CITY OF ANTIGO
COMMON COUNCIL
JANUARY 08, 2020

Common Council of the City of Antigo met in Regular Session on the above date at 6:00 PM in the Council Chambers, City Hall, Mayor Bill Brandt presiding.

ROLL CALL

Attendee Name	Title	Status	Arrived
Barb Rebstock	Ward 1	Present	
Sandra Fischer	Ward 2	Present	
Tim Kassis	Ward 3	Present	
Tom Bauknecht	Ward 4	Present	
Carol Feller Gottard	Ward 5	Excused	
Rick LeBrun	Ward 6	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	
Scott Henricks	Ward 9	Present	
Bill Brandt	Mayor	Present	

Department Managers in attendance were: Mark Desotell, Director of Administrative Services; Kaye Matucheski, Clerk-Treasurer/Finance Director; Kirk Packard, Street Commissioner; James Pike, Communication and Technology Supervisor; Roger Musolff, Building Inspector/Zoning Administrator; Charley Brinkmeier, Land Surveyor/Project Manager; and Sarah Repp, Parks, Recreation, and Cemetery Director.

Others in attendance were: Michael Winter, City Attorney; Jeanne Jensen, Deputy Clerk-Treasurer; and Scott Martin, MSA Professional Services.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT MEDITATION

APPROVAL OF MINUTES

1. Approval of the Minutes from the December 11, 2019 Council Meeting

Alderperson Bugni moved, Alderperson LeBrun seconded, to approve the December 11, 2019 Council minutes.

RESULT:	**CARRIED - VOICE VOTE**

CITIZEN COMMENT

1. Subjects on the Current Agenda

2. Subjects Not on the Current Agenda

UPDATE ON CITIZEN'S REFERRALS FROM PREVIOUS COUNCIL AGENDA

None.

CONSENT AGENDA

Mayor Brandt noted since the December 11, 2019 Council minutes have now been approved, Resolution No. 2-20 and Resolution No. 3-20 are being removed from the consent agenda as they were already approved in December.

Alderperson Kassis moved, Alderperson Balcerzak seconded, to approve the Consent Agenda as amended.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Rebstock, Fischer, Kassis, Bauknecht, LeBrun, Bugni, Balcerzak, Henricks
EXCUSED:	Carol Feller Gottard

CONSENT AGENDA RESOLUTIONS

Resolution No. 1-20: Approval of Operator's License for Jessica M. Lenzner

BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo that Operator's Licenses be issued to Jessica M. Lenzner pursuant to payment of fees.

Resolution No. 2-20: Agricultural Lease Extension Approval for 2020 to 2025 for Ourada Parcel (Wastewater Plant) **(RESOLUTION NO. 2-20 WAS REMOVED FROM THE CONSENT AGENDA WITH NO ACTION TAKEN AS IT WAS ALREADY APPROVED AT THE 12/11/19 COUNCIL MEETING)**

WHEREAS, the lease agreement previously authorized by the Common Council with Mr. Jeff and Patrick Marciniak for agricultural land owned by the City (former Ourada property) expired on November 1, 2019, and

WHEREAS, Mr. Jeff and Patrick Marciniak submitted a letter to the City requesting to extend the 5 year lease, and

WHEREAS, the Public Works Committee considered the letter and recommends the extension of the lease for another five years utilizing the current terms and conditions, and

WHEREAS, Mr. Jeff and Patrick Marciniak have agreed to pay an additional ten dollars per acre in exchange for extending the lease, and

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo that the past lease agreement with Mr. Jeff and Patrick Marciniak be extended for an additional five (5) years for the amount of $110 per acre.

BE IT FURTHER RESOLVED, that the lease agreement may be executed and signed by the appropriate individuals.

Resolution No. 3-20: Construction Change Order #1 Associated with the Industrial Park Storm Sewer Upgrade Project located from the Bridge/Saratoga Streets Intersection to Pierce Avenue **(RESOLUTION NO. 3-20 WAS REMOVED FROM THE CONSENT AGENDA WITH NO ACTION TAKEN AS IT WAS ALREADY APPROVED AT THE 12/11/19 COUNCIL MEETING)**

WHEREAS, work on the Industrial Park Storm Sewer project (located from the intersection of Bridge/Saratoga Streets to Pierce Avenue) has been advanced to the point of completion of the main interceptor sewer line with the remaining incidental work being suspended until the spring of 2020 due to the winter season; and,

WHEREAS, several unknown items were encountered during the mainline storm sewer construction operations including the encountering of two previously unidentified underground fire protection lines and a water service and a sanitary sewer lateral leading to various manufacturing sites; and,

WHEREAS, additional costs resulted during the reconstruction of an open-cut to accommodate the sewer line construction across Highway 64 in order to rehabilitate the pavement cross section to match the field conditions encountered for asphalt and aggregate base depth according to Wisconsin Department of Transportation requirements; and,

WHEREAS, Change Order #1 is based upon specific items as determined by our Project Management staff, engineering consultant, and the contractor as follows:

Item #1:	Lower 8" Fire Protection Line at Volm	$6,023.44
Item #2:	Asphalt and Base Aggregate at STH 64	$6,143.15
Item #3:	Lower 6" Fire Protection Line at Waste Mngt.	$5,574.99
Item #4:	Lower 6" Sanitary Sewer Lateral near MH5	$2,094.96
Item #5:	Cut and Cap 6" Sanitary Service Lateral	$1,117.91
Item #6:	Inlet at NE Quadrant of Saratoga/Bridge	$1,666.82
Item #7:	Install 1" Flare Fitting on end of 12" Water Main	$2,122.38
	Total =	**$24,743.65**

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to approve Construction Change Order #1 with Musson Brothers in the amount of $24,743.65 with funds being derived from the appropriate budgetary accounts including water, sanitary and storm sewer utility enterprise funds.

BE IT FURTHER RESOLVED, that funds may alternately be derived from the project bonding with the Clerk-Treasurer/Finance Director authorized to complete the necessary budget adjustments as appropriate.

Resolution No. 4-20: Waive Bid Process and Accept Quote and Contract in the Amount of $6,320 from Environmental Plant Services, Inc. for Asbestos Removal 504 5th Avenue

WHEREAS, a raze order was issued several years ago for the structures at 504 Fifth Avenue and the City Attorney has completed the legal process for abatement order; and,

WHEREAS, the Building Inspector/Zoning Administrator has completed the State Statute requirement for municipalities of testing for asbestos containing items before demolition; and,

WHEREAS, the testing determined the structures to be positive for asbestos and quotes were sought for abatement based on previous projects; and,

WHEREAS, two quotes were received which exceeded the cost requirement for a quote by the City's Purchasing Policy and would require the bidding process to be initiated; and,

WHEREAS, quotes were already received with the lowest quote being $6,320 by Environmental Plant Services Inc.; and

WHEREAS, the Building Inspector/Zoning Administrator is requesting to waive the bidding process based on qualification based professional services and accept the quote for $6,320.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to waive the bidding requirement of the City's Purchasing Policy, accept the lowest quote and enter into a contract with Environmental Plant Services, Inc. for asbestos abatement services at 504 Fifth Avenue in the amount of $6,320 with funding from the Contractual Services for Demolition of Buildings account.

Resolution No. 5-20: Allow Clerk-Treasurer/Finance Director to Waive Permit Fees and Insurance Requirements for Previously Held Events Per the Attached List

WHEREAS, many events are held throughout the year that utilize city property, park space, facilities, and/or city services and they are required to file special event permit applications and insurance certificates with the City; and,

WHEREAS, organizations that hold events that meet at least one of the following criteria; (1) being open to the public for an educational purpose or remembrance for those in the community, (2) recognizing volunteers, or (3) investing any profit generated from the event back into the community, have in the past requested and been granted waivers for the permit fee and insurance requirement; and,

WHEREAS, allowing the Clerk-Treasurer/Finance Director to grant the waivers for previously held events will eliminate the need to take each event separately to the committees and Council for approval; and,

WHEREAS, any new events would have to be individually approved by the committees and Council,

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize the Clerk-Treasurer/Finance Director to waive the permit fees and insurance requirements for the attached list of previously held events.

Resolution No. 6-20: Request by CoVantage Credit Union for Forgiveness of the City's Costs Associated with a Garage Demolition Located at 726 Second Avenue in the Amount of $2,133.79

WHEREAS, the City of Antigo received repeated complaints in 2018 from neighboring residents due to the deteriorated condition of a garage located at 726 Second Avenue; and,

WHEREAS, the property owner was notified on numerous occasions regarding his responsibilities to maintain the structure and lot according to the City's Municipal Code of Ordinances; and,

WHEREAS, after proper legal notices and upon continued failure on the homeowner's part to resolve the code violations, the City scheduled both the demolition of the garage and clean-up of the property; and,

WHEREAS, subsequent to the City crews completing the garage demolition and site work in September of 2018 a special charge to the property was initiated; and,

WHEREAS, during the winter months of 2018/2019 CoVantage Credit Union foreclosed on the property and in April of 2019, based upon the continued request of neighboring property owners, scheduled the demolition of the home at the Credit Union's expense; and,

WHEREAS, CoVantage Credit Union has requested the City's consideration in reducing the special charges associated with the previous owner resulting in a recommendation by the Director of Administrative Services to forgive an amount equal to $2,133.79 representing the garage demolition costs incurred directly to the expenditures for City crew and equipment.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to forgive the special charges to the 726 Second Avenue property in the amount of $2,133.79 owed by CoVantage Credit Union as the current property owner with the amount being accounted for from the City's Special Assessment Fund.

Resolution No. 7-20: Request for an Unpaid Personal Leave of Absence from a Police Officer

WHEREAS, Police Officer Adam Feld has requested an unpaid Personal Leave of Absence (LOA) due to medical reasons; and,

WHEREAS, the Police Chief has indicated that the request will not interfere with the operations of the Department and subsequently forwarded his recommendation to accommodate the request to the Director of Administrative Services; and,

WHEREAS, the Director of Administrative Services concurred with the Chief's recommendation and approved the initial request and deferred the decision regarding the LOA to the Finance, Personnel & Legislative Committee (FP&L) as the request was expected to last longer than the 14 calendar days that are allowed within the City's Employee Manual; and,

WHEREAS, it is anticipated that the LOA request will be needed for a period longer than the 30 calendar days defined within the Employee Manual requiring that vacation and other benefits will no longer continue to accrue; and,

WHEREAS, Officer Feld's compensatory time along with accrued sick leave balance as of January of 2020 (based upon reaching his 6-month probationary period for this benefit) will allow for the City's payment of 90% of the December & January health care premiums.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve an unpaid Personal Leave of Absence for medical reasons to Officer Adam Feld without the accrual of any additional benefits with the understanding that the Police Chief and Director of Administrative Services provide any necessary updates through the Committee/Council process if the authorized LOA is to continue beyond the March 2020 regularly scheduled FP&L meeting.

BE IT FURTHER RESOLVED that the Mayor, City Council and staff wish Officer Feld the very best during his recovery while also sending their thoughts for a full recovery and return to duties.

Resolution No. 8-20: Professional Services Agreement with Langlade County Economic Development Corporation for Grant Administration of the Revolving Loan Fund CLOSE Program Associated with the Downtown Fifth Avenue Reconstruction Project and Waive the Bidding Requirements

WHEREAS, the Wisconsin Department of Administration (WDOA) has approved the use of Revolving Loan Funds (RLF) in Langlade County under the State's RLF CLOSE program for the reconstruction of Fifth Avenue in the City's Downtown corridor from Highway 45 to Lincoln Street; and,

WHEREAS, the grant is expected to provide $1,495,873 in eligible funds for the Fifth Avenue project; and,

WHEREAS, both the City of Antigo and Langlade County previously recognized and prioritized this project as a candidate for utilization of the RLF CLOSE funds; and,

WHEREAS, staff solicited the assistance of the Langlade County Economic Development Corporation (LCEDC) for the administration of the grant at a cost not-to-exceed $15,000 for meeting the WDOA program reporting criteria; and,

WHEREAS, it is the recommendation of the Director of Administrative Services to waive the bidding process for the work provided by LCEDC under the Exception to Bidding Requirement of the City's Purchasing Policy for professional services due to LCEDC's proven expertise, demonstrated past performance, and the quality working relationship established between the entities.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to waive the bidding requirements and to approve a Professional Services Agreement in an amount not-to-exceed $15,000 with the Langlade County Economic Development Corporation authorizing them to administer the RLF CLOSE Grant funds as provided through the Wisconsin Department of Administration for the Downtown Fifth Avenue reconstruction project.

CONSENT AGENDA COMMUNICATIONS

Department Head Reports

NEW BUSINESS

RESOLUTIONS

Resolution No. 9-20: Resolution of Support Authorizing the Submittal of an Application for a Wisconsin Assessment Monies (WAM's) DNR Contractor Services Grant for a Vacant City-owned Lot Located at 1020 Edison Street in Conjunction with Hazardous Material Site Investigation for any Potential Future Utilization of the Site (contingent on approval by the Finance, Personnel & Legislative Committee at their January 8, 2020 meeting)

WHEREAS, a Resolution authorizing the submittal of an application for additional environmental testing through a Wisconsin Assessment Monies (WAM's) Contractor Services Grant on a City-owned vacant lot located at 1020 Edison Street is required by the Wisconsin Department of Natural Resources as part of the overall process; and,

WHEREAS, the City of Antigo recognizes that the environmental assessment of brownfields is an important part of protecting Wisconsin's resources; and,

WHEREAS, the City of Antigo will allow employees from the Department of Natural Resources access to inspect the award site or facility and award records.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to request services and assistance from the Wisconsin Department of Natural Resources under the WAM Contractor Services Award program and to comply with the State and Federal rules for the program.

BE IT FURTHER RESOLVED, the City hereby authorizes the Director of Administrative Services (DOAS), or staff as assigned by the DOAS, to act on behalf of the City of Antigo to submit an application to the State of Wisconsin for contractor services under the WAM's program, sign documents and to take necessary action to comply with approved award activities.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tim Kassis, Ward 3
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Rebstock, Fischer, Kassis, Bauknecht, LeBrun, Bugni, Balcerzak, Henricks
EXCUSED:	Carol Feller Gottard

Resolution No. 10-20: Figure Sharon Properties Deferred Assessment for Water, Sewer, and Curb & Gutter for 2104 Charlotte Street Using the Average Bids as Allowed by Ordinance (contingent upon approval by the Finance, Personnel & Legislative Committee at their meeting on January 8, 2020)

WHEREAS, the City has had deferred assessments with Sharon Properties, LLC for their property on Charlotte Street for many years and when a portion of the last parcel was sold in May, 2019, the deferred assessment was calculated using the last bid

project (2015) and the total assessment for the entire parcel was $27,900 and the portion that they sold (265.36 feet) was $14,144.26; and,

WHEREAS, the Sharon's are looking at selling the other portion of this parcel to be developed and using the latest project bid (2019), the assessment for 258.25 feet is $19,546.45 which is considerably more than the other portion of the parcel due to increased prices; and,

WHEREAS, City Ordinance #2-850 allows for the average of bids to be used for calculating deferred assessments; so using this method, the assessment for this remaining parcel would be decreased to $16,396.18 allowing for the sale and development of the property.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to allow the use of the average bid for the calculation of the deferred assessment for 2104 Charlotte Street (Lot 5) for a total assessment of $16,396.18.

BE IT FURTHER RESOLVED, the assessments will be receipted to the water, sewer, and general fund as applicable.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Barb Rebstock, Ward 1
AYES:	Rebstock, Fischer, Kassis, Bauknecht, LeBrun, Bugni, Balcerzak, Henricks
EXCUSED:	Carol Feller Gottard

MISCELLANEOUS BUSINESS

PAYMENT OF BILLS

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Rebstock, Fischer, Kassis, Bauknecht, LeBrun, Bugni, Balcerzak, Henricks
EXCUSED:	Carol Feller Gottard

1. Direct Deposits for December 13 and 27, 2019 Payrolls
2. BMO Bank Accounts Payable Check Nos. 71714-71904
3. Self-Funding Health Insurance Check Nos. 2021-2023

COMMITTEE REFERRALS

There were no committee referrals.

ADJOURNMENT

Alderperson Bugni moved, Alderperson Rebstock seconded, to adjourn at 6:06 p.m. Carried.

Approved:

Bill Brandt, Mayor

Attest:

Kaye M. Matuchesk

Clerk - Treasurer