



# CITY OF ANTIGO

## FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

**MULTI-PURPOSE ROOM**

**Wednesday, November 20, 2019**

**CITY HALL, 700 EDISON STREET**

**6:00 PM**

### **Call to Order**

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

1. Approval of the Minutes from the October 16, 2019 Meeting
2. Approval to Fill the Human Resource Specialist Position
3. Approval to Pay Out and Carry Over Vacation for Deputy Clerk-Treasurer
4. Fireworks Contract for 2020
5. Accept Bid of \$.25 Off of the Pump Price from Wagner Shell-Antigo LLC for Gasoline/Diesel Fuel for 2020-2021
6. Proposed Revision to Employee Manual Adding 1 Additional Personal Day (8 hours) for Exempt, Non-Exempt and Non-Represented Employees including Regular Part-Time General Laborers within the Public Works Department
7. Carry Forwards and Budget Transfers for 2019
8. Consider the Purchase of a 2012 Ford F450 4x4 Ambulance with a 6.7L Power-Stroke Diesel Engine from the Town of Elcho in Conjunction with Providing Ambulance Service to their Community
9. Ambulance Rate Increase
10. Request to Provide Ambulance Service to a Small Part of Town of Langlade
11. 2019 Ambulance Budget Carry Forward to Purchase Bedroom Furniture

### **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: November 14, 2019

BILL BRANDT

Kaye M. Matucheski  
City of Antigo  
700 Edison Street  
Antigo, WI 54409  
(715)623-3633, ext. 102  
kmatucheski@antigo-city.org

## Clerk-Treasurer/ Finance Director

# Memo

**To:** Finance, Personnel & Legislative Committee  
**From:** Kaye M. Matucheski, City Clerk-Treasurer/Finance Director  
**Date:** November 18, 2019  
**Re:** Approval to Fill the Human Resource Specialist Position

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Alisha Resch, Human Resource Specialist, has resigned her position effective November 29, 2019. We wish Alisha all the best in her future endeavors.

I would like permission to refill the Human Resource Specialist position so that we can have this position filled as soon as possible.

If you have any questions, please feel free to contact me. Thank you for your consideration.

Attachment: HR Position (3128 : Fill HR position)

## Clerk-Treasurer/ Finance Director

# Memo

**To:** Finance, Personnel & Legislative Committee  
**From:** Kaye M. Matucheski, City Clerk-Treasurer/Finance Director  
**Date:** November 18, 2019  
**Re:** Pay Out and Carry Over of Vacation for Deputy Clerk-Treasurer

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The Deputy Clerk-Treasurer, Jeanne Jensen, has approximately 70 hours of vacation time to use by her anniversary date of January 5, 2020. She has had her time scheduled to use this vacation time before her anniversary date. However, she is the back up for the Human Resource Specialist and because that position is going to be vacant I have asked if she will forgo some of her scheduled vacation in order to get the payroll processed in addition to the other duties. She has graciously agreed to do this.

What I am proposing is that we pay her for 40 hours of vacation time and carry over any other time that she does not use by her anniversary date. I am suggesting this as with five elections next year and training a new person, it may be difficult for her to use all of the time if it was carried over. My budget will have the funds as we will have a vacant position.

I appreciate that Jeanne is willing to do this for our office and respectfully request that you approve this so that it can be forwarded to Council. Should you have any questions, please feel free to contact me.

Attachment: DCT Vacation (3129 : Jeanne Vacation)



**To:** Mayor and City Council  
**From:** Sarah Repp, Parks, Recreation, and Cemetery Supervisor  
**Date:** November 20, 2019  
**Re:** Fireworks Contract for 2020

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Our contract with Pyrotechnic Display ended as of this last year. Pyrotechnic Display has provided our community with a Fireworks show since 2012.

Unfortunately, Pyrotechnic Display is unable to commit to a 4th of July show for 2020.

Four other fireworks companies were contacted and Fireworks Country, from Wittenberg, is able to provide a show on the 4th of July, and meet the necessary insurance requirements. Additionally, they have provided a popular and dynamic display at the Langlade County Fair the past couple years.

I am recommending we contract with Fireworks Country for 2020 using the same levels and sources of funding as in years past. \$6,500.00 will come from the economic development portion of the Hotel/Motel tax funds and \$3,500.00 from the general operating celebrations fund for a total of \$10,000.00.



**To:** Mayor and City Council  
**From:** Julie Zack, Administration & Clerical Assistant  
**Date:** November 20, 2019  
**Re:** Accept Bid of \$.25 Off of the Pump Price from Wagner Shell-Antigo LLC for Gasoline/Diesel Fuel for 2020-2021

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The City of Antigo requested a bid for a discounted price for the next two years of gasoline and diesel fuel for all city departments. The bid was opened on Wednesday, October 30, 2019 by Alderperson Tom Bauknecht. There was one bid from Wagner Shell-Antigo, LLC for the discount of \$.25 off the pump price per gallon. The recommendation is to accept this bid from Wagner Shell-Antigo, LLC.

| Supplier Name                                                          | Off Road Fuel Discount | Gasoline Discount | Diesel Fuel Discount | Includes Additional Credit Card Savings | Tax Exempt Filing Fee | Alternative Access Plan During Emergency Event(s) |
|------------------------------------------------------------------------|------------------------|-------------------|----------------------|-----------------------------------------|-----------------------|---------------------------------------------------|
| <b>Wagner Oil Company</b>                                              | 0.25                   | 0.25              | 0.25                 | Yes                                     | \$0.00                | Use Marty's Shell if possible.                    |
| <b>P.O. Box 28</b>                                                     |                        |                   |                      |                                         |                       | Otherwise, use Elcho Shell                        |
| <b>709 S. Superior Street</b>                                          |                        |                   |                      |                                         |                       |                                                   |
| <b>Antigo, WI 54409</b>                                                |                        |                   |                      |                                         |                       |                                                   |
| <b>715.623.5386</b>                                                    |                        |                   |                      |                                         |                       |                                                   |
| <b>johnw@wagner-oil.com</b>                                            |                        |                   |                      |                                         |                       |                                                   |
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| Present: Alderperson Tom Bauknecht, Julie Zack-Bids opened at 10:03 am |                        |                   |                      |                                         |                       |                                                   |
|                                                                        |                        |                   |                      |                                         |                       |                                                   |



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** November 20, 2019  
**Re:** Proposed Revision to Employee Manual Adding 1 Additional Personal Day (8 hours) for Exempt, Non-Exempt and Non-Represented Employees including Regular Part-Time General Laborers within the Public Works Department

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Based upon a discussion between a Department Head, the Mayor and I it is being recommended that the Personal Day benefit identified within the current Employee Manual should be considered for revision. The proposed change would add a third day for a total of 24 hours (previously defined as 2 days/16 hours) for all regular full-time exempt, non-exempt and non-represented employees.

While the employees impacted by this recommendation have been the recipients of annual wage increases as approved by City Council (typically equivalent to the increases negotiated for our represented staff) they have not enjoyed any recent structural changes to their benefit packages. In fact, the opposite has been true as last year all employees shared in a cost containment measure by agreeing to contribute 10% towards the stop loss and administrative portions of their health care premiums.

I am requesting that this revision become effective as of January 1, 2020. The recommendation is not anticipated to impose any increased costs to the 2020 budget as Department Heads will be asked to authorize the use of personal days so as not to require additional overtime expenses.

## **PERSONAL DAYS**

All regular full-time ~~exempt, non-exempt and non-represented~~ employees ~~and including~~ regular part-time general laborers within the DPW may be eligible to receive ~~two (2)~~ three (3) personal days (24 hours) each calendar year. Personal days must be scheduled in the same manner as vacation and may not be carried over or paid out if unused in that calendar year. Employees may use personal days at a minimum of a one-half (½) hour increment or more.

Employees do not qualify for personal days during the first six (6) months of the introductory period unless approved through Common Council action.



**To:** Mayor and City Council  
**From:** Kaye Matucheski, Clerk/Treasurer  
**Date:** November 20, 2019  
**Re:** Carry Forwards and Budget Transfers for 2019

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This is the committee meeting that the carry forwards and budget transfers need to be approved so the final action can be taken at the December Council Meeting before the end of the year. I have placed this item on the agenda but I do not yet have the details finalized as I have been working on grant paperwork.

I apologize that I did not get this to you with the agenda packet but I will get them to you as soon as I can.

Thank you for your understanding.



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** November 20, 2019  
**Re:** Consider the Purchase of a 2012 Ford F450 4x4 Ambulance with a 6.7L Power-Stroke Diesel Engine from the Town of Elcho in Conjunction with Providing Ambulance Service to their Community

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At a Committee of the Whole meeting held last week, it was recommended by staff and approved by the Committee of the Whole/Council process to provide ambulance service to the Town of Elcho under a 5-year agreement. The Town of Elcho is offering the opportunity to purchase their existing 2012 Ford F450 4x4 ambulance with a 6.7L Power-Stroke Diesel engine.

The unit had 34,244 miles as of August 27, 2019 with additional miles being added as a result of their continued operations (anticipated to transfer to the City of Antigo effective January 1, 2020). A fair market price for the unit was established at \$76,831 (representing 1.5 years of anticipated service fees from the City of Antigo to the Town of Elcho based upon the amount associated with the 1<sup>st</sup> year of the 5-year contract). It is anticipated that an additional +/- \$5,000 will be expended by the City of Antigo to retrofit the Elcho unit.

An independent retail analysis of the ambulance unit's value was provided through the courtesy of Pomasl. Their analysis supports the proposed sale price established by the Town of Elcho. The ambulance transaction includes much of the specialized equipment to remain with the unit helping to support the ability of the City of Antigo to provide the continued quality of service previously offered by the Elcho EMS staff. These include such items as jump kits, defibrillator, stair chair, pro splints and the power-load/power-lift cots along with additional items. The Town will retain some of the currently equipped items that would help them establish a first-responder service should they choose to do so.

The residents of Elcho expressed their concerns during two public meetings that I attended at the Elcho Town Hall; a main component being the ability for Antigo to respond to 911 calls during winter weather conditions. It is believed that this 4x4 equipped ambulance will enhance our capabilities to do so. This purchase will allow our staff to evaluate the impact of a 4x4 ambulance unit as a potential component of our future investment strategy.

The ambulance fund balance (carry-over from 2019 + 2020 budgeted amount) is sufficient to allow for the purchase of this unit. The City will either release the oldest/highest mileage unit to our Public Works Department or will schedule its sale on the open market via an on-line auction. We currently maintain 4 ambulances in our fleet and will continue to maintain that level as a result of this transaction. We **are not** recommending a 5<sup>th</sup> ambulance in the fleet.



**To:** Mayor and City Council  
**From:** Jon Petroskey, Fire Chief  
**Date:** November 20, 2019  
**Re:** Ambulance Rate Increase

I would like to increase the 2020 ambulance base rates 4%. The chart below indicates the changes.

| Ambulance Base Rate 4% Increase                   |             |             |
|---------------------------------------------------|-------------|-------------|
|                                                   | 2019 Rate   | 2020 Rate   |
| <b>911 BLS - Resident</b>                         | \$ 737.08   | \$ 766.56   |
| <b>911 BLS - Non Resident</b>                     | \$ 861.37   | \$ 895.83   |
| <b>911 ALS 1- Resident</b>                        | \$ 912.39   | \$ 948.88   |
| <b>911 ALS 1- Non Resident</b>                    | \$ 1,048.20 | \$ 1,090.13 |
| <b>911 ALS 2 - Resident</b>                       | \$ 1,053.18 | \$ 1,095.30 |
| <b>911 ALS 2 - Non Resident</b>                   | \$ 1,189.70 | \$ 1,237.29 |
| <b>Mileage</b>                                    | \$ 19.37    | \$ 20.15    |
| <b>Interfacility BLS</b>                          | \$ 1,148.49 | \$ 1,194.43 |
| <b>Interfacility ALS 1</b>                        | \$ 1,220.27 | \$ 1,269.08 |
| <b>Interfacility ALS 2</b>                        | \$ 1,363.83 | \$ 1,418.38 |
| <b>Interfacility Specialty Care</b>               | \$ 2,126.04 | \$ 2,211.08 |
| <b>IV Starts</b>                                  | \$ 75.00    | \$ 100.00   |
| <b>Event Stand-By - Local Organizations</b>       | \$ 60.00    | \$ 60.00    |
| <b>Event Stand-By - Out of Town Organizations</b> | \$ 60.00    | \$ 100.00   |
| <b>Return Home</b>                                | \$ 737.08   | \$ 300.00   |

The increase of 4% will increase our net revenue about 1.2% and I would like this rate to take effect January 1, 2020.

You may notice that this chart is a little more expanded than the last several years. I have included IV Starts, Event Stand-By and Return Home charges. We have always had these rates however we haven't made any adjustments to any of them for years.

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The IV Starts are mainly for The Bay at Eastview, when they cannot get an IV started, they contact our Paramedics to start the IV. This charge has been \$75 for years and I am recommending changing it to \$100.

The Event Stand-By rate has been \$60 per hour since we started the stand-by charge. I am recommending keeping the same price for our local organizations like the fair, football games and Go-For-It races. However there are events sponsored by out-of-town organizations that do not have a connection to the community and I recommend making that \$100 per hour.

Lastly we do not have a charge to return patients back home that may not have transportation, mainly on nights, weekends or holidays. We currently charge them the 911 BLS rate but I recommend a lower charge as these patients are from our local community and do not have any other transportation. The \$300 charge is enough that we will only be used with nothing else is available. We currently have a similar charge with the area nursing homes / assisted living centers. This would only be to return a patient back to their home in our normal 911 response area.

If you have any questions, feel free to contact me.



**To:** Mayor and City Council  
**From:** Jon Petroskey, Fire Chief  
**Date:** November 20, 2019  
**Re:** Request to Provide Ambulance Service to a Small Part of Town of Langlade

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I was contacted by the Town of Langlade to look at providing ambulance coverage to a small part of Town of Langlade which borders the Town of Price. I have a meeting with Town of Langlade, Pickerel Rescue, Langlade County Dispatch Center on November 13<sup>th</sup> do discuss details for this.

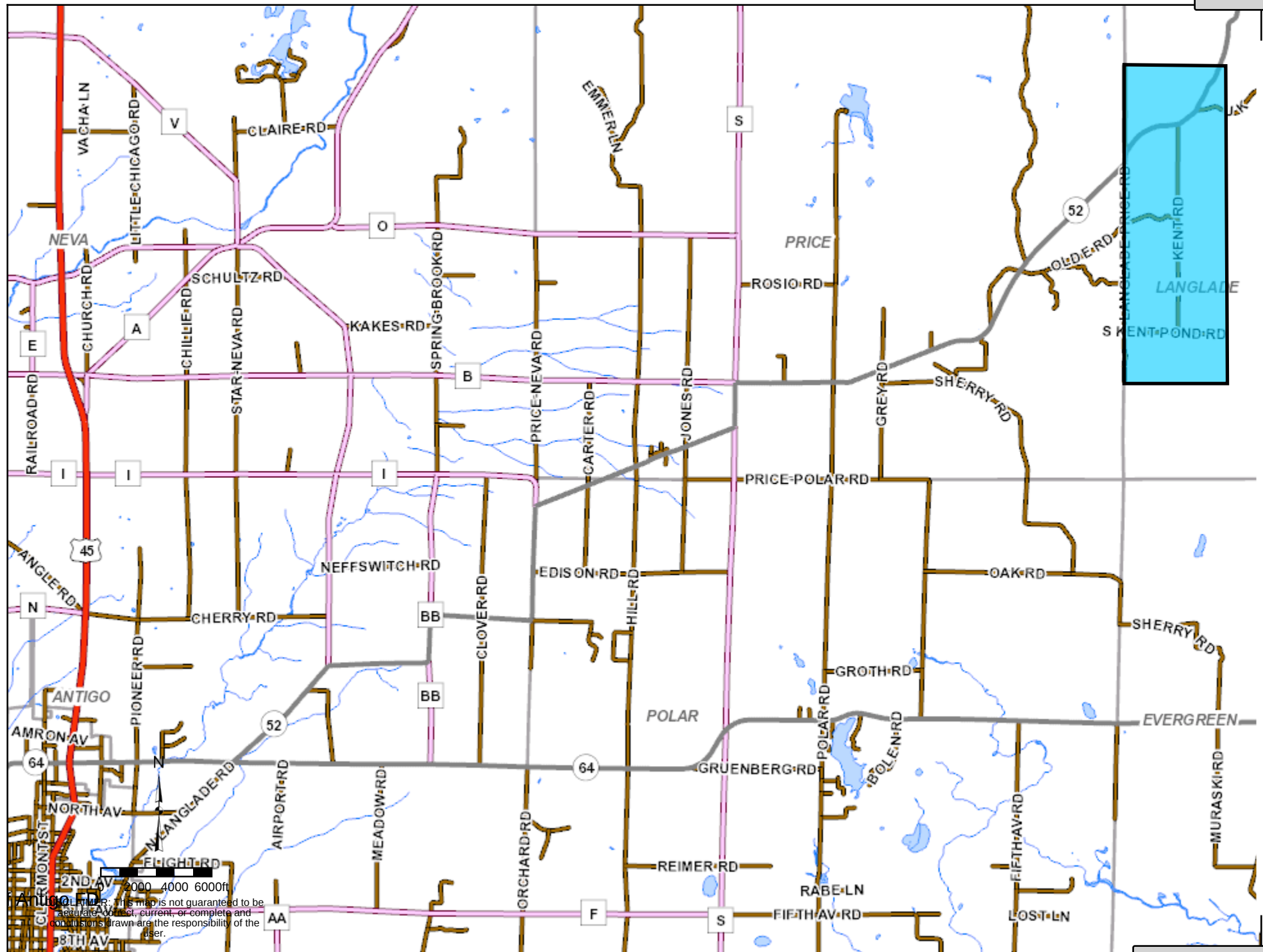
This area of Town of Langlade is remote for Pickerel Rescue and the residents from this area of Town of Langlade requested the change. We currently cover the Town of Price and this small area is connected to our current coverage area. The highlighted area in blue in the attached map is the area we are considering and I estimate the call volume to be one or two calls per year.

I am recommending to charge similar to what we have done with Elcho, Evergreen, White Lake and Wolf River which is the per capita rate for the initial 10 townships. The current per capita rate for 2020 is \$40.98. Town of Langlade has an estimate of 46 people that would be covered with this agreement for a total charge of \$1,885.

I am working Mike Winter to finish contract language however Mike needs the coverage area which will be finalized at the meeting on November 13<sup>th</sup>. I will bring a copy of the contract to the meeting for review.

I have contacted the town chairs of the 10 townships and they have positive feedback about moving forward with this process.

Feel free to contact me if you have questions.





**To:** Mayor and City Council  
**From:** Jon Petroskey, Fire Chief  
**Date:** November 20, 2019  
**Re:** 2019 Ambulance Budget Carry Forward to Purchase Bedroom Furniture

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I am requesting to carry forward \$25,000 from my 2019 Ambulance operations budget to purchase new wardrobe lockers, head boards, under bed storage units and acoustic coverings for the common bedroom walls.

The majority of the bedroom furniture is original equipment from the construction of the building back in 1995 and has surpassed its usefulness.

The 2019 operations budget has a sufficient funding to accommodate this recommendation based on reduced staffing levels resulting from unfilled vacancies during the calendar year.

Feel free to contact me if you have questions.