

CITY OF ANTIGO
PUBLIC WORKS COMMITTEE
MINUTES OF MEETING HELD
AUGUST 23, 2017

Public Works Committee of the City of Antigo met in Regular Meeting on the above date at 5:30 PM in the Multi-Purpose Room, City Hall, Ward 4 Tom Bauknecht presiding.

Attendee Name	Title	Status	Arrived
Tom Bauknecht	Ward 4	Present	
Rick LeBrun	Ward 6	Absent	
Barb Rebstock	Ward 1	Present	
Sandra Fischer	Ward 2	Present	
Scott Henricks	Ward 9	Present	

Others in attendance: Tommy Horswill, Infrastructure Alternatives; Mark Desotell, Director of Administrative Services; Scott Martin, MSA Professional Services; Charley Brinkmeier, Surveyor/Project Manager; and Jaime Horswill, Clerical/Utility Assistant.

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

1. Approval of the Minutes from the May 24, 2017 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Scott Henricks, Ward 9
SECONDER:	Sandra Fischer, Ward 2
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

2. No Parking Request on North Side of Ackley Street from Hydratight Corporation

Bob Piskula, Street Commissioner, provided a memo noting a request for no parking on the north side of Ackley Street from Clermont Street to Edison Street. The cars are blocking the semi entrance to factory loading docks.

Stephanie Ourada, Hydratight Corporation, provided an e-mail noting safety concerns with vehicular traffic and parking located south of their loading docks at Hydratight. With baseball season, they are noticing a large volume of vehicles and pedestrians using the grass outside their shipping dock, adjacent to the baseball field. Semi-trucks are unable to back into loading docks due to parked vehicles and their personnel have been reporting to the baseball field to request removal of vehicles. They would like to utilize "No Parking" in this area from 2:00 pm to 6:00 pm to avoid any possible risks to persons or vehicular property.

Aldersperson Rebstock advised that this area is dangerous when there are ball games. She questioned if the area behind the ball field could be designated for parking.

Mark Desotell, Director of Administrative Services, advised that designating a parking area behind the ball field would be a Park, Cemetery and Recreation Commission agenda item. He will talk with Sarah Repp, Park, Recreation and Cemetery Director.

Motion to change the current ordinance to include No Parking on the north side of Ackley Street from Clermont Street to Edison Street.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 9/13/2017 6:00 PM
MOVER:	Scott Henricks, Ward 9
SECONDER:	Sandra Fischer, Ward 2
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

3. Requested Use of City Streets by Antigo Area ATV/UTV Club in Support of Make-A-Wish Foundation in Conjunction with Kettle Moraine ATV Association for their 2017 Charity Ride from October 12th thru the 15th

Mr. Desotell provided a memo advising that the Antigo ATV/UTV Club along with the Kettle Moraine ATV Association is requesting the temporary use of city streets in conjunction with Kettle Moraine's 10th Annual Charity Ride. This will be the Club's first year (hope to see them back over the next 10 years) in Antigo/Langlade County and they have chosen Make-A-Wish as the recipient of this year's proceeds. There will be two young men who will be recipients of their wish from the foundation. The clubs are seeking limited use of city streets from their lodging locations, campgrounds or homes to the trailhead during the event; some 200 riders are expected to be in the area. This will be a good time to test the eventual north-south corridors for residents.

Mr. Desotell further provided information on the two Make-A-Wish recipients. Matthew, a 17 year old from Antigo who is living with Hodgkin's Lymphoma. He enjoys hunting, fishing, watching TV and hanging out with friends. He also loves spending time at his family's lake cottage. His wish is to go to Hawaii. Casey, an 18 year old from West Bend who is living with Anaplastic Large Cell Lymphoma. He enjoys trail hiking, drawing, writing and recording his own music. His wish is to go to Australia.

Mr. Desotell advised that the Kettle Moraine club has held their rides in previous years in the Mountain area and has selected the Antigo area due to the hotels and banquet facilities available. They are looking for a long term area to hold their rides.

Upon inquiry by Alderperson Bauknecht, Mr. Desotell advised that there is nothing that the City needs to do, other than possibly laminate temporary signs. He will check with Attorney Winter to see if anything further would need to be done.

Upon inquiry by Alderperson Henricks, Mr. Desotell noted that this topic has been an on-going topic for numerous years. The goal is for ATV/UTV riders to take the nearest road to the trailhead. They would like riders to limit the number of times they cross the highway. He is working on a permanent ordinance, which the committee will see over the winter months.

Upon inquiry by Alderperson Rebstock, Charley Brinkmeier, Surveyor/Project Manager, noted that currently snowmobiles have the ability to take the shortest route to the trail.

Alderperson Henricks noted that Langlade County is the County of Trails and this would be a good move for the community.

Motion to approve the requested temporary use of City streets by the Antigo ATV/UTV Club as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/13/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Sandra Fischer, Ward 2
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

4. Determination of Maintenance Limits along 5th Avenue (former Highway 64) West of Western Avenue with the Town of Ackley

Mr. Desotell provided a memo noting that when the former Highway 64 (aka Fifth Avenue) was jurisdictionally transferred from the Wisconsin Department of Transportation to the City of Antigo and the Town of Ackley, certain segments were designated as being the respective responsibilities of each governmental unit. Because the City had intermittent parcels of property within its jurisdiction along the north side of this corridor and the west of Western Avenue it shared in the maintenance and reconstruction responsibilities with the Town of Ackley. Mr. Desotell was approached by Mike Kennedy of the Town of Ackley to determine if the entities could come to an agreement regarding continuity of responsibility for the pavement west of Western Avenue as the Town would be paving their segment in 2017. Mr. Desotell met with Mr. Piskula and Mr. Brinkmeier and they all concurred to recommend to the committee and Council that the City would be responsible for the section of pavement from Western Avenue west to the end of the lane tapers allowing the Town's paving project to be completed.

Mr. Brinkmeier noted that these agreements will eventually happen with all of the townships. For the last several years, these agreements were done by "handshake" and now they would like to solidify the agreements in writing.

Motion to approve maintenance and reconstruction jurisdiction for the section of pavement on Fifth Avenue from Western Avenue west to the point of 500 feet west (end of the lane tapers) as recommended.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/13/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Barb Rebstock, Ward 1
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

5. Acknowledgement of Acceptance of Award and Required Document Submission for \$500,000 of CDBG Public Facility Funds from Wisconsin Department of Administration for Gowan Road & Field Street Projects

Mr. Desotell provided a memo noting that on July 28, 2017 the City of Antigo received notice of the Project Award and Pre-Agreement Requirements for a Wisconsin Department of Administration (WDOA) Community Development Block Grant (CDBG) Public Facility Grant in the amount of \$500,000 for the design and construction of Gowan Road (Tenth Avenue to Springbrook Creek) and Field Street (Seventh Avenue to Eighth Avenue). The City was instructed to complete the necessary acceptance of the award along with any related pre-agreement forms within 45 days of the above referenced letter. Mr. Desotell is additionally requesting that the Mayor, he and/or the Clerk-Treasurer be authorized to endorse subsequent project forms and submittals as necessary to meet the project submittal requirements.

Mr. Desotell noted that this grant will subsidize a grant that was previously accepted for \$385,000. There is now a total of \$885,000 towards the \$1,500,000-\$1,600,000 project. This is

a complete reconstruction.

Mr. Desotell further gave a brief history of the grants for the new members of the committee.

Motion to approve the \$500,000 CDBG Public Facilities Grant Award from Wisconsin Department of Administration and authorize the Mayor, Director of Administrative Services, and/or the Clerk-Treasurer to endorse subsequent project forms and submittals as necessary to meet the project submittal requirements.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/13/2017 6:00 PM
MOVER:	Scott Henricks, Ward 9
SECONDER:	Barb Rebstock, Ward 1
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

6. Professional Services Agreement for Preparation of an Environmental Review Report for Gowan Road & Field Street with MSA Professionals as required by Wisconsin Department of Administration in conjunction with the CDBG Public Facilities Grant

Mr. Desotell provided a memo with an Agreement for Professional Engineering Services to complete an Environmental Review Report in compliance with the Wisconsin Department of Administration according to 24 CFR Part 58 is the next required step in securing the \$500,000 in Public Facility Grant funds awarded to the City of Antigo for Gowan Road and Field Street projects slated for construction in 2018. MSA Professional Services completed this step for the city during the 2015 Community Development Block Grant (CDBG) Public Facility Grant project bringing those efforts to a successful conclusion. Mr. Desotell is requesting to waive the bidding requirement as established under the Professional Services (Qualification Based) section of the City's Purchasing Policy. The post grant administrative work will be performed on an hourly basis for an estimated fee of \$4,500. It is worth noting that MSA was able to deliver this portion of the 2015 CDBG project at a final cost of \$3,600.

Scott Martin, MSA Professional Services, noted that there are numerous steps in fulfilling requirements for grant funds. The Environmental Review is a federal requirement as these are urban projects. There should not be any substantial issues. Grants are administrative heavy.

Motion to approve the Professional Services Agreement with MSA Professional Services for an Environmental Review Report for Gowan Road and Field Street as required by the Wisconsin Department of Administration in conjunction with the CDBG Public Facilities Grant and to waive the bidding requirement as established under the Professional Services section of the City's Purchasing Policy.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/13/2017 6:00 PM
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Scott Henricks, Ward 9
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

7. Professional Services Agreement for the Design and Construction Inspection/Administration of Gowan Road & Field Street with MSA Professionals Projects as Partially Funded through CDBG Public Facility (\$500,000) and LRIP/MSID Discretionary (\$385,000) Grants

Mr. Desotell provided a memo and Professional Engineering Services Agreement recommending MSA Professional Services to complete the design and construction

inspection/administration of Gowan Road (Tenth Avenue to Springbrook Creek), Field Street (Seventh Avenue to Eighth Avenue) and a portion of Eighth Avenue (eastern bridge approach to Field Street) in compliance with the requirements of both the grant programs. This is the next required step in advancing the scheduled projects designated to receive the \$500,000 in CDBG-Public Facility and the \$385,000 LRIP/MSI Discretionary grant funds as slated for construction in 2018. MSA Professional Services provided these same services during the City's 2015 CDBG Public Facility Grant project bringing those efforts to a successful conclusion. He is requesting waiving the bidding requirement as established under the Professional Service (Qualification Based) section of the City's Purchasing Policy. The design services work will be performed on a lump sum basis for a fee of \$112,700 and the construction service fees are estimated at \$127,300 based on an anticipated 80 day project construction schedule requiring a likely 800 inspection hours.

Mr. Martin noted that once Council approves this agreement, design can begin. MSA's proposed schedule is as follows:

City Awards Project to MSA	September 2017
Topographic Survey of Site	September
Preliminary Plans Complete	January 2018
Review with City	February
Final Plans Complete	March
Advertise for Bid	April
Bid Opening	May
Construction Begins	June
Construction Ends	October

Motion to approve the Professional Services Agreement for the design and construction inspection/administration of Gowan Road and Field Street with MSA Professionals in the amounts of \$112,700 and not to exceed \$127,300 respectively as partially funded through CDBG Public Facility and LRIP/MSID Discretionary Grants and to waive the bidding requirement as established under the Professional Service section of the City's Purchasing Policy.

Mr. Martin took a minute to introduce himself and company to the newest members of the Public Works Committee and thanked the City for its continued partnership with MSA Professional Services.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/13/2017 6:00 PM
MOVER:	Scott Henricks, Ward 9
SECONDER:	Barb Rebstock, Ward 1
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

8. Approval for Purchase of a 1/2 Ton Truck 2017 Bids

Mr. Piskula submitted a memo and truck bids for the purchase of a 1/2 ton truck. It is his recommendation to take the low bid of Brickner's of Antigo for \$22,440 contingent that they meet all specifications. The bids were as follows: Brickner's of Antigo, \$22,440, Quinlan's Equipment, \$27,718, and Parson's of Antigo, \$25,769.

Upon inquiry by Alderperson Rebstock, Mr. Desotell advised that this truck is replacing an early 1990s truck in poor condition.

Upon inquiry by Alderperson Fischer, Mr. Brinkmeier indicated that the bids go statewide.

Upon inquiry by Alderperson Rebstock, Mr. Brinkmeier advised that this is a water utility truck and will be paid for by the utility. Mr. Desotell indicated that this is a budgeted item.

Motion to purchase a 1/2 ton truck for the low bid of \$22,440 from Brickner's of Antigo as recommended.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Sandra Fischer, Ward 2
SECONDER:	Barb Rebstock, Ward 1
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

9. Priority for Municipal Parking Lot Reconstruction (Behind Post Office) Including Alley-way and Proposed Expansion into Vacant City Lot Located South of Superior Grinding

Mr. Desotell provided a memo noting that the City currently has a large enough fund balance coupled with the anticipated \$65,000 to be included in the 2018 budget process to address the reconstruction of the municipal parking lot bound by the post office to the west, Sixth Avenue to the south and the rear lot lines of the buildings located along Fifth Avenue to the north and Highway 45 to the east. He is recommending the design and construction for additional parking stalls to be located in the vacant lot immediately south of the Superior Grinding building along Highway 45. Additionally, it is his recommendation that the City explore a solution with Superior Grinding relative to their privately owned parcel found in the existing parking lot immediately west of their building. He would also be recommending the reconstruction of the pavement in the alley way behind the businesses located along Fifth Avenue.

The parking lot reconstruction would include the removal/replacement of curb and gutter, storm sewer improvements/additions, pulverization or removal of the existing pavement and resurfacing. It is anticipated to complete this work in 2018. However, the expansion at CoVantage Credit Union will need to be taken into consideration so that both projects are not competing with each other causing an extreme shortage of parking stalls during construction. If so, the City's project would likely be delayed until 2019 with the vacant lot south of Superior Grinding being utilized as a contractor staging area for the CoVantage project alleviating parking impacts.

Mr. Desotell will be meeting periodically with CoVantage leadership along with their engineer/architect to discuss project impacts. Once their project plans have advanced a bit further, the City will likely schedule a public information meeting for those residents and businesses in this vicinity likely to be impacted by either of these projects. Finally, if funding permits, he would also like the committee to consider as a second priority the pulverization of the alley portion located immediately south of the Antigo Public Library with an asphalt resurfacing to address this deteriorated portion of this municipal parking lot.

Motion to complete the municipal parking lot construction behind the Post Office including the alley way and proposed expansion into vacant City lot located south of Superior Grinding in 2018 not to interfere with the expansion of CoVantage Credit Union. If funding permits, a second priority would be the pulverization of the alley portion located immediately south of the Antigo Public Library with an asphalt resurfacing.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 9/13/2017 6:00 PM
MOVER:	Sandra Fischer, Ward 2
SECONDER:	Barb Rebstock, Ward 1
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

10. Introduction to Asphalt Paser Ratings (Information Only)

Mr. Desotell provided a memo advising that during the fall of 2017 staff will be updating the Asphalt PASER ratings of City streets and reporting the results to the Wisconsin Department of Transportation. This nationally recognized Pavement Rating System helps to identify the existing conditions along with potential surface maintenance remedies. It is one of the useful tools in managing our roadway system.

Mr. Desotell showed a map which contained the current PASER ratings of the City and explained the process utilized. He further explained factors that staff uses to determine which roads are done when utilizing not only the PASER ratings, but infrastructure, grants, funds, etc.

INFORMATION ONLY

RESULT:	PLACED ON FILE-NO VOTE
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Any Other Matters Authorized by Law to be Considered

Aldersperson Fischer brought up concerns with Antigo Auto parking on Charlotte Court on both sides of the street making it difficult to utilize the road. Mr. Desotell indicated that there have been conversations with Antigo Auto and he may have to take a No Parking approach. This has been an issue. He will visit them again.

REFER TO NEXT MEETING.

Aldersperson Fischer is concerned with the even/odd parking days on Clermont Street not being followed. Mr. Brinkmeier indicated that signage is in place and this is an enforcement issue.

INFORMATION ONLY

Tommy Horswill, Infrastructure Alternatives, brought up residents parking at the lift station on North Avenue, particularly during fair season. He is worried about damage to the lift station, trespassing, and employee difficulty getting to the lift station when needed.

Mr. Desotell advised he believes the situation can be solved with some localized signage.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:34 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Scott Henricks, Ward 9
SECONDER:	Sandra Fischer, Ward 2
AYES:	Tom Bauknecht, Barb Rebstock, Sandra Fischer, Scott Henricks
ABSENT:	Rick LeBrun

Tom Bauknecht, Chairperson

Date