL SHELLS**.

In addition to the **AERIAL SHELLS & AERIAL SHELL BARRAGES** we are also including
UNDER 2" MULTI-SHOT BARRAGES that provide added excitement interest & pizzazz to your display!!

****The UNDER 2" MULTI-SHOT BARRAGES are multi-effect fireworks reaching heights between 150' & 250'. ***
 These items include "fan- sprays", "sweeping sprays", crackling and whistle bursts.

*** RISING EFFECTS** include comets, jetting comets or aerial shell bursts adding interest as the **AERIAL SHELL** rises into the sky!*

We do not stock mini caliber barrage items with large numbers to increase the total shots in your display.

We appreciate the opportunity to entertain your community.
We believe you will be impressed by the quality of this proposed display!!!

Attachment: Antigo 2017 3 year Fireworks contract (1154 : 4th of July Fireworks Contract)

Pyrotechnic Display Incorporated

800-507-9074

9405 River Road SE – Clear Lake, MN 55319

Important Details and Information

Our entire product line is brought to our facility and tested for safety and performance before it is released into our inventory.

During the permit process we supply aerial site photos and drawings reflecting the required safety distance and other specific requirements as requested by the city safety officials.

Your display is custom designed based on NFPA 1123 guidelines for safety and insurance requirements, along with your request of “most desired” products and effects. Final display may be adjusted based on local safety official requirements.

Product adjustments may occur due to product availability, shoot site requirements and enhancements to our inventory.

The display will be fired electronically for safety, precision design, varied tempo and visual diversity.

Our Professional Display Operators receive detailed layouts and diagrams reflecting equipment placement, and pyrotechnic product sequence and location.

All of our equipment and fireworks are transported to the shoot site in Commercial Vehicle Trucks by our drivers who have valid Commercial Drivers Licenses with the appropriate endorsements.

At the end of the display our crew will clean a majority of the debris within the immediate shoot site.

All trash from the display is returned to our facility and properly disposed of.

Attachment: Antigo 2017 3 year Fireworks contract (1154 : 4th of July Fireworks Contract)

PYROTECHNIC DISPLAY, INC.

Display Contract

For office use only

Invoice number _____

This contract entered into this 24th Day of August AD 2016 by and between PYROTECHNIC DISPLAY, INC. of Clear Lake, MN and City of Antigo (Customer) of City Antigo State Wisconsin.

WITNESSETH: PYROTECHNIC DISPLAY, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER 3-three Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of July 4, 2017, 2018 and 2019. Customer Initials [Signature], weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within twelve (12) months of the original display date. Customer shall remit to the first party an additional 18% of the total contract price for additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of PYROTECHNIC DISPLAY, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, PYROTECHNIC DISPLAY, INC. shall be entitled to 25% of the contract price for costs, damages and expenses. If the fireworks exhibition is canceled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay to PYROTECHNIC DISPLAY, INC. 18% of the contract price.

PYROTECHNIC DISPLAY, INC. agrees to furnish all necessary fireworks display materials and personnel for a fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. PYROTECHNIC DISPLAY, INC. enters this agreement contingent upon its ability to secure delivery of product for the display.

It is further agreed and understood that the CUSTOMER is to pay PYROTECHNIC DISPLAY, INC. the sum of \$10,000.00 (Ten thousand and 00/100 dollars) PER DISPLAY DATE includes all taxes. A service fee of 1 1/2 % per month shall be added, if account is not paid within 30 days of the show date.

PYROTECHNIC DISPLAY, INC. will obtain Public Liability and Property Damage and Workers Compensation Insurance.

Those entities/individuals listed on the certificate of insurance shall be deemed an additional insured per this contract.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 420 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be constructed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorneys fees and court costs incurred by PYROTECHNIC DISPLAY, INC. in the collection or attempted collections of any amount due under this agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

PYROTECHNIC DISPLAY, INC.

By Dale M. Nowak

by DH

Date Signed: August 24, 2016

Name Dale M. Nowak

9405 River Road SE
Clear Lake, MN 55319
(800) 507-9074 Ext. 1

CUSTOMER

By _____
Its duly authorized agent, who represents he/she
has full authority to bind the customer.

Date Signed _____

Name _____

(PLEASE TYPE OR PRINT)

Address _____

Phone _____

Email _____

Attachment: Antigo 2017 3 year Fireworks contract (1154 : 4th of July Fireworks Contract)



ANTIGO POLICE DEPARTMENT

ERIC ROLLER
CHIEF OF POLICE & DIRECTOR OF PUBLIC SAFETY
EROLLER@ANTIGO-CITY.ORG

September 8, 2016

RE: Extend 5 days of vacation for three months

Dear Finance, personnel, & Legislative Committee Members;

Sgt. Jerry Reichl is currently working the third shift and has five days of vacation remaining before his anniversary date of October 11, 2016. Sgt. Reichl cancelled a vacation in August due to the latest staff shortage we have had due to our last shooting incident.

Officer Reichl has a vacation planned beginning October 14, 2016 and would like to extend those five days remaining on his vacation balance to use up on that planned vacation. Sgt. Reichl is also holding four extra hours of Comp time on the books and would use that also during his vacation time of October 14th. I am hoping that Officer Husnick will be back to work by this time in October.

Sgt. Reichl has earned the comp time through working extra shifts and went beyond the 80 hours of comp time when he was given his mandatory comp time for being a past member of the armed services and working on Memorial Day.

We have had two unfortunate incidents this year that both happened with our night shift officers, resulting in a shortage for an extended period of time on third shift. The four officers on night shift have been limited in the time they have been able to take off since April 2016.

I would recommend that Sgt. Reichl be given the extension on his vacation, and at a maximum he would be allowed to use the five days of vacation within three months of his anniversary date.

Sincerely;

A handwritten signature in black ink, appearing to read "Eric J. Roller".

Eric J. Roller
Director of Public Safety

Attachment: FPL Reichl (1153 : vacation)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 21, 2016
Re: Request for Extension of Time to Utilize Unused Vacation Balance of the Director of Administrative Services

City Policy requires that employees utilize their full vacation balance accrued each year by the anniversary date of their hiring. For my position that date is September 4th of each year. Due to workload and subsequent adjustments to my planned vacation periods, I was unable to utilize 24 hours (3 days) of my accrued vacation by my anniversary date. I am requesting that I be allowed to carry this unused portion beyond my anniversary date to be utilized no later than December 31st of 2016.



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: September 21, 2016
Re: Mechanic Shop - Lead Worker Proposed Job Description

A vacancy for the Mechanic position is available within our DPW - Street Division due to a resignation. Bob Piskula, Street Commissioner, and Amy Lynch, Human Resources Specialist, have created a new and updated job description that more closely reflects our current operational needs and is formatted for internal consistency. Mark Desotell, Director of Administrative Services, reviewed and made adjustments to the final document which is provided here. The highlighted portions indicate the changes requiring more of a leadership role in this position.

POSITION DESCRIPTION

Class Title:	Mechanic/Shop Leader	Job Code Number:
Department:	Public Works	Pay Grade:
Division:	Streets	Union: AFSCME Local 1192
Date:		Location: 1404 Smith Avenue

GENERAL PURPOSE

Performs major and minor repairs and preventive maintenance on all equipment and building maintenance. Performs repairs to the Landfill baler operation.

SUPERVISION

Works under the policy and guidelines of the Street Commissioner or Director of Public Works.

SUPERVISION EXERCISED

Exercises supervision over Street Department employees in the absence of the Street Commissioner or as assigned by the Street Commissioner or Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedules equipment for preventive maintenance and performs the maintenance.

Performs all repairs to equipment, both major and minor.

Ensures compliance with warranty notices and field changes.

Responsible for the parts inventory and ordering of parts under the scrutiny of the Street Commissioner.

Performs service calls in the field as required.

Performs limited building repairs.

Provides assistance at the Landfill in repairs to baler equipment.

Conducts training on equipment to new employees and performs the "hands on" operation of the equipment.

Provides assistance to other departments and classifications as assigned by the Street Commissioner.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Graduation from high school diploma or GED equivalent.
- (B) Five (5) years experience in maintenance, repair and operation of all equipment.
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- (A) Thorough knowledge of mechanics, diesel and gasoline engines, transmission; automatic and manual, suspensions, electrical, welding, carpentry, hydraulics, and body work.
- (B) Limited skill in operating the listed tools and equipment.
- (C) Ability to communicate orally with supervisor, employees, and all City officials and the general public.

SPECIAL REQUIREMENTS

(A) Must possess a valid Wisconsin driver's license, Commercial Driver's License with endorsement for tanker, air brakes, and trailer, or have the ability to obtain prior within six (6) months.

(B) Must be able to complete general first aid and CPR training, and obtain CPR certification within 6 (six) months.

TOOLS AND EQUIPMENT

All hand tools, welder, drill press, grinders, electrical saws, air tools, floor jacks, battery chargers, compressors, generators, steam cleaner. Must be capable of operating all motorized equipment in the inventory.

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 position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Work place setting is balanced between shop and field. Outdoor or field work is primarily to perform service calls to get equipment operational and to the shop for further repairs if necessary. Hand-eye coordination is necessary to operate tools and equipment.

While performing the duties of this job, the employee is occasionally required to stand, work, use hand to finger, handle, feel, or operate objects, tools, controls or equipment and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl, talk or hear and smell.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision capabilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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 will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee will work near moving parts and in high precarious places and may be exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is moderate and loud in the field.

SELECTION GUIDELINES

Formal application and qualification sheet must accompany the posting in accordance with the contract. If not filled through the job posting process, formal application, oral interview, and reference check 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 the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval _____
Supervisor

Approval _____
Supervisor

Effective Date:

Revision History:

OLD VERSION

Attachment: MECHANIC - old (1127 : Mechanic Shop - Lead Worker)

POSITION DESCRIPTION

Position Title:	Mechanic Shop – Lead Worker	FLSA Status:	Hourly/Non Exempt
Class 1:	Lead Worker	Position Status:	Regular Full Time
Department:	Public Works		
Date:	10/12/2016		

GENERAL PURPOSE

The Mechanic Shop - Lead Worker performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of various departments throughout the City. **The employee in this position will assume leadership, as assigned, in areas such as equipment, tools, and helping to train and oversee other employees who need to work within the mechanic's shop.**

SUPERVISION RECEIVED

Works under the direct supervision of the Street Commissioner and at times the Working Foreman.

SUPERVISION EXERCISED

This position is routinely required to provide oversight to others in the mechanic's shop. This would involve overseeing and assisting other employees doing work. This position provides operational direction in all tasks, equipment, and materials within the mechanic's shop. Participates in assigned standby on weekend and week night on call work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Expectations

- 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
- Abide and assist in the implementation of safety rules and procedures
- Performs all duties in conformance to appropriate safety and security standards
- Accepts and performs weekend and week night standby duty as scheduled

General Mechanic Work

- Cuts and welds metal and performs body repair, touch up and related work
- Changes and repairs tires and tubes
- Inspects, adjusts, and replaces necessary truck and heavy equipment systems including related parts in the performance of repair and maintenance work
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems
- Tests, services, and repairs vehicles and mechanical equipment
- Ensures proper maintenance by cleaning and checking equipment, machinery, and tools after use and on a routine basis
- Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs
- Ensures compliance with warranty notices and field changes
- **Plans, carries out, and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, both internally and through outside vendors**
- Provides emergency field assistance to disabled equipment as needed and appropriate

- Maintain various vehicles and equipment throughout the City of Antigo departments
- Maintains records, prepares reports, and other specialized maintenance records of vehicles and mechanical equipment
- Address repairs internally within the scope of the Mechanic's knowledge base
- Communicate with supervisory staff when a vendor is needed to perform repair work
- Performs limited building repairs

Mechanic Lead Work

- Assists with:
 - preparation of bid specifications for vehicles and mechanical equipment
 - preparation and administration of shop related budgets in conformance with adopted policies and procedures
 - training other employees to increase their skills in maintenance of vehicles and equipment
- Conducts training on equipment got all new employees
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement
- Researches and meets with vendors to determine best use for the City's resources
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance
- Responsible for parts inventory under the supervision of the Street Commissioner
- Works in conjunction with the supervisor to develop shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems
- Help to research and determine the correct course of action and relay that information to the Street Commissioner or Working Foreman for a discussion when dealing with defects or needed repairs
- Handles complaints and adjusts errors with existing procedures
- Maintains the general safety of the department employees through assessments of shop working conditions

Equipment Operation and Required Labor

- Operates:
 - diagnostic instruments and a variety of hand, electric, and air-driven tools
 - construction and maintenance equipment used by the City
 - light and medium-sized construction and power equipment, such as chain saws, compactors, steamer, water pumps, concrete saws, locators, and other construction related equipment
 - trucks of various sizes and weights, loading, hauling and unloading of various equipment, materials, and supplies
 - trucks and construction equipment, such as mechanized loader, dozer, back-hoe, motor grader, sweeper, dump truck, and snowplow
- Performs:
 - general labor as assigned involved in construction and maintenance projects as part of a crew, including barricading, blacktopping, bridge repair, building maintenance, trimming traffic signal maintenance, clearing, cement repair and replacement, painting, signing, grading, patching, manhole cleaning, pipe repair, crack filling and other labor type duties required by all general laborers.
 - routine inspection and preventive maintenance of assigned areas, projects, and equipment
 - housekeeping of the shop area while maintaining clean repair equipment, machinery and tools
- Assists with the maintenance of streets, and assists in the maintenance, when deemed necessary, of all utilities located in or upon City right of ways, parks, open spaces, and cemeteries.

PERIPHERAL DUTIES

- Attend various City committee meetings when requested by the Department Head or designated representative
- Performs other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or GED equivalent; and
- B. Associates or technical degree with specialized course work in a related field preferred; and
- C. Three (3) to five (5) years of increasingly responsible and experience in maintenance, repair, and operation of all equipment; or
- D. Any equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities

- A. Working knowledge or the ability and willingness to obtain a working knowledge of:
 - a. windows operating systems and programs with an emphasis on Microsoft office
 - b. ability to navigate web applications, and have an understanding of other emergent technologies and peripherals
 - c. first aid and applicable safety precautions
 - d. gas and diesel engines, transmissions, automatic and manual, suspensions, electrical, welding, carpentry, hydraulics, body work, hydraulic plumbing, pumps and valves, generators, and fabrication
 - e. hazards and safety precautions common to municipal maintenance and repair activities
 - f. light and heavy truck mechanics
 - g. local and state laws that pertain to the duties required
 - h. practices, methods, materials, and tools used in modern equipment maintenance
 - i. price trends and grades or quality of materials and equipment
 - j. state and local traffic laws
- B. Skill in the operation of:
 - a. motorized vehicles and equipment, including dump truck and pickup truck
 - b. mowers, roller, tamper, plate compactor, saws, pumps, compressors, sanders
 - c. common hand and power tools, shovels, wrenches, mobile radio, phone, shipper, and melting kettle
 - d. tools and equipment commonly used in the maintenance/repair and fabrication in a municipal shop setting, with the addition of associated computer diagnostics and programs
- C. Ability to:
 - a. carry out assigned projects to their completion
 - b. communicate effectively verbally and in writing
 - c. effectively meet and deal with the public
 - d. establish and maintain successful working relationships with coworkers, other departments, supervisors, vendors, and the public
 - e. follow both oral and written instructions
 - f. lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions
 - g. maintain effective preventive maintenance programs, policies, and procedures
 - h. perform arithmetic computations accurately and quickly

- i. plan, organize, and assign personnel and resources, and monitor outcome to achieve desired goals
- j. speak, read, and write the English language
- k. understand and carry out while also transmitting written and oral instructions in a clear and concise manner
- l. work independently and complete daily activities according to work schedule
- m. work safely
- n. work under pressure, in stressful situations and/or with frequent interruptions

SPECIAL REQUIREMENTS

- A. Possess a valid Wisconsin state driver's license, CDL – Class A, B, & C with air brakes restriction and tanker (N) endorsement.
- B. Must reside within a fifteen (15) mile radius of the City limits.
- C. Must be able to complete general first aid and CPR training, and obtain CPR certification within six (6) months.
- D. Must complete mine safety and forklift training and keep current in those trainings.
- E. Willingness to participate in training opportunities designed to keep up to date on new repair methods and employment practices development

TOOLS AND EQUIPMENT USED

Diagnostic instruments, hand tools, power tools, electric tools, pneumatic tools, welder, drill press, grinders, electrical saws, floor jacks, battery chargers, compressors, generators, steam cleaner, electric and/or gas saws, telephone, mobile radio or portable radio, personal computer including various software, and safety equipment including PPE and testing instruments. Must be capable of operating all motorized equipment in the inventory.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, and smell. The employee frequently uses hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may occasionally be required to walk over rough terrain.

The employee must frequently lift and/or move up to 60 pounds. The employee will be required to slide, roll, push or pull on an occasional basis up to 140 pounds. The work will also require sitting and operating a keyboard. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision and depth perception.

The workplace setting is balanced between shop and field. Outdoor or field work is primarily structured to perform service calls to get equipment operational and to the shop for further repairs if necessary. The outside weather conditions may become extreme. The employee frequently works near moving parts, is exposed to wet, cold and/or humid conditions and vibration. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Qualification sheet may be completed and given to the person noted in the posting. Hiring from outside the workforce will require a formal application, oral interview, reference check and background check, and possibly other testing as applicable to the position.

The duties listed above are intended only as an illustration 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 of 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.

Council Approved: __ / __ / __

DRAFT



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: September 21, 2016
Re: Wage Increase for Mechanic Shop - Lead Worker

The current job description for the Mechanics position within the Street Department includes minimal oversight responsibilities. The Street Commissioner has determined that the operations of the department will be better served if the updated job description includes additional responsibilities including occasional oversight of employees assigned to assist in the repair shop. The Street Commissioner is asking for an increase to the wages for the recommended classification of Mechanic Shop - Lead Worker. The current wage for the existing Mechanic job description is \$21.09/hour.

The Street Commissioner is recommending that the wage for the new Mechanic Shop- Lead Worker position be increased to \$21.65/hour for the remainder of 2016 which places its compensation the same as the other two Lead Workers. In addition, this position would be able to receive any COLA that is authorized for 2017. The Street Commissioner will modify his proposed 2017 budget accordingly to cover these added costs of approximately \$1,200 per annum.



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: September 21, 2016
Re: Request Authorization to Fill Vacant Position

With the resignation of the DPW - Street Division Mechanic on September 8, 2016, we are seeking authorization to replace this position with the newly created Mechanic Shop - Lead Worker classification. We plan to post the newly created position internally prior to seeking any outside candidates.

If we fill the Mechanic Shop - Lead Worker position from within, we are also asking for authorization to fill the resulting vacancy regardless of the Department/Division impacted by the internal promotion.