



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Tuesday, December 18, 2018

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 November 28, 2018 Meeting
2. Library Agreement with Village of White Lake (information only)
3. Request to Allow Clerk-Treasurer to Waive Permit Fees and Insurance Requirements for Event
4. 2018 Budget Transfers/Amendments to Actual Expenditures
5. Fill Vacancy and Set Captain Compensation in Police Department
6. Stryker Ambulance Cot Purchase
7. Change Hotel/Motel Commission Member as the Community Development Corporation No Longer Exists

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: December 13,2018

BILL BRANDT



To: Mayor and City Council
From: Dominic Frandrup,
Date: December 18, 2018
Re: Library Agreement with Village of White Lake (information only)

The Library has an employee at the White Lake branch that was being paid for half of his time through the Library and half of his time through the Village of White Lake. Because he is a City of Antigo employee, he should be paid for all of his hours through the City of Antigo. The extra hours that the Village of White Lake pays for the branch to be open should then be reimbursed to the City directly by the Village. The Library Director, Dominic Frandrup, has gotten an agreement with the Village of White Lake to begin this arrangement as of January 1, 2019. The Library Board is considering the agreement on the same day as the Committee meeting. This is an informational item only and requires no action from the Committee.



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: December 18, 2018
Re: Request to Allow Clerk-Treasurer to Waive Permit Fees and Insurance Requirements for Event

There are many events held throughout the year which utilize city property, park space, facilities, and/or city services. These events are required to file a special event permit application with the City. They are also required to pay a permit fee and provide insurance for the event with the City listed as an additional insured. In addition, there are shelter fees that are charged.

In the past, the attached events were granted the requested waivers provided they met established criteria and this worked very well and saved the process of going through two committees and then to Council for action.

The Park, Recreation and Cemetery Director will again request permission from the Park, Cemetery and Recreation Commission to waive the shelter rental fees for the attached events. I am requesting the City Clerk-Treasurer be granted permission to waive event permit fees and insurance requirement for the attached sheet of events.

These events that are listed are community events that meet some or all of the following criteria:

- They are open to the public at no charge and offer either an educational experience for attendees or a remembrance or a memorial for those within our community.
- Recognize volunteers that participated in community service projects.
- A profit is not created from the event, with any funds raised invested back into the community for various community projects, events, programs or local organizations.

Any new events or new events would still be required to go through the committee process for approval; this includes if an established event were to change its approved location

ANNUAL EVENTS FOR 2019 WHICH REQUIRE WAIVERS			Requested Waivers/Fees			
Event Name	Estimated Date of Event	Brief Event Description	Event/Parade Permit Fee	Street Use Fee	Insurance Certificate	Shelter or Facility
Antigo Disc Golf Club Ice Bowl Tournament	2/25/2018	Utilizes the Disc Golf Course. The event is held to raise money for the Antigo Community Food Pantry. The tournament is held on the course making a permit and insurance required.	X		X	
Antigo Optimist Christmas Tree Burn	Tentative date of 1/23/2019	If City services or equipment is needed, request makes event permit required.	X		Provides	
Rural Fire Control	as necessary through the year	Utilizes Peaceful Valley Event Grounds- Use of parking lot area where they set up approximately 300 feet of hose and test it in an unused portion of the parking lot.				X
Stand for Children Day	Middle of May (Tentatively 5/17 & 18/2019)	Utilizes Peaceful Valley Park, Warming House, Festival Grounds, Heinzen Pavilion: Free community educational event that offers various activities, opportunities, and education for participants. Includes: Optimist Bike Rodeo, Kids Travel Safe, Antigo Headstart, Fire Department...etc. Open to the public.	X	X	Provides	X
Hike for Hope (Formerly Out of Darkness Suicide Walk)	May 18,2019	Utilizes the Lake Park Concession and Shelter: Walk on the Springbrook Trail that creates awareness about suicide prevention and also remembers those that we have lost. Open to the public.	X		Provides	X
Antigo Garden Club Annual Plant Sale	5/25/2019	Utilizes Heinzen Pavilion: Selling locally grown annuals/periennals to the community with gardening advice given free. The funds generated are used toward the maintenance of many planters in the community including City Park West and East. They also provide scholarships to high school students with funds generated.	X		X	X
Memorial Day Parade	5/27/2019	Parade begins at Eastview Manor Nursing Home and follows city streets to the Langlade County Courthouse. This parade is an expected event held yearly on Memorial Day celebrating and recognizing the many Antigo area citizens who served in the Armed Forces and have since died. Public is encouraged to attend parade and ceremony at conclusion of parade. Heinzen Pavilion is reserved as a rain location if needed.	X		X	X
End of Year School Functions	May through June	Utilizes city shelters for school picnics, Monday through Friday from 7 a.m to 3 pm. Any event beyond these days and times requires a paid reservation.				X
Music in the Park-Mondays and Thursdays (some special dates)	Beginning of June – End of August	Utilizes City Park West & Heinzen Pavilion. Free Music in the Park Summer Series. Open to the public. Heinzen Pavilion is used as a rain location.	X		Provides	X
Play and Learn Time	May through August	Utilizes City Park West. A free universal program open to all families and cities in the county. Presented by Children's Hospital of Wisconsin Community Services				X
Antigo Baseball Association & Youth Softball-Tournaments and Regular Season	Spring & Summer (tentatively June 14th to 16th and July 19th to 21st)	Utilizes Saratoga and Lake Park shelters and concession stand at Lake Park & Al Remington Concession Stand.	X		X	X
Antigo Fillies Youth Softball Tournament	7/5 to 7/08/2019	Utilizes Lake Park Concession stand and Saratoga Shelter for tournament.	X		X	X
Antigo Farmers Market	June to October	Utilizes Heinzen Pavilion, Peaceful Valley Park, Warming House and Festival Grounds. The market sells locally grown produce and related food items along with cooking and crafting demonstrations. Benefits the community by making locally grown produce available along with educating the public with regard to food choices and preparation. Weekly donations of produce are made to the Antigo Food Pantry.	X		Provides	X
Healthy Ways Coalition - Spring Walk	Beginning of June (Tentatively 6/5/2019)	Utilizes a city shelter and Springbrook Trail. Free Community Event that is Sponsored by the Healthy Ways Coalition, businesses, and organizations, which creates awareness for participants about healthy activities and opportunities in our community. Open to the public.	X		X	X
Kids Fishing Day/Trout Unlimited	Beginning of June (Scheduled for 6/8/2019)	Utilizes City Park East. Free Community Event sponsored by Trout Unlimited that exposes youth the recreational activity of fishing. Open to the public.	X		X	X
Clifford Hausmann Memorial Vietnam Vet Cookout	6/21/2019	Utilizes Hudson Street Shelter. Vietnam Veterans Memorial Picnic recognizing and remembering veterans for their service. Open to the public.	X		X	X
Mission Antigo Barbecue	Middle of June (Tentatively 6-14-19)	Utilizes Heinzen Pavilion and Warming House. A cookout to celebrate the work and participants of Mission Antigo which were completed in the previous week.				X
Langlade County Historical Society Picnic	Tentatively July 11, 2019	Utilizes Heinzen Pavilion for rain location for annual picnic-Shelter and permit fee, along with insurance certificate would only need to be waived if they had to use for their event because of inclement weather.	X		X	X
Compassionate Friends Picnic/Balloon Release	Middle of July (Tentatively 7/11/2019)	Utilizes Hudson Street Shelter. Families come together to honor the children they have lost.	X		X	X

ANNUAL EVENTS FOR 2019 WHICH REQUIRE WAIVERS			Requested Waivers/Fees			
Kids from Wisconsin Picnic by Rotary Members	Middle of July (Tentatively 7/16/2019)	Utilizes City Park East. Kids from Wisconsin performers are entertained for a picnic by Rotary members. The Rotary Club brings Kids from Wisconsin for a performance and the funds are used to bring exchange students to the community and support them financially.				X
Kiwanis Club Picnic	Early August	Utilizes City Park East. Annual event to acknowledge the members for the community events they have participated in throughout the year. Kiwanis Club funds youth activities in the community.				X
Antigo Optimist After Fair Picnic	Middle of August	Available Shelter Facility. Annual event recognizing Optimist volunteers that contribute their time for community and youth events in the community throughout the year.				X
LYVE Benefit in the Park	Early August (Tentatively 8-3-19)	Utilize City Park West. They raise funds to cover the cost of participating in state competition. They invite the public to see them perform and sell food items to raise funds.	X		X	X

ANNUAL EVENTS FOR 2019 WHICH REQUIRE WAIVERS			Requested Waivers/Fees			
Event Name	Estimated Date of Event	Brief Event Description	Event/Parade Permit Fee	Street Use Fee	Insurance Certificate	Shelter
Antigo Tater Trot	Beginning of August (Tentatively 8/9 & 8/10/19)	Utilizes City Park East and West. Annual Race for runners and walkers. Funds raised are used to sponsor a variety of local organizations, clubs, and continue the annual event year to year. Open to the public	X	X	Provides	X
Missing Not Forgotten / A Night of Hope	8/11/2019	Utilizes Hudson Street Shelter. Annual event to remember those that are missing. Open to the public.	X		X	X
Antigo Elks Lodge #662	Tentative in August	Utilizes City ParkEast. Annual event to acknowledge the members who volunteer their time for events. Elks funds are used for youth events in the community.				X
Antigo Cancer Society Relay for Life of Langlade County	Tentatively August 16, 2019	Utilizes Peaceful Valley Park, Festival Grounds, Warming House and Heinzen Pavilion. Street closure of 6th Avenue & 7th Avenue in this block allows participants to walk complete blocks as well as parking area.	X	X	Provides	X
Badgerland Classics Car Club	Mid-August (Tentatively, Sunday, August 18, 2019)	Utilizes Peaceful Valley Park, Warming House, Festival Grounds and Heinzen Pavilion. Community event that showcases a variety of cars, vehicles, and tractors. Event offers food, all-day fun, and an educational experience for participants and attendees. Street closure of 6th Ave, 7th Ave and Field St for safety. Open to the public.	X	X	Provides	X
Antigo Walk to End Alzheimers	Middle of September (Tentatively 9/14/2019)	This event utilizes the city sidewalk. Open to the public and is a community event to raise awareness of Alzheimer's disease. Funds raised from the walkers donations are used to support care and services provided to families across Langlade County. All services from the Alzheimers Association are provided to those in need free of charge.	X		Provides	
Stumble Stump Rendevoous	Tentatively 9/4/19 to 9/8/19	This event occurs in the open area along the Springbrook Path. The public is invited to watch demonstrations of living in the days of trapping and living off the land. No fees are charged so no funding is generated by this event. It is held to educate the public and school children on the history of our northwoods areas.	X		Provides	
Boys & Girls Club of Langlade County-Cops vs Shops	Middle of September (Tentatively 9/14/2019)	Utilizes a Lake Park Concession Stand. This event is a fund-raiser for the club in which city departments play softball against each other with the winner receiving bragging rights for the following year. A community event organized to show support of the club by the city departments.	X		Provides	X
Healthy Ways Coalition - Fall Walk	Middle of September Tentatively	Utilizes Springbrook Trail. Free Community Event that is Sponsored by the Healthy Ways Coalition. The event encourages people of all ages to come and enjoy the Springbrook Walkway as a healthy way to encourage exercise and healthy lifestyle changes. Open to the public.	X		X	
Eli's Unite and Fight 1K-5K-10K	Tentatively September 21st	Utilizes Peaceful Valley Warming House. Runners and walkers participate to raise money for the MACC (Midwest Athletes Against Childhood Cancer) and raise awareness of childhood cancer.	X	X	X	X
Fighting Cancer Co-ed Softball Tournament	Tentative 9-20 To 9/22/19	Utilizes Lake Park & Senior League Fields as well as Lake Park Concession Stand. Yearly event first held in 2018 to benefit Alex Hintz's treatment costs.	X		X	X
Antigo High School Homecoming	Approximately 1st week of October	Utilizes the Police and Street Departments for traffic control.	X		School District	
Bright Futures 5K Color Run/Walk	Early October (Tentatively 10/5/2019)	Utilizes the Springbrook Trail path along with crossings at city streets (Milton St). A 1 mile and 5K run are held to benefit the Boys & Girls Club Healthy Lifestyles Program. Road closure road blocks are needed for both ends of Milton Street to provide safety for the participants. Open to the public.	X		Provides	
CROP Walk to End World Hunger	Early October (Tentatively 10/6/2019)	Utilizes Peaceful Valley Park, Warming House, Festival Grounds and Heinzen Pavilion. Walk on the Springbrook Trail, which raises funds for local and international food relief. Open to the public.	X		X	X
UW Extension Antigo Field Research Day	Date varies. Typically in the middle of the week.	Utilize one of the City Park Shelters. Picnic recognizing volunteers that assist with the Field Research Day at the Langlade County Research Station. Open to the public.				X
Lunch to Benefit The Giving Tree	Second half of October (Tentatively 10/18/19)	Utilizes the Peaceful Valley Park, Warming House, Festival Grounds and Heinzen Pavilion. Raises funds for the annual Giving Tree Program	X		X	X
Antigo Optimist Halloween Bash	Usually the Saturday before Halloween (Tentatively 10/26/2019)	Event for local youth utilizing the Peaceful Valley Warming House, Festival Grounds and Heinzen Pavilion. The Optimists replaced the parade with this event in 2016. Kids now play games and still get awards for their costumes in addition to tricks and treats. No fee is charged to youth to participate and event is open to the public.	X		Provides	X



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: December 18, 2018
Re: 2018 Budget Transfers/Amendments to Actual Expenditures

Each year the budget is adopted based on the estimated expenditures in each function area. Because these are estimates, there are always some budget transfers/amendments that need to be made to reflect the actual expenditures. I have compiled a list of these transfers and amendments that are known at this time. There may be a few more changes that will need to be added at the January Council meeting and then possibly more at the January Committee meeting to include in the February Council to complete them before the final audit of the 2018 Fiscal Year. These entries do not reflect any additional spending except for any grants received. The other transfers are moving existing funds to different line items.

Should you have any questions, please feel free to contact me at 715-623-3633, extension 102.

2018 BUDGET TRANSFERS

FUND TO	ACCOUNT	AMOUNT		FUND FROM	ACCOUNT
100.510.51530.52280	Contr Assessing Services	\$800.00		100.510.51610.52280	Gen Bldgs Contr Serv
100.530.53510.51100	Street Dept Outside Labor Wages	\$3,000.00		100.530.53520.51100	Street Dept Other Dept Wages
100.530.53510.51500	Street Dept Outside Labor Health Ins	\$500.00		100.530.53520.51500	Street Dept Other Dept Health Ins
100.460.00000.46720	PRC Recreation Fees	\$1,666.00		613.620.62001.59010	PRC Exp Trust
100.550.55210.	PRC Parks & Playgrounds	\$40,000.00		100.550.	PRC Other Funds
100.550.55350	PRC Other Dept Labor	\$1,000.00		100.550.	PRC Other Funds
100.550.55430	PRC Snow & Ice	\$9,000.00		100.550.	PRC Other Funds
100.550.58640	Emply Benefit Welfit				
	TOTAL	\$55,966.00			

2018 BUDGET ADJUSTMENTS

Increase			Increase	
100.430.00000.43585	Grant Income	\$120,406.43	100.530.53120.52230	Lead Service Line Exp
100.460.00000.46720	PRC Recreation Fees	\$1,666.00	613.620.62001.59010	PRC Exp Trust
100.460.00000.46720	PRC Recreation Fees	\$1,487.00	100.550.55320.53260	PRC Rec Programs
215.490.00000.49250	TIF 7 Fund Bal Applied	\$11,684.57	215.620.62001.52290	TIF 5 Engineering
257.430.00000.43585	CDBG-Grant Income	\$178,179.00	257.620.62001.59350	CDBG-Trans to CIP

278.410.00000.41340	Hotel/Motel Room Tax	\$23,000.00		278.620.62001.56020	Hotel/Motel Contributions
442.490.00000.49250	CIP Fund Bal Applied	\$10,000.00		442.640.64002.58080	CIP Street Constr
610.490.00000.49250	Library-Exp Trust	\$9,500.00		610.620.62001.53300	Library-Exp Trust Equi
613.490.00000.49250	PRC - Exp Trust	\$8,800.00		613.620.62001.53530	PRC-Donations Purch
614.490.00000.49250	Law Enf - Exp Trust	\$3,100.00		614.620.62001.53410	Law Enf-Donations Purchases
615.490.00000.49250	Fire Dept - Exp Trust	\$600.00		615.620.62001.53530	Fire - Donations Purchases
	TOTAL	\$368,423.00			

DESCRIPTION
Adj Budget for Online Assessment Data
Adjust Budget to Actual from Estimated
Adjust Budget to Actual from Estimated
Trans Funds for Dave Brandt Donation to Flag Football Fees
Adjust Budget to Actual from Estimated Where Funds are Available
Adjust Budget to Actual from Estimated Where Funds are Available
Adjust Budget to Actual from Estimated Where Funds are Available
Rec Revenue & Expenditures for Grant
Rec Trans to General Fund for Dave Brandt Donation to Flag Football Fees
Rec Rev & Exp from Rec Program Shirts/Hats
Rec Exp for TIF 7 Amendment
Rec Grant Revenue for Gowan/Field Project

Rec Additional Revenue & Expenditures
Rec Exp for Anticipated Grant Revenue
Rec Expenditure from Donations
Rec Expenditure from Donations
Rec Expenditure from Donations
Rec Expenditure from Donations



ANTIGO POLICE DEPARTMENT

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

December 12, 2018

Finance Personnel and Legislative

RE: Filling potential vacancy on the police department and setting compensation for the Captain position

Dear Committee Members;

Captain Jim Kolpack has given his notice of retirement effective February 14, 2019. Captain Kolpack was promoted to Captain on July 14, 2016 and will be with the Antigo Police Department for 33 years at his time of retirement.

I am anticipating promoting a Captain from within the ranks of Antigo Police Department which will result in an eventual vacancy on the department at the patrolman level. We are currently staffed at 15 sworn officers and it is imperative to maintain that staffing level to perform and function as we have.

I am requesting a motion to rehire to maintain a level of 15 sworn officers for the Antigo Police Department. Filling of the position will not be done until after the retirement of Captain Kolpack.

I am also looking at setting the compensation pay grade and step for the position of Captain.

I am looking for a motion to accept the pay grade 11, step 6 for this position. I anticipate filling this position in February with approval from the Police and Fire Commission, and would recommend that the individual be moved to step 7 at the beginning of 2020. Step 7 requires a two year process before moving onto the next step. This is the same pay grade and step that was offered to Kolpack in 2016.

Sincerely;

Eric J. Roller
Director of Public Safety

Attachment: captain position 2019 (2503 : Fill Vacancy and set Captain compensation)



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: December 18, 2018
Re: Stryker Ambulance Cot Purchase

I am requesting to purchase a new Stryker Power Ambulance Cot with CIP Funds to replace a cot from 2008. I have scheduled to purchase a new Stryker Power Cot every 10 years which is the expected service life. I have requested bids and received three which Alderman Henricks and I opened.

The three quotes are from, Stryker sales representative for \$15,755.88, Pomasl Fire Equipment for \$16,348.00 and Taylor Made Ambulance for \$18,750.00. I have attached the bid sheet for information.

BID SHEET

Stryker Ambulance Cot

Date of Opening: 12/4/2018

Present at Opening: J. Petroskey

Scott Henricks

Bidder	Total Bid	Discounts	Balance	Comments
Pomasi	\$ 18,848.00	\$ 2,500.00	\$ 16,348	
Taylor Made Ambulance	\$ 18,750	\$ -	\$ 18,750	
Stryker Medical	\$ 17,755.88	\$ 2,000.00	\$ 15,755.88	

s/everyone/blank bid sheet.xls



To: Mayor and City Council
From: Bill Brandt, Mayor
Date: December 18, 2018
Re: Change Hotel/Motel Commission Member as the Community Development Corporation No Longer Exists

Currently the guidelines for the Hotel/Motel Room Tax Commission include the following as per Resolution No. 026-04 as appointed by the Mayor:

Mayor, City Council President, Chamber of Commerce Director, Langlade County Economic Development Committee Chairperson, Chamber of Commerce Member, Citizen at Large and Lodging Representative.

Resolution No. 107-08 changed the Langlade County Economic Development Committee Chairperson to a non-Council member of the Community Development Corporation Board.

It has been brought to my attention that there is no longer a Community Development Corporation so the Commission guidelines need to be changed to reflect a different position which the Committee will need to discuss.