



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, October 20, 2021

CITY HALL, 700 EDISON STREET

4:30 PM

Call to Order

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

1. Approval of the Minutes from the September 15, 2021 Meeting
2. Approving Invoice Costs for Final Clarifier and Raw Sewage Pump and Waiving of Bidding Requirements
3. Accept Assistance to Firefighters Grant
4. Approval to Hire Full-Time Fire Fighters to Maintain Staffing
5. Approval to Add a AEMT Pay Scale to Antigo Firefighters L1000 Agreement
6. Paid-On-Call (POC) Pay Matrix
7. Accept the Fuel Bid for 2022-2023 from Wagner Oil Company
8. Severance Reserve Budget Transfer Needed to the Operating Budgets for Two Retiring Employees
9. Health Insurance 2022 Renewal Premiums and Approve Aspirus Health Plan as the Third-Party Administrator, American Fidelity as the Stop-Loss Carrier, and Navitus as the Pharmacy Benefit Manager
10. Dental Insurance 2022 Renewal Premiums and Delta Dental as Third-Party Administrator
11. Authorization to Schedule the Sale of a City-owned Property Located at 313 E. 5th Avenue by way of Sealed Bids
12. Conceptual Support for the Langlade County Economic Development Corporation (LCEDC) for a Parking Lot Project Application to the Wisconsin Department of Administration's Tourism Capital Grant under ARPA
13. Request to Submit for a Neighborhood Investment Grant from the Wisconsin Department of Administration under the ARPA Funding Program for a Pavilion Project and Related Improvements at Lake Park

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: October 14, 2021

BILL BRANDT



To: Mayor and City Council
From: Tommy Horswill, Project Manager
Date: October 20, 2021
Re: Approving Invoice Costs for Final Clarifier and Raw Sewage Pump and Waiving of Bidding Requirements

Emergency maintenance repairs were recently completed at the wastewater treatment facility and ended up being quite higher than predicted. Once initiated, we found that the brackets on the final clarifier were non-salvageable and that the raw sewage pump required a rebuild because it would no longer operate. The invoice costs were \$15,825.42 and \$9,934.42 respectively for a total of \$25,759.84. Paying them with the IAI maintenance budget would use up the remaining 2021 funds in this category.

I am asking the committee to approve the use of 2021 Wastewater CIP funds designated for the sewage grinder “muffin monster” in the amount up to \$25,759.84 to cover the cost of these repairs while leaving sufficient dollars to address any remaining 2021 maintenance needs under the IAI contract should they arise. As the repairs were necessary due to the failure of the raw sewage pump and associated deterioration discovered, I am also asking that any bidding requirements of the City’s purchasing policy be retroactively waived accordingly in order to proceed with payment.

If you have any questions or comments please feel free to contact me.

INVOICE

DATE 9/1/21

INVOICE: 21237



W3150 County Road H, Fond du Lac, WI 549
920-904-5579
doug@sabelmechanical.com

Bill to:
City of Antigo WWTP N2420 Koszarek Road Antigo, WI 54409

DATE	JOB	Payment Term	Due Date
	Influent Pump #2	30 DAYS	30days

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Sabel Mechanical LLC supplied labor and equipment to pull influent pump #2, Megged low and stator oil was burnt and full of metallic flakes, pulled pump brought back to our shop 5/18/21		\$1927.00
	Labor to take apart pump and install new parts listed below		\$737.50
	Ordered and installed new parts, two angular contact bearings, 7- Orings, 2-mechanical seals, Ball bearing, snap rings, oil freight,		\$3525.10
	Rewind Hidxrostal stator on varnish and test windings		\$2817.60
	Reinstall pump on site 8/12/21		\$927.00

PAST DUE AMOUNTS ARE SUBJECT TO A FINANCE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE. REASONABLE COLLECTION FEES AND ATTORNEY FEES WILL BE ASSESSED TO ALL ACCOUNTS PLACED FOR COLLECTION.

SUBTOTAL	\$
SALES TAX	\$ NIC
TOTAL	\$9934.42

Attachment: Sabel Mechanical invoice for pump (5199 : Clairifier and Raw Sewage Pump-Watwwater Plant)

INVOICE

DATE 9/1/21

INVOICE: 21280



W3150 County Road H, Fond du Lac, WI 549
920-904-5579
doug@sabelmechanical.com

Bill to:
City of Antigo WWTP N2420 Koszarek Road Antigo, WI 54409

DATE	JOB	Payment Term	Due Date
		30 DAYS	30 days

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Sabel Mechanical LLC supplied labor and equipment, drive up to job, get set up with equipment, start working on clarifier, scaffolding, welder, overnight etc 8/9/21		\$4950.75
	Continue on reworking angles and supports on clarifier 8/10/21, Overnight.		\$4340.38
	Continue on Clarifier, overnight 8/11/21		\$3749.00
	Finish clarifier, parts from trailer, ss wedge anchors, misc ss hardware, threaded rod, shims,		\$2785.29

PAST DUE AMOUNTS ARE SUBJECT TO A FINANCE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE. REASONABLE COLLECTION FEES AND ATTORNEY FEES WILL BE ASSESSED TO ALL ACCOUNTS PLACED FOR COLLECTION.

SUBTOTAL	\$
SALES TAX	\$ NIC
TOTAL	\$15825.42

Attachment: Sabel Mechanical invoice clarifier (5199 : Clairifier and Raw Sewage Pump-Wastewater Plant)



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: October 20, 2021
Re: Accept 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 six grants since its inception.

The grant was written for \$34,251 and the City of Antigo is responsible for a 5% match which comes to \$1,631. This grant will update our vehicle exhaust system that was installed in 2006 and is in need of several updates. I will bid project and bring back the bid sheet once that is completed.

At this time, I am looking for approval to accept the Assistance to Fire Fighter Grant. Feel free to contact me if you have questions.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: October 20, 2021
Re: Approval to Hire Full-Time Fire Fighters to Maintain Staffing

I received a resignation in the middle of September from one of my firefighters and I anticipate another resignation coming later this month. The anticipated resignation is in the final processes to be hired with another fire department and expects to resign near the end of October. I am requesting to fill these positions to maintain the current staffing of the fire department.

We continue to have an open application on the City of Antigo website and we also participate on the Chippewa Valley Technical College (CVTC) and the Fox Valley Technical College (FVTC) hiring processes.

I am requesting this committee to approve filling the vacant Fire Fighter / EMT position to maintain current staffing.

Feel free to contact me if you have questions.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: October 20, 2021
Re: Approval to Add a AEMT Pay Scale to Antigo Firefighters L1000 Agreement

Per the attached "Side Letter Agreement", I am requesting to add a pay scale of Advanced EMT to the Antigo Firefighters Local 1000 Collective bargaining agreement. This pay scale was in the 2013 agreement but removed in 2014 as we anticipated hiring only paramedic personnel in the future. Due to the low numbers of EMS certified personnel throughout the country and by adding the Paramedic Pilot Program, we have hired and expect to hire others with the AEMT certification.

I am also requesting a lump-sum retroactive pay for FF/AEMT Geurts back to his start date of January 18, 2021.

Feel free to contact me if you have questions.

**SIDE LETTER AGREEMENT
BETWEEN
THE ANTIGO FIREFIGHTERS UNION, LOCAL 1000
AND THE CITY OF ANTIGO**

**APPENDIX A – ADDITION OF ADVANCED EMERGENCY MEDICAL
TECHNICIAN/FIREFIGHTER PAY GRADE**

WHEREAS, the City of Antigo (the “City”) and the Antigo Firefighters Union (the “Union”) are parties to a 2020-2022 Collective Bargaining Agreement (the “CBA”); and

WHEREAS, the City and the Union entered into a Side Letter of Agreement for purposes of instituting a temporary firefighter/paramedic pilot program (the “Pilot Program Side Letter”); and that participants in the Pilot Program shall be paid at an hourly rate at the appropriate classification based upon the employee’s level of certification upon entering the Pilot Program; and

WHEREAS, the City has hired employees into this Pilot Program whose level of certification at the time of hire was that of Advanced Emergency Medical Technician/Firefighter (“AEMT/FF”); however, the CBA does not contain a pay grade for this certification level; and

WHEREAS, the parties have agreed to create a pay grade for employees who have a certification level of AEMT/FF at the time of hire; and

WHEREAS, the parties jointly desire, through this Side Letter Agreement, to memorialize this agreement related to creating an AEMT/FF pay grade under Appendix A of the CBA with the understanding that an employee’s hiring or retention as an AEMT does not assure employment to that employee as the City focuses on paramedic qualifications and staffing with paramedic positions.

NOW THEREFORE, the City and the Union, agree as follow:

1. Term and Termination of Side Letter. This Side Letter shall remain in effect from the date of execution through the expiration of the 2020–2022 collective bargaining agreement.
2. Appendix A. The parties agree, through this Side Letter of Agreement, to add a pay grade to Appendix A of the CBA entitled “Firefighter/AEMT.” The parties further agree employees placed under the Firefighter/AEMT pay grade shall earn Ninety-Three Percent (93.00%) of the applicable FF/EMT1 pay grade set forth in Appendix A of the CBA.
3. Impact of this Side Letter on Pilot Program Side Letter. The parties agree that this Side Letter is intended to supplement, not replace or override, the Pilot Program Side Letter. As such, the parties agree that all other terms and conditions of the Pilot Program Side Letter shall apply. If there are conflicts between the parties’ Pilot Program Side Letter and this Side Letter, the terms of the Pilot Program Side Letter shall govern.

4. Impact on Employees Certified at AEMT/Firefighter Level. The parties agree that nothing in this Side Letter of Agreement shall require the City to hire or permanently retain employees, either as temporary pilot program employees or otherwise, who are certified at AEMT/Firefighter Level. The parties agree the City shall maintain sole discretion over any such hiring and qualifications decisions.
5. Governing Nature. Upon execution, this Side Letter Agreement shall become the status quo and is to be fully incorporated into the parties' successor Collective Bargaining Agreements unless modified by the parties during bargaining. All other terms and conditions of the parties' Collective Bargaining Agreement shall apply. If there are conflicts between the Collective Bargaining Agreement and this Side Letter, with the exception of conflicts between the Pilot Program Side Letter and this Side Letter (as set forth above in Paragraph 3 hereto), the terms of this Side Letter shall govern. The parties agree this shall be non-precedent setting for any other circumstances, and this matter is a one-time occurrence.

Dated at Antigo, Wisconsin this day _____ of _____ 2021.

City of Antigo

Antigo Firefighters Union, Local 1000

Director of Administrative Services

Union President

City Clerk

Approved by the City Council on _____, 2021



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: October 20, 2021
Re: Paid-On-Call (POC) Pay Matrix

I am looking to increase the current POC pay matrix to be more in-line with the current pay in the region. The POC pay matrix hasn't been updated since 2014 and included multiple step increases. I am proposing to streamline this to a "Start" and "5-year" step. I also recommend to increase this annually with any COLA approved by Council for non-represented employees to prevent it from getting out dated. Below is the proposed table for the multiple EMS certification levels.

2021		
	Start	5- Year
EMT -Basic	15.00	16.50
Advanced -EMT	15.50	17.00
Paramedic	16.00	17.50
Critical Care Paramedic	16.50	18.00
All Levels will receive an additional \$5.00 per hour rate increase while on an interfacility transfer		

This would take effect November 21st which is the first full payroll after the November Council meeting and will include \$5.00 per hour while on an interfacility transfer. Any non-represented COLA adjustments would be effective annually starting on January 2023. Any POC upgrading their license level will be moved to the 5-year pay of the new license level after State of Wisconsin Certification.

I would like a motion to approve pay matrix above starting November 21, 2021 and the COLA to start on January 2023. This will also include the \$5.00 per hour while on an interfacility transfer and increase to the 5-year pay when upgrading to a new license level



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 20, 2021
Re: Accept the Fuel Bid for 2022-2023 from Wagner Oil Company

Every two years the City takes bids for fuel purchases for the next two years. This was recently done for the 2022-2023 term. The only bidder was Wagner Oil Company with a discount of \$0.16 per gallon. They will also complete the tax-exempt filing at no charge.

Although the bid is \$0.07 less than the previous two years, Wagner Oil Company was the only bidder so I am recommending that this bid be approved.

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

BIDDER SHEET

Date of Opening:

9/30/21

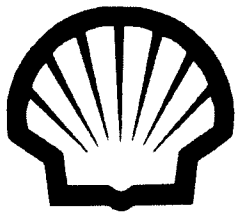
Present at Opening

Tangye Smith

Sayan keep

Tom Bauknecht

[illegible]



Wagner Oil

(715) 623-5386

PO BOX 28 Antigo, WI 54409

2.7.a

2 – Year Contract Price (2020-2021)

BID: **Off Road Fuel** will be discounted **16¢/gal** from the posted pump price on the date of purchase.

BID: **Gasoline** will be discounted **16¢/gal** from the posted pump price on the date of purchase.

BID: **Diesel Fuel** will be discounted **16¢/gal** from the posted pump price on the date of purchase.

Discount includes Credit Card Savings for Gasoline, Diesel, and Off-Road Fuel. (yes)

Total cost of tax-exempt filing fee: \$0.00

Please Print Alternative Plan During Emergency Event(s):

Use Marty's Shell, if possible, if not use Elcho Shell.

Signed: *Austin Wagner* Date: 9/21/21
Representing: Wagner Oil Company
Address: 709 S. Superior St., Antigo, WI 54409
Email: austinw@wagner-oil.com
Phone: 715 - 623 - 5386

Attachment: Fuel Bid for 2022-2023 from Wagner Oil Company (5161 : Fuel Bid)



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 20, 2021
Re: Severance Reserve Budget Transfer Needed to the Operating Budgets for Two Retiring Employees

Recently one City employee retired after 25 years of service and in a few months another will be retiring after 48 years of service. When employees retire, there are payouts for accrued vacation, sick leave, etc. that is not budgeted within the operating budgets of the respective departments as retirements are not always known during the budget process. The City budgets for severance in a separate Severance Reserve Account so the funds are available when they are needed. Once an employee retires, a budget transfer is needed for the wage and benefit payout from this reserve account to the applicable operating budgets.

In the case of these two employees, their payroll is split into several different categories based on where they spend the time working. Therefore, I am not listing each account but requesting approval for a budget transfer in the amount of approximately \$40,000 from the severance reserve in to the Public Works and Administration operating wages, taxes, etc. that would be affected by these payouts.

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



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 20, 2021
Re: Health Insurance 2022 Renewal Premiums and Approve Aspirus Health Plan as the Third-Party Administrator, American Fidelity as the Stop-Loss Carrier, and Navitus as the Pharmacy Benefit Manager

The City's Health Insurance is a Self-Funded Plan which means the City sets the premiums for the upcoming year based on the recommendations from the actuaries of the third-party administrator and the claims experience. The third-party administrator is Aspirus Health Plan with American Fidelity the stop loss carrier with a \$60,000 level of stop loss which includes prescriptions which are processed through Navitus.

The City has realized good discounts on medical claims by having Aspirus as our network provider. Aspirus Health Plan has also provided exceptional service this past year. They have agreed to keep the administrative fees for 2022 the same as 2021 at \$44.08 per employee per month.

Unfortunately the City's medical claims experience has not been great in 2021 as discussed at the Committee of the Whole meeting. The premiums for 2022 are being requested for approval at:

Plan	2022 Premium	2021 Premium
Family	\$1,725.00	\$1,654.00
Limited Family	\$1,294.00	\$1,240.00
Single	\$ 625.00	\$ 600.00

The stop loss fees with American Fidelity and administrative fees with Aspirus Health Plan are:

Stop Loss	2022 Fees	2021 Fees
Family and Limited Family	\$ 504.33	\$ 452.06
Single	\$ 174.46	\$ 149.49

Administration Fees

All Plans	\$ 44.08	\$ 44.08
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Employees will continue to pay 10% of all costs and the City will pay 90% of all costs with the funds derived from each department's operating budget with a transfer to the Health Insurance Fund.

A resolution will need to be forwarded to the November Council meeting. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 20, 2021
Re: Dental Insurance 2022 Renewal Premiums and Delta Dental as Third-Party Administrator

The City's Dental Insurance is a Self-Funded Plan which means the City sets the premium for the upcoming year based on the recommendations from the actuaries of the third-party administrator and the claims experience. The premiums have increased slightly due to the rising cost of claims with this increase reflected in the 2022 operating budget.

Delta Dental through Aspirus Arise had been our third-party administrator since the inception of our self-funded plan but with the change to Aspirus Health Plan last year, the City has had to contract directly with Delta Dental. There has been no change in the administrative costs with the fee remaining at \$5.45 per employee per month which is included in the rates. There have not been problems working directly with Delta Dental.

It is my recommendation to retain Delta Dental as the third-party administrator and set the 2022 Dental Insurance premium per employee per month, including the \$5.45 administrative fee, as follows:

Plan	Premium
Family	\$ 143.00
Employee+Spouse	\$ 78.00
Employee+Child(ren)	\$ 83.00
Single	\$ 42.00

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



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: October 20, 2021
Re: Authorization to Schedule the Sale of a City-owned Property Located at 313 E. 5th Avenue by way of Sealed Bids

In March of 2019 the City purchased a home with an attached garage and secondary detached garage located at 313 E. 5th Avenue with the caveat of the owner being able to remain in the home for up to a 3-year period. Earlier this year, the previous homeowner notified the City that she would no longer need the rental space as she would be moving.

In speaking with staff, the Parks, Recreation & Cemetery Department remains interested in retaining the detached garage space (+/- 1,200 sq. ft. heated space) for their continued use.

It is our recommendation to schedule the property for sale by sealed bids to be received at City hall as either an entire parcel (including the detached garage) or as a reduced parcel consisting of just the home with attached garage. This approach will allow the City to consider which approach is ultimately in the City's best decision. A map of the site is included for your reference.

I requested a market analysis to be completed on the property by a local realtor (both with and without the attached garage) so that Council may evaluate any potential sale to be in the City's best interest while comparing the bids received. The market analysis will remain confidential (in the City Attorney's procession) until such time Council is able to evaluate the received bids at their December meeting.

Finally, I recommend your concurrence in bypassing the need for bids to be reviewed at the November FP&L meeting due to time constraints and the a bid tabulation be presented to Council at the December meeting in a closed session accordingly.



Attachment: 313 E. 5th Avenue - November 2021 (5184 : Authorization for the Sale of the Home/Property Located at 313 E. 5th Avenue)

City of Antigo GIS



DISCLAIMER: The City of Antigo does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

SCALE: 1" = 20'

Print Date: 10/7/2021



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: October 20, 2021
Re: Conceptual Support for the Langlade County Economic Development Corporation (LCEDC) for a Parking Lot Project Application to the Wisconsin Department of Administration's Tourism Capital Grant under ARPA

The Langlade County Economic Development Corporation intends to submit a grant application for acquiring and expanding parking lot availability for those visitors utilizing the Welcome Center & the Langlade County Historical Museum. Your support is being sought for the project concept and need and does not involve any financial commitment by the City. It is my recommendation that the City be on record in support of this application of funds.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: October 20, 2021
Re: Request to Submit for a Neighborhood Investment Grant from the Wisconsin Department of Administration under the ARPA Funding Program for a Pavilion Project and Related Improvements at Lake Park

Applications to the Wisconsin Department of Administration for the Neighborhood Investment Grant under the ARPA program are due on November 4, 2021. After attending a training webinar and reviewing the grant application guidelines we are recommending the submittal of a project to combine the existing Lake Park bathroom house and adjacent concession buildings into a single pavilion-style building replicating that of the Peaceful Valley Pavilion. However, this pavilion would include internal restrooms, a commercial-style kitchen for concession and developing entrepreneur use, interior and open-air style seating by way of roll-up doors comparable to the Peaceful Valley Pavilion.

Additional grant application items would include the likely creation of an inclusive ADA style playground (south of the pavilion), additional parking space (east & west of the pavilion), roadway improvements, paved parking north of 3rd Avenue and improvements to the expanded campground areas.

A preliminary scoping budget of 2 million dollars is projected for the application with a requested \$1,900,000 in grant funds along with \$100,000 in voluntary local match to come from our Capital Improvement fund reserve. Awards are anticipated in December of 2021 with design projected in 2022 and construction in 2023. The grant deadline for construction is December 31, 2022.

I am recommending a motion to submit a Neighborhood Investment Program Grant in the total amount of \$2,000,000 with \$100,000 being local match from the City's CIP reserve account. This information is developing over a fairly rapid pace so any updates will be shared with the Committee on the night of the meeting. Please feel free to reach out to me with any questions.