



CITY OF ANTIGO

PUBLIC WORKS COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, March 22, 2023

CITY HALL, 700 EDISON STREET

5:30 PM

Call to Order

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

1. Minutes from the February 22, 2023 Meeting (Hold Pending Completion)
2. Approval of Bid Deemed Most Advantageous for the 2023 Spring Curbside Clean-up-Landfill Hauling/Tipping Fees
3. Updated Authorization for the Submission of a Community Development Block Grant - Public Facilities (CDBG-PF) Application for Edison Street Reconstruction (6th to 10th Avenues) Including Municipal Utility Improvements
4. Waiver of Event Permit Fee for Antigo Visual Arts "Historic Langlade County Racetrack & Mural Celebration" on Saturday, May 6, 2023
5. Transfer Wastewater Capital Equipment/Improvement Funds of \$125,000 Budgeted for Roof to Blowers

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 Cheryl Barta, 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: March 16,2023

TOM BAUKNECHT



To: Mayor and City Council
From: Kirk Packard, Street Commissioner
Date: March 22, 2023
Re: Approval of Bid Deemed Most Advantageous for the 2023 Spring Curbside Clean-up-Landfill Hauling/Tipping Fees

Bids were sought for the handling, compaction and delivery of materials to an approved landfill facility as hauled to the bidder's landing site by City crews in conjunction with the spring curbside clean-up effort.

The spring curbside clean-up effort is scheduled to start May 1st and will run until all material placed by residents is collected (anticipated ending dated projected as May 11th).

Two bids were received. B&B Containers bid \$105 per ton and GFL Environmental bid \$77.75 per ton.

Last year we utilized GFL, their bid was \$72.00 per ton, B&B Containers bid \$105. We collected approximately 118 tons in 2020, 73 tons in 2021 and 78 tons in 2022.

We have utilized GFL in the past for this same project and it is my recommendation to award the bid to GFL Environmental for \$77.75 per ton.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: March 22, 2023
Re: Updated Authorization for the Submission of a Community Development Block Grant
 - Public Facilities (CDBG-PF) Application for Edison Street Reconstruction (6th to
 10th Avenues) Including Municipal Utility Improvements

Resolution #74-21 dated August 11, 2021 authorized the submission of a CDBG-PF grant application through Ayres Associates. The City's grant application was subsequently denied by the Wisconsin Department of Administration due to a submission technicality. Ayres Associates has agreed to the resubmittal of an updated CDBG-PF grant application for the 2023 spring deadline for the Edison Street project (6th to 10th Avenues) at no cost to the City.

I am seeking the Committee's recommendation to advance an updated application through Ayres Associates seeking a CDBG-PF grant for a \$1,000,000 maximum grant (covering up to 2/3 of eligible project costs). Other potential funding for this project might include the Safe Drinking Water Loan Program (SDWLP) and Clean Water Fund (CWF) along with any Principal Forgiveness opportunities. These resources will be sought under separate efforts to be presented to the Public Works Committee (at a later date) for consideration.

A copy of the Authorizing Resolution (for Council consideration upon your concurrence) is included in your agenda packets.

Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

City of Antigo

(UGLG/Unit of General Local Government)

Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application

Relating to the City of Antigo participation in the
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

Community Development Block Grant Public Facilities (CDBG-PF) Program
(Name of Program, e.g., Public Facilities (CDBG-PF), Planning (CDBG-PLNG))

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a

Public Facility Improvement for the CDBG-PF Program

(Activity and Program, e.g., Public Facility Improvement for the CDBG-PF Program; Plan for the CDBG-PLNG Program)

for the City of Antigo ;
(County, City, Village, or Town) (UGLG's Name)

WHEREAS, after public meeting and due consideration, the City Council
(Name of Appropriate Committee)

has recommended that an application be submitted to DOA for the following project:

Edison Street Reconstruction (6th Avenue to 10th Avenue) ; and
(CDBG Proposed Project Title)

WHEREAS, it is necessary for the City Council to
(County Board, City Council, Village Board, Town Board)
approve the preparation and filing of an application for the City of Antigo to
(County, City, Town, Village)
receive funds from this program; and

WHEREAS, the City Council has reviewed the
(County Board, City Council, Village Board, Town Board)
need for the proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council
(City Council, County Board, Village Board, Town Board)

Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

does hereby approve and authorize the preparation and filing of an application for the above-named project; and that the Mayor is hereby
(Council President, Mayor, Board Chair, Village President)

authorized to sign all necessary documents on behalf of the City; and
(County, City, Village, Town)

that authority is hereby granted to City Council
(Name of Appropriate Committee)

to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on this _____ day of _____, _____ . ATTEST: _____
(Day) (Month) (Year) (Signature of Clerk)

The governing body of City of Antigo has authorized the above resolution
(UGLG's Full Name)

by Resolution No.: _____, dated _____ .
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official Title Date Signed

Bill Brandt
Typed Name of the Chief Elected Official

Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

AUTHORIZING RESOLUTION TO SUBMIT A CDBG APPLICATION:

SUBMISSION INSTRUCTIONS

The Unit of General Local Government (UGLG) **must** submit documentation verifying the Chief Elected Official (CEO) has been authorized to submit a CDBG Application. The Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application form is provided to serve as this documentation, upon being completed by the UGLG and submitted with the UGLG's CDBG Application materials.

- Fill in the designated spaces throughout the form. (Please refer to the micro text located beneath each fillable slot for guidance on the type of information that must be input.)
- The **Authorizing Resolution to Submit a CDBG Application** form must be signed by the local Clerk.
- The **Authorizing Resolution to Submit a CDBG Application** form must be signed by the UGLG's Chief Elected Official (i.e., Mayor, City Council President, Village Board President, Town Board Chairperson, County Board Chairperson, etc.). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill in the date the form is signed by the CEO.
- Retain the original completed **Authorizing Resolution to Submit a CDBG Application** form for the UGLG's prospective grant file and submit a copy to the Division of Energy, Housing and Community Resources (DEHCR) with the UGLG's CDBG Application materials.



To: Mayor and City Council
From: Sarah Doucette, Assistant
Date: March 22, 2023
Re: Waiver of Event Permit Fee for Antigo Visual Arts "Historic Langlade County Racetrack & Mural Celebration" on Saturday, May 6, 2023

Request to waive the event permit fee for Antigo Visual Arts "Historic Langlade County Racetrack & Mural Celebration" on Saturday, May 6, 2023 to showcase the work of the mural artists and share the history of horse racing in our community.

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events

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

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

New Events

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

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

Antigo Visual Arts, Inc.

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

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

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

3. Name of Event:

Historic Langlade County Racetrack & Mural Celebration

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

Dedicate mural for racetrack on Thruway Bldg

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

Mural is a beautification project for city

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

possibly extra trash receptacles

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

[Signature]
Gregory A. Brabazon, Treasurer

Date: 3.13.23

For Office Use Only:

FPL: Submitted _____

PCR Submitted: _____

Council Submitted: _____

FPL: Approved _____

PCR Approved: _____

Council Approved: _____

APPLICATION FEE
\$25.00CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMITDATE OF APPLICATION: 3-13-23 AGENT NAME: Gary H. Brabazon
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATIONMAILING ADDRESS: PO Box 312, Antigo STATE: WI ZIP: 54409EMAIL: brab2225@gmail.comPHONE#: 608-481-1231 WORK/CELL NUMBER#: sameSPONSORING ORGANIZATION: Antigo Visual Arts, Inc.ORGANIZATION'S EXECUTIVE OFFICER: Gary Brabazon PHONE: 608-481-1231EVENT DATE(S): 5-6-23 START TIME: 2 AM ☒ PM END TIME: 4 AM ☒ PMNAME OF EVENT: Historic Langlade County Racetrack + MuralREASON FOR EVENT: Mural Dedication CelebrationPERSON(S) RESPONSIBLE FOR DATE/SITE: Gary Brabazon
Must be present at the event and on the premises for the reservation date for the duration of the event.ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 50TYPE: ☐ Parade/Walk/Run ☒ Special Event ☐ Street Use/Closure
For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: _____

ASSEMBLY POINT _____ DISBANDING POINT _____

PARADE/WALK/RUN ROUTE: _____

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: Kingsbury Park

STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNICIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE _____ (NUMBER) HUNDRED BLOCK(S) OF _____ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY: _____

Attachment: AVA Mural Celebration 5-6-23 (6062 : Waiver of Event Permit Fee for Antigo Visual Arts)

PLEASE ANSWER YES OR NO TO THE FOLLOWING:

1. ARE YOU SERVING OR SELLING ALCOHOLIC BEVERAGES? ☐ YES ☒ NO
YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL OR SERVE FERMENTED MALT BEVERAGES AT A PUBLIC EVENT
2. ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION? ☒ YES ☐ NO
EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS) ☒ YES ☐ NO
PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

☐ TRAFFIC CONTROL

☐ BARRICADES

☒ TRASH BARRELS

☐ EMS SERVICES ON SITE

☐ OTHER; PLEASE LIST: _____

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754

PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. CERTIFICATE TO BE ON FILE FOR \$1,000,000 IN GENERAL LIABILITY COVERAGE
2. THE CITY OF ANTIGO (WITH ADDRESS LISTED) MUST BE LISTED AS AN ADDITIONAL INSURED
3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

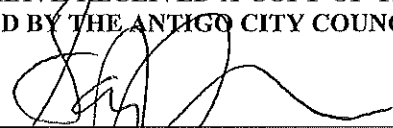
NAME OF YOUR LIABILITY INSURANCE CARRIER Auto Owners Ins thru

McCormack-Klessig

☐ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE 

DATE 3.13.23

Gay H. Stabazon, Treasurer
608-486-1231

stab2225@gmail



CERTIFICATE OF LIABILITY INSURANCE

2.4.a

DATE (MM/DD/YYYY)
03/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McCormick Klessig Insurance 522 Clermont St Antigo, WI 54409	CONTACT NAME: Mary Plamann	
	PHONE (A/C, No, Ext): 715-627-4302	FAX (A/C, No):
INSURED Antigo Visual Arts 404 Superior St Antigo, WI 54409	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Auto-Owners Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		
NAIC # 18988		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		61286616	03/17/2023	03/17/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Antigo is listed as an additional insured.

CERTIFICATE HOLDER**CANCELLATION**

City of Antigo 700 Edison St Antigo, WI 54409	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Mary Plamann</i>



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: March 22, 2023
Re: Transfer Wastewater Capital Equipment/Improvement Funds of \$125,000 Budgeted for Roof to Blowers

There is \$125,000 in Capital Improvement/Equipment (CIP) funds budgeted in 2023 for replacing roofs for the wastewater plant. However, the three blowers at the wastewater plant are showing signs of failure and this would be a higher priority than the roofs. We are asking for permission to transfer the \$125,000 from roofs to blowers so they can be replaced.

Infrastructure Alternatives is requesting to replace the three blowers as repairing the blowers is estimated to cost \$15,000 each for materials plus labor and new blowers are estimated to cost \$30,000 each. Due to the importance of the blowers and the cost difference between repairing and replacing, we are recommending replacement of the blowers utilizing the CIP roof funds.

If the Committee approves this transfer, a budget amendment will be forwarded to Council. Should you have any questions, please feel free to contact me.