

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MEETING

COUNCIL CHAMBERS

Wednesday, November 20, 2024

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Minutes Approval

1. Approval of the October 16, 2024 Meeting Minutes

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

1. Write Off Demo Landfill Account Balance of \$177.89 for Tatro Dirt Works
2. Increase "Class A" Intoxicating Liquor and Fermented Malt Beverage License Quota to Ten and Allow a License for ALDI, Inc. at 2019 Neva Road (if they qualify after an application is submitted)
3. Request to Begin the Bidding Process to Build a Police Impound Building
4. Discussion and Recommendation of IT Services

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 clerk treasure's office, 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, 2024

THOMAS BAUKNECHT

To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: November 20, 2024
Re: Write Off Demo Landfill Account Balance of \$177.89 for Tatro Dirt Works

There is an outstanding charge of \$177.89 for demolition that was hauled to the demo landfill that dates back to October 17, 2023, for Tatro Dirt Works. They have not responded to our notices and the last one came back as “unable to forward.” Because of the small amount of the charge, it is not cost effective for the City to pursue collection as that would cost an additional amount that we would not be able to collect. The City has an agreement with Krueger & Stienfest to share the revenue from the demo landfill. There is also a provision that any uncollectible debt will be deducted from the revenue.

I am requesting that the \$177.89 be written off as uncollectible. As always, if there is ever a chance to collect these funds, it will be pursued even if it is written off.

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



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: November 20, 2024
Re: Increase "Class A" Intoxicating Liquor and Fermented Malt Beverage License Quota to Ten and Allow a License for ALDI, Inc. at 2019 Neva Road (if they qualify after an application is submitted)

The City currently has a quota of nine "Class A" Intoxicating Liquor and Fermented Malt Beverage licenses approved for issuance. All nine of these licenses are filled by current businesses. This type of license is for alcohol sales to be consumed off-premises (such as a grocery store) and the Common Council has the authority to increase the quota if they choose to do so.

We have received a request (attached) from ALDI, Inc. to allow a "Class A" license at the new store which will be located at 2019 Neva Road, which has not held a license previously. In order to consider this request, the quota for the intoxicating liquor license would need to be increased by one (to ten). If the quota increase is acceptable, there will also need to be approval to allow a previously unlicensed location to obtain a license (if they qualify after an application is submitted).

There are two things to consider with this item that go together because if you do not approve the increase in the quota, there will be no need to take action on the unlicensed premises. Also, if you do not approve the unlicensed premises to become licensed, there is no need to increase the quota.

If approved, a resolution will be forwarded to Council along with the license applications for the store.

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



®

OAK CREEK DIVISION

9342 South 13th Street
Oak Creek, WI ZIP 53154

P: 414.570.1860
F: 414.570.1864

October 17, 2024

City of Antigo,

ALDI would like to request the city to consider increasing their quota by one to allow ALDI to carry wine and beer.

It is critical for Aldi to carry wine/beer, our store was designed to carry this product range.

The ALDI Antigo store will not carry on-the-go/refrigerated alcohol display areas and has a limited range that is mostly private label. Our hours of operations are only from 8:30 a.m. to 8:00 p.m.

ALDI will ensure our store employees complete any and all necessary alcohol license requirements from the municipality and we will provide internal alcohol sales training as well.

Sincerely,

A handwritten signature in blue ink, appearing to read "Doug Young". The signature is fluid and cursive, with the first name "Doug" and the last name "Young" clearly distinguishable.

Doug Young
Director of Operations, Oak Creek Division
ALDI INC, Wisconsin

Attachment: Class A Quota Increase Request for ALDI (7201 : Increase Class A License Quota)

To: Mayor and City Council
From: Dan Duley, Chief of Police
Date: November 20, 2024
Re: Request to Begin the Bidding Process to Build a Police Impound Building

Antigo Police Department is looking to construct a dedicated police impound building.

Antigo Police Department has not had a dedicated impound building since the building at 119 Superior Street was sold in 2021. The Langlade County Sheriff's Office has graciously accepted two vehicles we have impounded, but refused on a third, which is now in our east garage at the safety building.

Preliminary plans for an impound building have been developed by Beaver Chips Architectural Design, LLC of Antigo.

The sight location for the impound building would be on the city owned property west of the current Antigo Street Department buildings.

Funding for the building would come from Police Department Capital Improvement funds dedicated to the impound building in the amount of \$87,000 (as of 2025) and the transfer of \$116,727.40 from the TIF 3 surplus to the building fund approved October 9, 2024, for a total of \$203,727.40.

I am requesting approval to begin the bidding process to build a dedicated police impound building.

If you have questions, please contact me.

Respectfully submitted,

Daniel J. Duley

Chief of Police

Antigo Police Department

New Construction

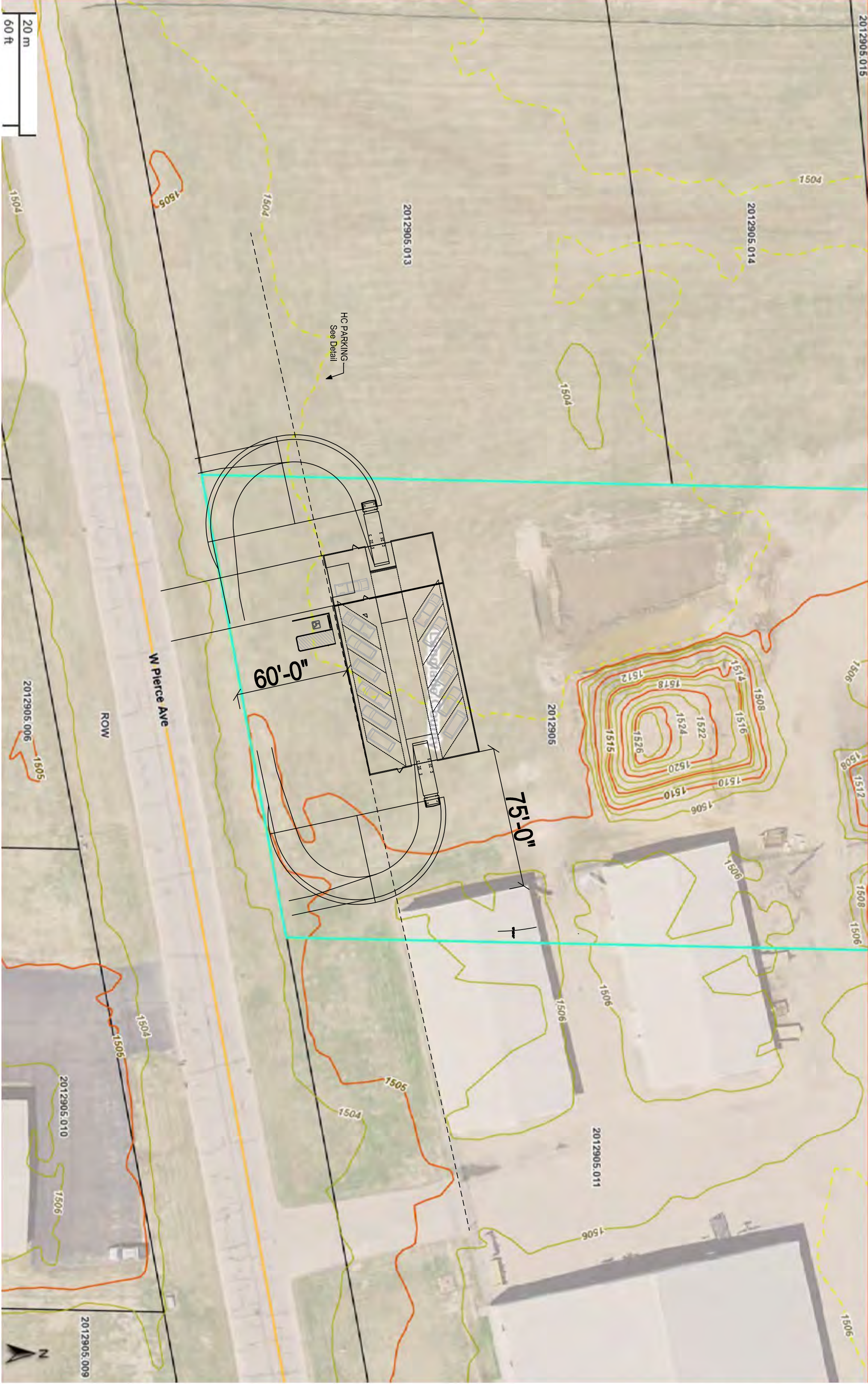
Antigo Police Storage

Antigo, WI



Langlade County, WI

Antigo Police Storage



Created by: null

- Lakes and Rivers
- Rivers and Streams
- Parcels
- Parcel Numbers
- Towns
- County Outlines
- Langlade
- US Highways
- State Highways
- County Roads
- Local and Other Roads
- Contours 5ft
- Index
- Index Depression
- Contours 2ft
- Index
- Index Depression
- Intermediate
- Intermediate Depression

ACKNOWLEDGEMENTS

Owner Acknowledges: Occupancy of 15 or less.

This building shall not be used for the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of the maximum allowable quantity limits for control areas as set forth in IBC Tables 507.1(1) and 507.1(2).

This building shall not be used for high-piled or rack storage arrays. If this use is intended, the Owner will be responsible for adhering to the applicable code provisions including IBC Section 903.2.7.1.

OWNER INFORMATION

OWNER:
Antigo Police Dept
Dan Dauby - Joe Hunick
840 Democrat Street
Antigo, WI 54409
715-251-6491
ddaub@antigo-wi.org

DESIGN/ENGINEER

DESIGN:
BC Architectural LLC
Jeff Baan
W/721 Red River Road
Antigo, WI 54409
715-251-6491
jbaan@bcarch.com

GENERAL CONTRACTOR:
TBD

STRUCTURAL ENGINEER:
TBD

PROJECT DATA

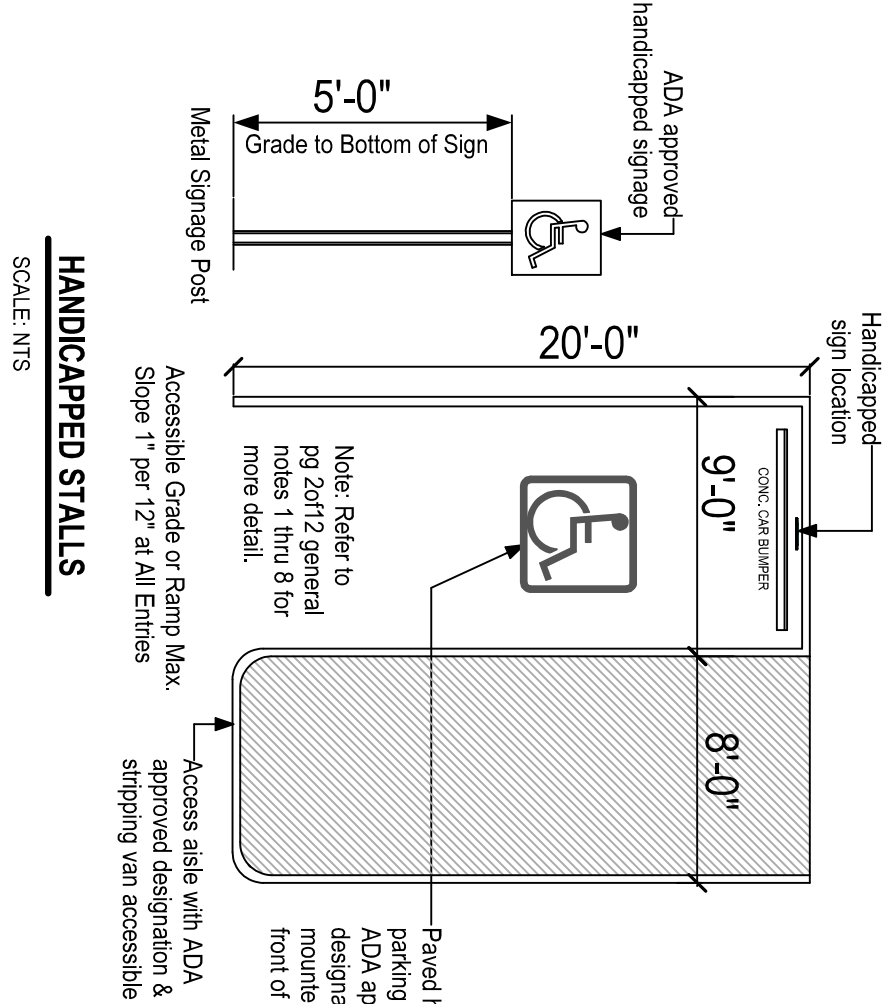
BUILDING CODE:	2015 IBC	BUILDING ADDRESS:	1020 West Pierce Antigo WI 54409
CONSTRUCTION TYPE:	VB	USE AND CLASSIFICATION:	S1
ACCESSORY USE(S):	NA	MUNICIPALITY:	Antigo
SEPARATION/UNSEPARATED:	NON-SEPARATED	COUNTY:	Langlade
ALLOWABLE BLDG HEIGHT:	40'	PROPERTY ZONING:	-
ALLOWABLE STORIES:	2	CONDITIONAL USE:	-
PROJECT AREA:	7,200 sq ft	MUNICIPALITY CERTIFIED TO PERFORM INSPECTION	-
TOTAL BLDG VOLUME:	176,946 cu ft	ALLOWABLE BLDG AREA:	9,000 sq ft
EXIT ACCESS TRAVEL DISTANCE:	200'	FIRE SUPPRESSION:	NONE
SPRINKLER TYPE:	NONE		

PLUMBING FIXTURES

FIXTURE TYPE	REQUIRED	PROVIDED
TOILET	0	1
URINAL	0	0
LAVATORY	0	1
BATH/TUB / SHOWER	0	0
DRINKING FOUNTAIN	0	0
SERVICE SINK	0	1

GENERAL NOTES

- Plans prepared by owners requested specifications.
- It is the contractor and owners responsibility to maintain all applicable Codes.
- Contractor to verify all window and door rough opening sizes with supplier.
- Contractor to comply with all existing conditions and dimensions on job site prior to construction. Any discrepancies shall be brought to the designer's attention immediately.
- Contractor is responsible for coordinating plans and existing conditions prior to starting construction.
- IBC 906.3, IBC 906.2 - Provide fire extinguishers per IFC 906. Fire extinguishers shall be selected, installed and maintained in accordance with IFC 906 and NFPA 10.
- All Site Preparations and Grade Verification Responsibility of Owner and Contractor.
- Furnishings by Owner.
- Refer to ICC/ANSI Section 900 Built-In Furnishing And Equipment for more detail.
- Slab Construction joins the responsibility of the contractor.
- Front adequate verification is the responsibility of the contractor.
- Emergency Lifting locations by Electrician.
- IBC 1008.1.9.1 Hardware, Door handles, pulls, latches, locks, and other operating devices on doors required to be accessible by Chapter 11 shall not require light grasping, light prying or twisting of the wrist to operate.
- IBC 1008.1.9.5 Unlatching - The unlatching of any door or leaf shall not require more than one operation.



HANDICAPPED STALLS

SCALE: NTS

REFERENCE

- ROOM DESIGNATION
- SECTION NUMBER
- SHEET ON WHICH SECTION IS DRAWN
- DETAIL NUMBER
- SHEET ON WHICH DETAIL IS DRAWN
- DOOR & WINDOW MARKS
- REVISION NUMBER
- WATER HOSE BIB
- AIR COMPRESSOR OUTLET

SAFETY DEVICES

- ILLUMINATED EXIT SIGN
- FIRE EXTINGUISHER
- SMOKE DETECTOR-INTERCONNECTED TO FIRE ALARM SYSTEM

ABBREVIATIONS

- TOP - Top of Beam
- TOW - Top of Wall
- BOF - Bottom of Footing
- BOC - Bottom of Concrete
- GWB - Gypsum Wall Board 5/8" Type X
- P - Paint
- SACT - Suspended Acoustic Ceiling Tile
- NIS - Not to Scale
- SPF - Spruce-Pine-Fir
- SP - Southern Pine
- CLF - Continuous Lateral Restraint
- R.O. - Rough Opening
- CC-22 - Horizontal
- CC-21 - Vertical
- CC-20 - Continuous
- CC-19 - Center
- CC-18 - Foundation

ELEVATION MARKERS

- LOCATION
- ELEVATION
- ROOF SLOPE RATIO
- RUN (12)
- OR RISE RUN

REVISIONS

PAGE	REVISION
1	1

PLAN INDEX

PLAN	CONTENTS
01	GENERAL SITE
02	FOUNDATION
03	FOUNDATION
04	ELEVATION/ROOF PLAN
05	SECTION
06	DETAILS BATH
07	DETAILS FRAMING
08	DETAILS FRAMING
09	DETAILS FRAMING

Date created: 10/25/2024
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Site Plan

General Notes

- All Site Preparations and Grade Verification Responsibility of Owner and Contractor.
- Dimensions shown to Foundation.

PRELIMINARY PLANS

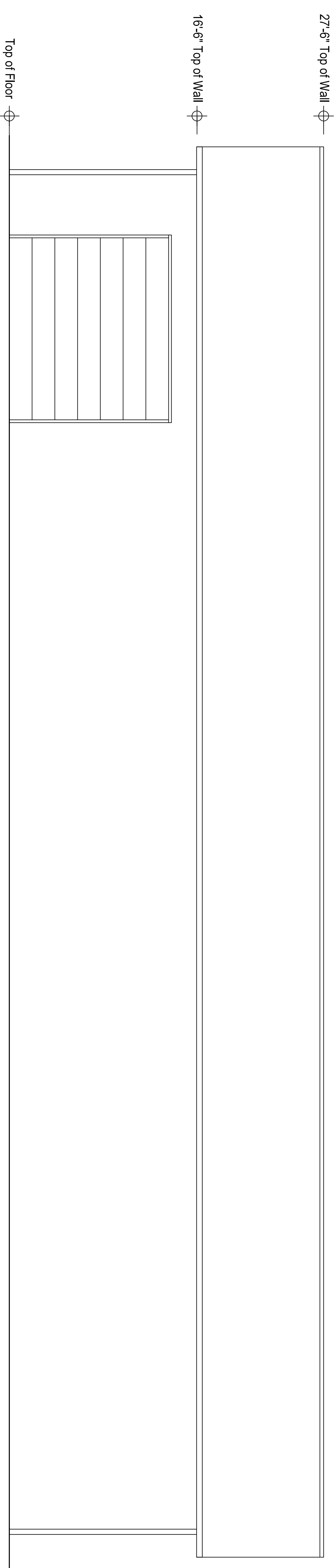
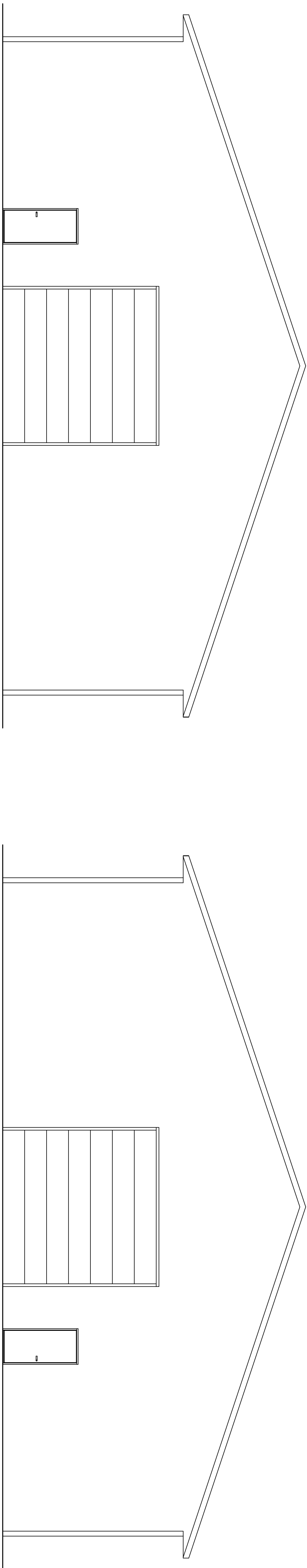
Antigo Police Storage

Antigo Police Storage

DATE: 10/25/2024

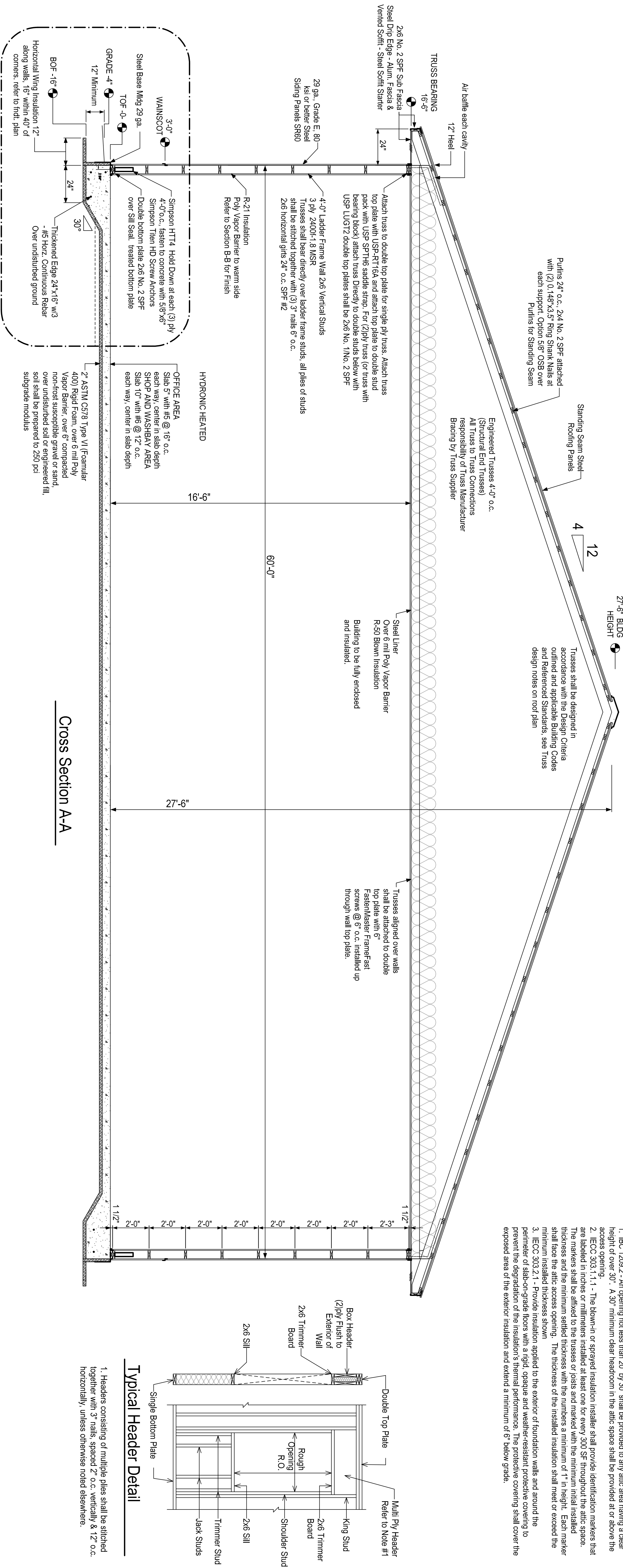
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PAGE 1 OF 4



PRELIMINARY PLANS

JOB NAME	
Antigo Police Storage	
JCS IMAGE	
Architectural Design LLC W731 Red River Rd - Antigo WI 54409 wro25bean@frontier.com 715-489-3721 Jeff Bean	
DATE:	10/25/2024
SCALE:	3/16" = 1'-0" UNLESS NOTED
PROJECT #:	730dALLUS
DRAWN BY:	JB
PAGE	A
OF	4
2	

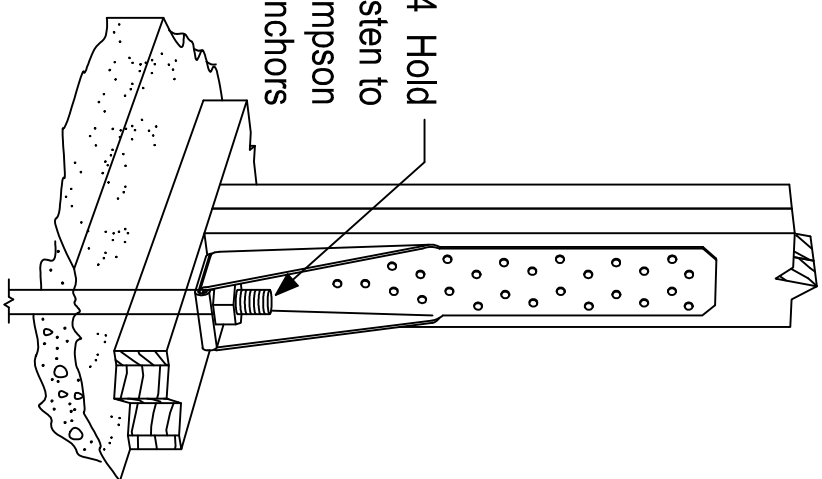


Typical Header Detail

1. Headers consisting of multiple plies shall be stitched together with 3" nails, spaced 2" o.c. vertically & 12" o.c. horizontally, unless otherwise noted elsewhere.

			Dimensions (in)				Fastener Schedule				DR/SP				
			W	L	D	CL	Nail Spacing	Anchor Bolt ^{3,5,7}	Strap ^{2,3,7}	Allowable Tension Loads (lbs.) ¹					
										Min/Max	Dia.	Qty	Type	166% Δ/in ^{4,5}	Δ/in ^{4,5}
MTEk Stock No.	Steel Ref. No.	Gauge													
HT16	HT14	10	2-1/2	16	2	1-3/8	1-3/4	--	1	5/8	18	10d	3610	0.142	
HT45	HTT4, HTT5	10	2-1/2	16	2	1-3/8	1-3/4	Max	1	5/8	26	16d x 2-1/2	4215	0.115	
												10d	5795	0.101	
												16d x 2-1/2	5865	0.113	
HT45KT ⁶	HTT5KT	10	2-1/2	16	2	1-3/8	1-3/4	--	1	5/8	26	11930	5685	0.113	

- 1) Allowable loads have been increased 60% for wind or seismic loads, no further increase shall be permitted.
- 2) 16d sinkers may be substituted for the specified 10d common nails with no load reduction.
- 3) 16d common nails may be substituted for the specified 16d x 1-1/2" nails with no load reduction.
- 4) The designer must specify anchor bolt type, length and embedment depth.
- 5) Deflections are derived from static, monotonic load tests of devices connected to DF wood members with specified fasteners.
- 6) HHT holdowns raised off of the sill plate may have higher deflection values.
- 7) HHT 45K1 is sold as a kit and includes (1) HHT 45s and (26) 11.5K screws.
- 8) NAILS: 10d nails are 0.148" dia. x 3" long, 16d x 2-1/2" nails are 0.162" dia. x 2-1/2" long.



Cross Section A-A

Purifins 24" o.c., 2x4 No. 2 SPF attached with (2) 0.148"x3.5" Ring Shank Nails at each support. Option 5/8" OSB over Purifins for Standing Seam

Engineered Trusses 4'-0" o.c.
(Structural End Trusses)
All Truss to Truss Connections
responsibility of Truss Manufacturer
Bracing by Truss Supplier

Attach truss to double top plate for single ply truss. Attach truss top plate with USP-RT16A and attach top plate to double stud pack with USP SP7H6 saddle strap. For (2ply truss) or truss with bearing block) attach truss Directly to double studs below with USP LUG12 double top plates shall be 2x6 No. 1/No. 2 SPF

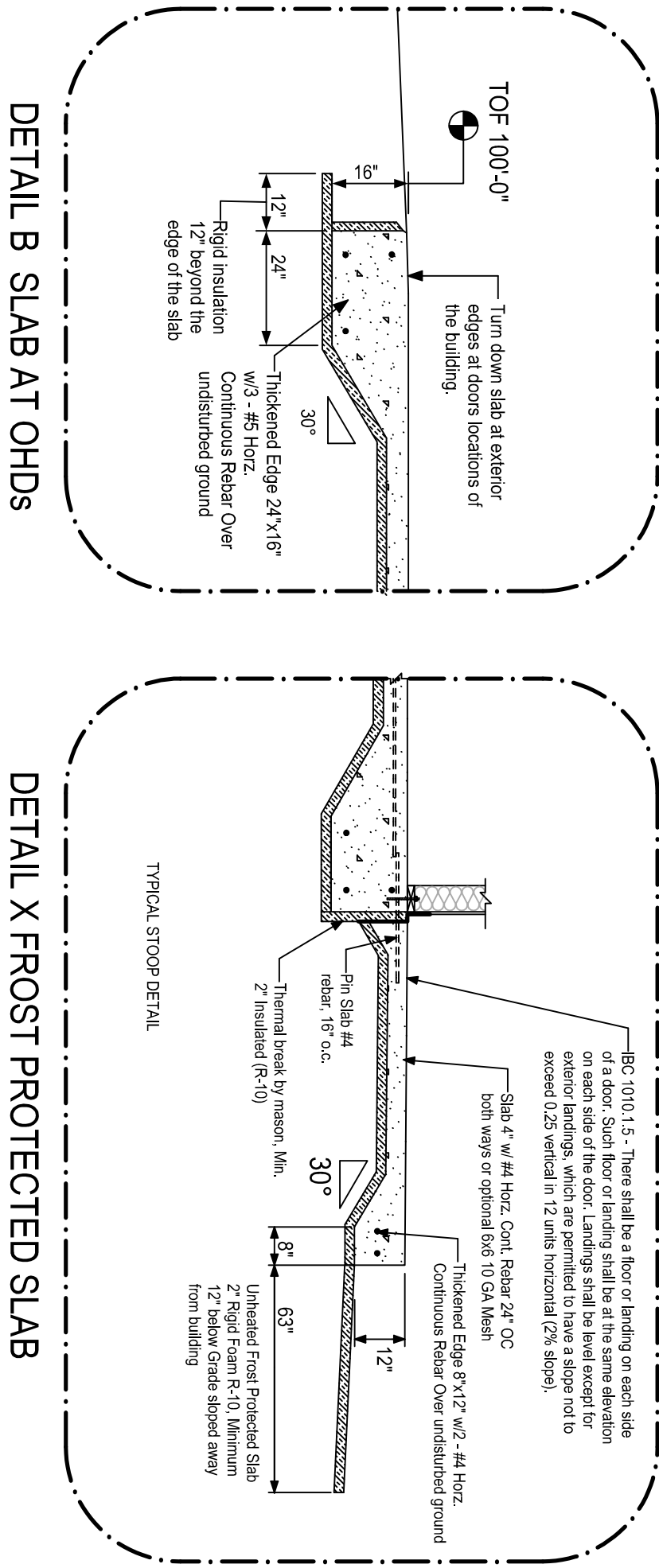
4'-0" Ladder Frame Wall 2x6 Vertical Studs
3 ply 2400F-1.8 MSR
Trusses shall bear directly over ladder frame studs, all plies of studs shall be stitched together with (3) 3" nails 6" o.c.
2x6 horizontal girts 24" o.c. SPF #2

—R-21 Insulation
Poly Vapor Barrier to warm side
Refer to Section B-B for Finish

HYDRONIC HEATED

- Simpson HTT4 Hold Down at each (3) plate
- 4"0"o.c., fasten to concrete with 5/8"x6" Simpson Titen HD Screw Anchors
- Double bottom plate 2x6 No. 2 SPF over Sill Seal, treated bottom plate

FOUNDATION SECTION DETAIL D-D

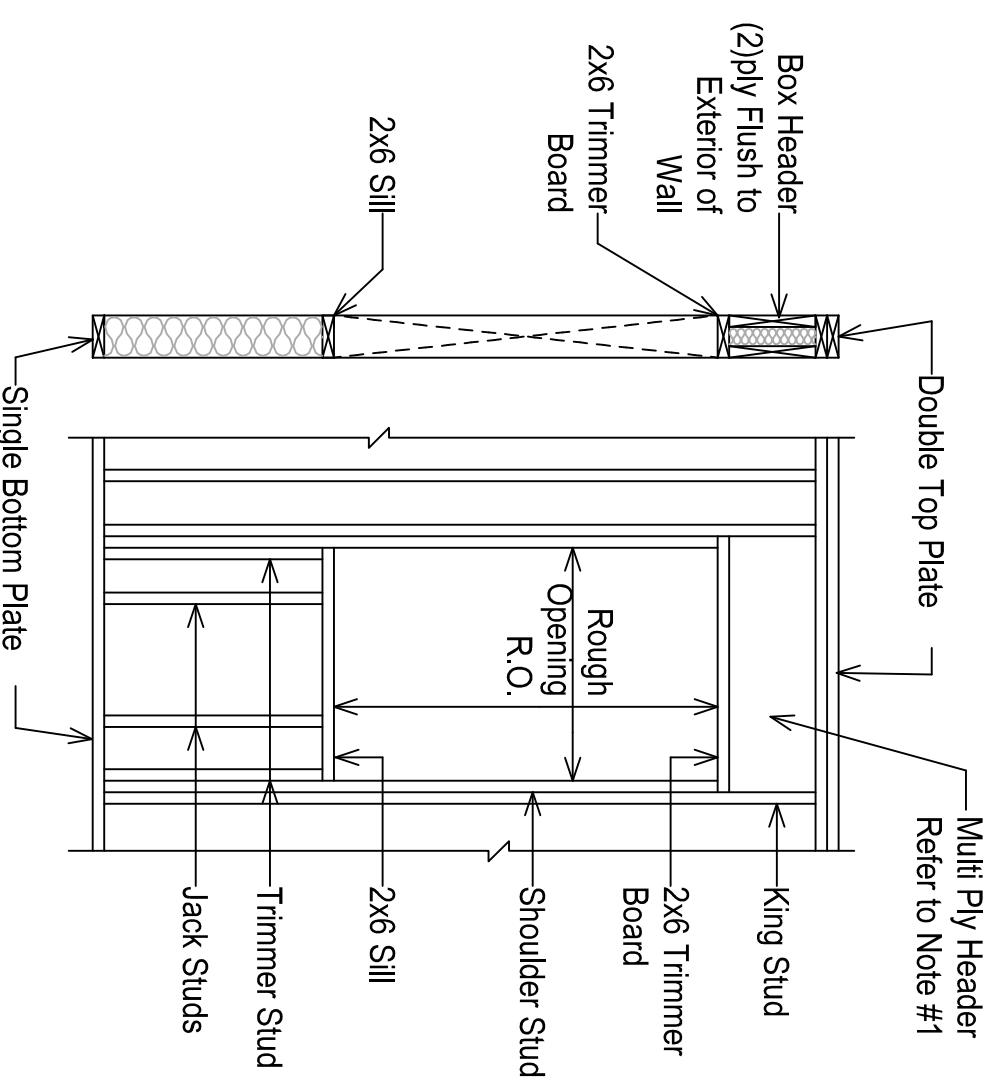


SIMPSON HTT4 - USP HTT16

Intermediate Simpson HTT4 Hold
Down Locations typ., fasten to
concrete with 5/8"x6" Simpson
Titen HD Screw Anchors

GENERAL CROSS SECTION NOTES:

1. IBC 1209.2 - Any opening no less than 20" by 30" shall be provided to any attic area having a clear height of over 30". A 30' minimum clear headroom in the attic space shall be provided at or above the access opening.
2. IECC 303.1.1.1 - The blown-in or sprayed insulation installer shall provide identification marks marking the location of all installed batts.
3. IECC 303.2.1 - The blown-in or sprayed insulation installer shall provide identification marks marking the location of all installed batts.
- The markers shall be affixed to the busses or joists and every 300 SF throughout the attic space. The thickness and the minimum settled thickness with the numbers a minimum of 1" in height. Each marker shall face the attic access opening. The thickness of the installed insulation shall meet or exceed the minimum installed thickness shown
3. IECC 303.2.1 - Provide insulation applied to the exterior of foundation walls and around the perimeter of slab-on-grade floors with a rigid, opaque and weather-resistant protective covering to prevent the degradation of the insulation's thermal performance." The protective covering shall cover the exposed area of the exterior insulation and extend a minimum of 6" below grade.



PRELIMINARY PLANS

To: Mayor and City Council
From: Karin Derauf, City Administrator
Date: November 20, 2024
Re: Discussion and Recommendation of IT Services

<Insert Memo Body>



OFFICE OF ADMINISTRATION
City of Antigo
700 Edison St
Antigo WI 54409

Staff Report

To: Finance, Personnel, and Legislative Committee Members

From: Karin Derauf, City Administrator

Date: November 20, 2024

Subject: Discussion and Recommendations of IT Services

Historical Background

For many years the City has budgeted for the position of IT (Information Technology) Director (job description attached) and has filled that position in a full-time capacity, including providing full benefits and full-time wage compensation. In addition to providing in-house technology services, the City has also historically contracted with The Dirks Group for various maintenance technology services, most often in a remote capacity.

Over the years, the City has enjoyed a healthy working relationship with The Dirks Group, receiving all the necessary services to accommodate Staff and allowing electronic work to be accomplished in a safe and secure manner. Beginning in 2023, there was a directional change in how the city IT Department was engaging with The Dirks Group, and some of the maintenance services were moved by the former IT Director to an in-house capacity. The Dirks Group, however, was still needed for certain services and the City has been paying for those services in addition to an IT Director. In August of 2024, the IT Director was released from employment creating the current vacancy we have today along with returning to greater engagement with The Dirks Group to ensure there was no disruption of services to the public or to the Staff's use of our electronic "tools".

Current Circumstance

For the past three (3) months, The Dirks Group has been assisting the City with all our daily IT needs while also working through some critical IT challenges brought about over the past two (2) years. The Dirks Group has also made several site visits to locate and identify all City IT infrastructure and has been instrumental in reclaiming and securing that infrastructure and city data.

During these past three (3) months the City has been without an in-house support person for IT needs, and rather has utilized the services of The Dirks Group with great success. Employees with The Dirks Group are very responsive and City Staff's daily IT needs are being addressed in a very prompt and timely manner, again, most often in a remote capacity. It is, therefore, important to realize that the City can function quite effectively without in-house, employee-provided IT services. It's recommended that the City continue moving forward in this effective relationship with The Dirks Group and utilize them for

our daily support services as well as maintenance services we have already been receiving. Contracting with The Dirks Group for full maintenance and support services would thereby eliminate the need for an IT Director position and/or in-house IT support services.

If the City Body (FPL Committee) is interested in exploring other options for information technology services, Staff can bring that information back to the group. However, currently, Staff is recommending the elimination of the IT *Director* position and moving forward with contracting with The Dirks Group for our maintenance and daily support needs by choosing the Support Plan (Option 2 shown below) which is a savings to the City in the amount of \$74,459.72 annually.

Fiscal Impact

Below is information regarding expenses for the IT Director position along with the attached job description that speaks to the services performed by this position. Also attached is information containing the maintenance scope of services quoted by The Dirks Group, as well as support scope of services that can be provided by their staff. Support services will address the daily needs of City Staff in a timely and efficient manner, while allowing Staff to continue their work without disruption.

CURRENT CITY MODEL

Annual current cost of in-house employee (See job description attached.)	\$107,579.00 / Annually (approximate)
The Dirks Group Maintain Plan (In addition to having an in-house employee, it will still be necessary to engage with The Dirks Group for the maintenance services we have been provided.)	\$82,587.12 / Annually
TOTAL	\$190,166.12 / Annually

DIRKS GROUP SERVICES

Maintain Plan (Option 1) **\$82,587.12 / Annually**
(Includes fundamental security protections all businesses need, including Managed Detection & Response, Two Factor Authentication (MFA), Email Threat Protection, Real-Time Security Monitoring, Multi-layered Protections, and Cyber Insurance Compliance Support)

Support Plan (Option 2) **\$115,706.40 / Annually**
(Includes fundamental security protections all businesses need, including Managed Detection & Response, Two Factor Authentication (MFA), Email Threat Protection, Real-Time Security Monitoring, Multi-layered Protections, and Cyber Insurance Compliance Support, **along with unlimited Remote Support**).

Recommendation

Staff recommends a motion to “recommend to Council to approve the elimination of the IT Director position effective immediately upon approval”.

Staff is also seeking a motion regarding The Dirks Group Support Plan or to obtain feedback from the Committee regarding IT support needs in the capacity of working with The Dirks Group for support services or seeking alternative solutions. If a motion is made to move forward, Staff recommends a motion to “recommend to Council to approve The Dirks Group Support Plan for the City IT services as presented”.



Wausau
 225077 Rib Mountain Drive
 Wausau, Wisconsin 54401
 Telephone: 715 848-9865

Eau Claire
 1101 W. Clairmont Ave, Suite 2B
 Eau Claire, Wisconsin 54701
 Telephone: 800 866-1486

btrybula@dirksgroup.com
 web: www.dirksgroup.com

COMPANY BACKGROUND / GENERAL INFORMATION

Since 1999, The Dirks Group has been at the forefront of delivering cutting-edge network solutions. Our extensive experience spans various industries, from commercial enterprises to government entities. Over the years, we have played a pivotal role in enabling our clients to make informed decisions to keep pace with evolving technology requirements. As a trusted technology partner for City of Antigo, we are dedicated to addressing your unique technology needs.

Our expertise lies in crafting strategic technology visions that not only align with the current landscape but also pave the way for future growth for City of Antigo. Whether you have an existing IT staff or not, The Dirks Group is well-versed in adapting to different environments. Our commitment to delivering quality service is grounded in client loyalty and industry integrity.

The range of services we offer is comprehensive, covering aspects such as computer setup, help desk support, consulting, training, and full network management. With The Dirks Group Data Center, we possess the capability to provide services typically associated with large service integrators, often located out of state or offshore. This includes offerings like cloud hosting and disaster recovery, all managed by our dedicated team.

Our business model places a strong emphasis on professionalism, personalization, and, most importantly, delivering proven results. With a remarkable client retention rate exceeding 98%, The Dirks Group has demonstrated our understanding that your complete satisfaction is not just a goal but a fundamental aspect of fostering a successful and enduring relationship. In essence, when you choose The Dirks Group, you can expect the industry's finest products installed and serviced by trustworthy professionals.

DG Services Include The Following:

DGSecure

Our Next Generation Firewalls are designed to help monitor, alert, and block possible intrusive and/or malicious activity. Geo-blocking is one feature which allows the firewall to block traffic from specific locations such as China or Russia trying to make requests into your environment. The firewall is also designed to help stop botnet and other (LAN) Local Area Network based attacks. Along with the added Intrusion Detection and Prevention features, it can also provide granular web filtering to deny access to possibly harmful sites as well as control employee activity. Because this device is part of the managed family of products we provide managed code updates, annual vulnerability scans and (IPS/IDS) intrusion prevention / intrusion detection alerting forwarded to our (SOC) security operations center team.

**Wausau**

225077 Rib Mountain Drive
Wausau, Wisconsin 54401
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Eau Claire

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btrybula@dirksgroup.com
web: www.dirksgroup.com

Cloud Email Filtering & Encryption

Our Advanced Email Filter allows for a patented machine-learning technology which analyzes hundreds of attributes for both spam and phishing in every email. This product also provides Zero-Hour threat protection to stop never-before-seen email threats. In addition to a high level of certainty on valid emails coming into your organization, we are also filtering messages leaving your environment to ensure they are free from viruses, malware, and other malicious content. A few of the many enhanced features include Email Encryption for the safe delivery of sensitive information utilizing the "Send Securely" Outlook plugin, Emergency Inbox, and Email Spooling in the event that your mail server is offline.

SaaS Protection for Office 365 | G Suite

The Dirks Group provides tools to protect OneDrive, SharePoint, Teams, Gmail, Google Contacts and more with 3x daily, automated backups and allows for additional backups as needed, at any time. Our tool backs up data in compliance with Service Organization Control (SOC 1/ SSAE 16 and SOC 2 Type II) reporting standards and supports your compliance needs.

Event Monitoring

We install additional software to allow for remote monitoring and alerting of your servers. VMware hosts notify us of any issues, such as failed power supplies, hard drives, etc. In addition to the automated alerts for hardware failures, we monitor the Windows operating systems for items such as high memory and CPU usage. Along with the automated alerts, we also perform manual checks weekly to verify these same components.

Network IDS

Our Network IDS tool provides an underlying layer of managed detection and response to help defend against persistent footholds, ransomware and more.

Cloud Antivirus +

Studies have shown that the average antivirus catches roughly 42% of the exploits of today. Traditional antivirus protects your computer based on signatures. A signature is a fix that the antivirus company writes after they find a new virus or worm. The antivirus that we deploy is not based on signatures, but instead uses machine-learning to predict, prevent, and protect against suspicious files. Our antivirus protects your machine immediately, even when it is not connected to the internet. Additionally, it provides an audit trail in the event of suspicious activity which traditional antivirus products cannot. Our Antivirus + product has been proven in testing to stop up to 97% of known and unknown exploits.



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 web: www.dirksgroup.com

Cloud DNS

This software looks for malicious or compromised websites before it sends the information back to users. Many websites, both valid and compromised sites, are encrypting this information so that traditional web filters cannot read the information in the website requests and will forward the information on to the user. Our Cloud DNS product can scan both encrypted and nonencrypted sites to make sure they are not compromised before sending that information back to the user. We also have the capability to protect machines both on-premises and for mobile users.

Backup and Off-Site Replication

The Dirks Group provides full disk image backups that are taken 3 times per day (6 am, 12 noon & 6 pm). A local copy of the backups is kept at the customer facility. Each evening those daily backups are consolidated into a daily image and replicated to one of The Dirks Group datacenters where they are retained for a period of 45 days.

Windows and 3rd Party Patching

Our patching is not only for vulnerabilities found in Microsoft products, but also third-party software such as Adobe, Chrome, and Firefox which in some cases can be more of a target for hackers.

DG Protect

A "Zero Trust" tool that allows for the hardening of customer devices via application whitelisting. Any nonapproved applications, PowerShell scripts, etc. are denied access and can only be approved by a Dirk Group Datacenter engineer.

Multifactor Authentication

Using an industry leading tool in which a user is granted access to an application or service only after successfully presenting two or more pieces of evidence to the authentication mechanism.

Security Awareness Training

Security Awareness Training is a tool that allows us to provide training on what to look for in phishing emails and the dangers of opening emails before verifying that the sender is someone that you know and trust. Once the training is completed, there is a process that allows us to send staged attacks similar to those a hacker would send but without the bad code. The tool also has reporting capabilities to provide administrators with the ability to identify employees who have clicked on the simulated phishing emails.

**Wausau**

225077 Rib Mountain Drive
Wausau, Wisconsin 54401
Telephone: 715 848-9865

Eau Claire

1101 W. Clairmont Ave, Suite 2B
Eau Claire, Wisconsin 54701
Telephone: 800 866-1486

btrybula@dirksgroup.com
web: www.dirksgroup.com

Dedicated Client Account Manager

A Client Account Manager is your dedicated point of contact, available day in and day out. They delve into the intricacies of your business, fostering a strong working relationship. Their responsibilities include providing monthly insights and reports on your business environment, ensuring that promises made are kept, conducting annual strategic business reviews, covering equipment age, network grade, industry updates, project planning, growth strategies, and addressing any concerns. Keeping you ahead of industry standards. In essence, they're your trusted partner, ensuring smooth operations and growth.



Managed Services Proposal:

Maintain Plan

Quote # 027664
Version 1

Prepared for:

City of Antigo

Karin Derauf
kderauf@antigo-city.org



Executive Summary

Managed IT Support

The Dirks Group is a premier provider of Managed IT Support Services for businesses of all sizes and budgets. The MAINTAIN Plan includes the most fundamental security protections all businesses need, including Managed Detection & Response, Two Factor Authentication (MFA), Email Threat Protection, Real-Time Security Monitoring, Multi-layered Protections, and Cyber Insurance Compliance Support.

Maintain Plan Details

Managed Servers

- Remote Monitoring & Management
- Remote Infrastructure Maintenance
- Updates & Patching
- Managed Detection & Response
- Application Whitelisting
- Backup Monitoring

Managed Workstations

- Remote Monitoring & Management
- Remote Infrastructure Maintenance
- Updates & Patching
- Managed Detection & Response

Managed User Security

- Two Factor Authentication (MFA)
- Email Threat Protection
- Malicious Web Filtering / DNS Security
- End User Security Awareness Training
- M365 Backup

Managed Firewall Security Service

- DGsecure Managed Firewall

Data Backup / Disaster Recovery

- Offsite Cloud Storage
- Onsite Server Virtualization
- BDR Testing & Validation
- BDR Hardware Included

Client Success Program

- Strategic Planning & Guidance
- Monthly Reporting
- Vendor Management
- Asset Inventory



Client Profile

Description	Qty
Servers	7
Workstations	65
Users	65
Firewall	1

Maintain Plan

Description	Monthly	Setup Fee
Managed Servers	\$1,939.21	\$0.00
Managed Workstations	\$2,145.00	\$0.00
Managed User Security	\$2,013.05	\$0.00
Continuous Protection Managed Services Setup Fee	\$0.00	\$0.00



Maintain Plan

Prepared by:

The Dirks Group

Brian Trybula
715-848-9865
Fax 715-848-0796
btrybula@dirksgroup.com

Prepared for:

City of Antigo

700 Edison Street
Antigo, WI 54409
Karin Derauf
(715) 623-3633
kderauf@antigo-city.org

Quote Information:

Quote #: 027664

Version: 1
Delivery Date: 10/16/2024
Expiration Date: 11/08/2024

Quote Summary

Description	Amount
Setup Fee	\$0.

Recurring Summary

Description	Amount
Maintain Plan	\$6,882.

Agreement Term

Description
Three Year

This Quote is governed under the provisions of the Master Services Agreement ("MSA"). located at <https://www.dirksgroup.com/home/MSA>

This Quote is further defined by the conditions and provisions of the services guide ("Services Guide"). Located at <https://www.dirksgroup.com/home/servicesguide>

The MSA and Services Guide contain important provisions related to the Services (including payment and auto-renewal terms), and by agreeing to this Quote, you agree to the provisions of the MSA and the Services Guide. If you cannot access the MSA or Services Guide, or if you have any questions about those documents, then please do not sign this Quote and contact us for further information.



The Dirks Group

Signature: _____

Name: Brian Trybula

Title: Client Account Manager

Date: 10/16/2024

Commencement Date: _____

City of Antigo

Signature: _____

Name: Karin Derauf

Title: _____

Date: _____



Managed Services Proposal:

Support Plan

Quote # 027481
Version 1

Prepared for:

City of Antigo

Karin Derauf
kderauf@antigo-city.org



Executive Summary

Managed IT Support

The Dirks Group is a premier provider of Managed IT Support Services for businesses of all sizes and budgets. The SUPPORT Plan includes the most fundamental security protections all businesses need, including Managed Detection & Response, Two Factor Authentication (MFA), Email Threat Protection, Real-Time Security Monitoring, Multi-layered Protections, and Cyber Insurance Compliance Support, along with unlimited Remote Support.

Support Plan Details

Managed Servers

- Remote Monitoring & Management
- Remote Infrastructure Maintenance
- Updates & Patching
- Managed Detection & Response
- Application Whitelisting
- Backup Monitoring

Managed Workstations

- Remote Monitoring & Management
- Remote Infrastructure Maintenance
- Updates & Patching
- Managed Detection & Response

Managed User Security

- Two Factor Authentication (MFA)
- Email Threat Protection
- Malicious Web Filtering / DNS Security
- End User Security Awareness Training
- M365 Backup

Managed Firewall Security Service

- DGsecure Managed Firewall

Data Backup / Disaster Recovery

- Offsite Cloud Storage
- Onsite Server Virtualization
- BDR Testing & Validation
- BDR Hardware Included

Client Success Program

- Strategic Planning & Guidance
- Monthly Reporting
- Vendor Management
- Asset Inventory

Help Desk

- Unlimited Remote Support



Client Profile

Description	Qty
Servers	7
Workstations	65
Users	65
Firewalls	1

Support Plan

Description	Monthly	Setup Fee
Managed Servers	\$1,698.20	\$0.
Managed Workstations	\$3,412.50	\$0.
Managed User Security	\$3,809.00	\$0.
DGsecure Managed Firewall	\$437.50	\$0.
Backup Recovery Device (BDR)	\$285.00	\$0.



Support Plan

Prepared by:

The Dirks Group

Brian Trybula
715-848-9865
Fax 715-848-0796
btrybula@dirksgroup.com

Prepared for:

City of Antigo

700 Edison Street
Antigo, WI 54409
Karin Derauf
(715) 623-3633
kderauf@antigo-city.org

Quote Information:

Quote #: 027481

Version: 1
Delivery Date: 10/16/2024
Expiration Date: 11/30/2024

Quote Summary

Description	Amount
Setup Fee	\$0.

Recurring Summary

Description	Amount
Support Plan	\$9,642.

Agreement Term

Description
Three Year

This Quote is governed under the provisions of the Master Services Agreement ("MSA"). located at <https://www.dirksgroup.com/home/MSA>

This Quote is further defined by the conditions and provisions of the services guide ("Services Guide"). Located at <https://www.dirksgroup.com/home/servicesguide>

The MSA and Services Guide contain important provisions related to the Services (including payment and auto-renewal terms), and by agreeing to this Quote, you agree to the provisions of the MSA and the Services Guide. If you cannot access the MSA or Services Guide, or if you have any questions about those documents, then please do not sign this Quote and contact us for further information.



The Dirks Group

Signature: _____

Name: Brian Trybula

Title: Client Account Manager

Date: 10/16/2024

Commencement Date: _____

City of Antigo

Signature: _____

Name: Karin Derauf

Title: _____

Date: _____

POSITION DESCRIPTION

Class Title: Information & Technology Director
 Department: Information Technology
 Location: City Hall
 Date: October 12, 2022

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

GENERAL PURPOSE:

Directs, administers, assigns, and supervises all activities of the Department including planning, constructing and maintaining the City's tele-communications and computer operating systems. These systems include, but are not limited to, the City's telephone and cellular systems, local and wide area networks, wireless networks, system programs, network security and overall system administration. Serves as the City's Liaison to the Emergency Alert System

SUPERVISION RECEIVED:

Works under the broad policy guidance of the Mayor and City Council while under the direct supervision of the Director of Administrative Services

SUPERVISION EXERCISED:

Exercises periodic supervision over clerical support staff and part-time/contracted/seasonal personnel assigned to carry out the efficient operation and maintenance of the City's technology systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for all Information Technology and Network Security needs (aka CIO, CSO)
- Coordinate the acquisition and installation of computer software system updates for the various computer programs used within its departments
- Responsible for the technical integration and operational oversight of Utility Asset Management programs, the web site, the wide area network, telephone/cellular systems and wireless networks including PC operations and maintenance
- Introduces new operational guidelines with regard to existing technology
- Provides recommendations for technical and hardware upgrades for personal computers, printers and servers as necessary to keep technologically current
- Provide department support in hardware/software acquisition and maintenance; includes everyday troubleshooting as well as evaluating and assisting with any special requests with regard to technology
- Provide IT support, outside of the normal work week, while exercising considerable discretion on how to best to resolve issues including on-site, remote access or other prioritized solutions
- Review and maintain current user access and securities. Ensure the security of all electronic systems against unauthorized access or change
- Enforce and oversee the administration of the Communications Policy
- Ensure that electronic systems have adequate backup and implement procedures to safeguard against the loss of data. Train/instruct personnel on the proper procedures for the safeguarding of electronic records
- Responsible for the budgeting, purchasing and organization of computer supplies/equipment
- Responsible for administration of all services and engineering contracts associated with the communication and technology systems
- Implementation of new programs including installation and training users on new software

PERIPHERAL DUTIES:

- Review and recommend policies and procedures to improve efficiency and effectiveness
- Support staff in developing and maintaining the current Geographic Information System (GIS)
- Liaison to Management Consultant regarding technical investments at the Water and Wastewater Plants
- Performs other duties and responsibilities as assigned

DESIRED MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continued employment.

Education and Experience:

- (A) Associate's Degree in Systems Technology or related field
- (B) 3-5 years of experience with Systems Technology in related field
- (C) Experience as a Network Administrator and/or Data Processing Technician.
- (D) An equivalent combination of education and experience

Preferred Qualifications:

- (A) Bachelor's Degree in Information Technology or related field
- (B) Certification as a Network Administrator

Necessary Knowledge, Skills and Abilities:

- (A) Present working knowledge of virtual machines (servers) and cloud technologies
- (B) Demonstrate considerable knowledge and understanding of network administration
- (C) Working knowledge of personal computers and physical network servers
- (D) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public
- (E) Ability to compile comprehensive reports
- (F) Ability to perform duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations
- (G) Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information
- (H) Ability to perform basic functions of MS Office suite products; Ability to utilize computer technology to access, retrieve, or input information
- (I) Ability to work safely, independently or as assigned to complete all necessary tasks
- (J) Ability to effectively meet and deal with staff and the public in a courteous manner utilizing diplomacy and tact
- (K) Ability to work with frequent interruptions
- (L) Maintain accurate, complete records and prepare clear/detailed reports in a timely manner
- (M) Ability to organize and prioritize effectively and independently to complete tasks as assigned
- (N) Ability to be a self-starter by initiating and completing projects and programs after discussion with the appropriate department head
- (O) Ability to communicate effectively both verbally and in writing
- (P) Ability to organize and prioritize effectively and independently to complete assigned tasks
- (Q) Skill in operation of listed tools, equipment, and software
- (R) Maintain strict confidentiality at all times

SPECIAL REQUIREMENTS:

- (A) Valid state driver's license or ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED:

Personal computer, word processing, spreadsheet, and data base software, copy and fax machines, scanner, telephone, smart phones and other job-related technology

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

Work is performed in both office and outdoor settings as required. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may be frequently required to walk, use hands to finger, handle or operate tools, to handle objects or controls and to reach with hands and arms. The employee must occasionally lift and/or move/carry up to 50 pounds. The work may be repetitive.

The work will also require sitting and operating a keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee may work indoors or outdoors and while outdoors is exposed to weather conditions. The employee occasionally works near equipment, moving parts and can be exposed to wet and/or humid conditions. The employee occasionally works in high precarious places and can be exposed to the risk of electrical shock.

The noise level in the work environment may vary from quiet to loud.

SELECTION GUIDELINES:

Formal application, rating of education, experience, interview process, references and background check; drug testing and job related tests may be required.

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

This 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.

Revised:
11/01/03
10/12/22