

**CITY OF ANTIGO
COMMON COUNCIL**

JUNE 14, 2023

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 Terry Brand presiding.

Attendee Name	Title	Status	Arrived
Terry Brand	Mayor	Present	
Mark Edwards	Ward 5	Present	
Barb Rebstock	Ward 1	Present	
Sandra Fischer	Ward 2	Late	6:28 AM
Tim Kassis	Ward 3	Excused	
Tom Bauknecht	Ward 4	Present	
Joel Wagner	Ward 6	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	
Scott Henricks	Ward 9	Excused	

Aldersperson Wagner moved, Aldersperson Rebstock seconded, to excuse those absent. Carried 6-0. (NOTE: Aldersperson Fischer arrived at 6:28 p.m. at the Ordinance on the agenda.)

Department Managers in attendance were: Mark Desotell, Director of Administrative Services; Kaye Matucheski, Clerk-Treasurer/Finance Director; Daniel Duley, Police Chief; Kirk Packard, Street Commissioner; Anthony Jansen, Information and Technology Director; Corey Smith, Fire Chief; and Elizabeth McCarthy, Building Inspector/Zoning Administrator.

Others in attendance were: Jeanne Jensen, Deputy Clerk-Treasurer; Angie Close, Langlade County Economic Development Corporation; Tommy Horswill, Infrastructure Alternatives; Brian O'Connor, Antigo Daily Journal; Christian Hughart, Adam Finn, Linda Vollmar, and Erica Kostichka, Antigo Fire Department; Hannah Hughart; and Tammy Skenandore.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT MEDITATION

APPROVAL OF MINUTES

1. Minutes from May 10, 2023 Meeting

Aldersperson Bugni moved, Aldersperson Rebstock seconded, to approve the May 10, 2023 Council Minutes.

RESULT:	CARRIED - VOICE VOTE
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PRESENTATION

1. Chief Smith - Swearing In and Badge Pinning of Christian Hughart as Firefighter/Paramedic

Corey Smith, Fire Chief, introduced Firefighter/Paramedic Christian Hughart. Chief Smith reported that Mr. Hughart came to the City as a paramedic and just recently completed his eighteen month probationary period. He also reported that during Mr. Hughart's probationary period he completed additional training in Firefighter 1, as well as critical care paramedic. He further reported that Firefighter/Paramedic Hughart received his certification while he was in the Navy.

Kaye Matucheski, Clerk-Treasurer/Finance Director, administered the Oath of Office to Firefighter/Paramedic Hughart.

Firefighter/Paramedic Hughart's wife Hannah pinned his badge on.

CITIZEN COMMENT

UPDATE ON CITIZEN'S REFERRALS FROM PREVIOUS COUNCIL AGENDA

Mayor Brand noted a couple of the referrals will be covered in committee reports.

Mayor Brand reported that he and Chief Duley had talked about controlling the speed on Fifth Avenue. The Mayor reported the speed of vehicles was monitored from both ends of Fifth Avenue.

Upon Mayor Brand's inquiry if Chief Duley had any recommendations, Chief Duley reported that he had no recommendations at this time but did have statistics from the speed board.

Chief Duley reported 1,133 vehicles were logged on the speed board with an average speed of 32.5 miles per hour (mph); 985 vehicles were above the speed limit of 25 mph, with 482 between 26 - 30 mph, 489 between 31 - 35 mph, and from there the numbers dropped off.

Upon Mayor Brand's inquiry if the matter should be referred to Public Works, Chief Duley responded yes.

Aldersperson Bauknecht reported he had talked to people with angle parking and the recommendation was to mark the first slots with a NO TRUCK sign to restrict trucks from parking in the first slots to increase visibility. Mark Desotell, Director of Administrative Services, explained that sight vision was used in the design of the parking so the only other alternative is to eliminate a stall all together.

Mayor Brand noted the lake and the water level were brought up at the last meeting. He reported that Street Commissioner Packard is working on the water level by adjusting the dam. He also reported that he met with Mr. Boettcher and that he was satisfied with the City's response.

COMMITTEE REPORTS

Aldersperson Bugni reported on the Ad Hoc Weather Warning System Committee meeting held on June 12, 2023. Aldersperson Bugni reported on information provided by responses that Travis Krueger, Langlade County Emergency Management Director, had received from surrounding counties regarding their weather warning systems. Aldersperson Bugni named the counties that have warning systems. He also reported that most warning systems are not county based but are municipality based and that the committee is looking to add another layer of protection to what is currently available and noted the Everbridge system.

Ms. Matucheski reported 1,348 people have signed up for the Everbridge program since 2016. Angie Close, Langlade County Economic Development Corporation Director, explained when the Everbridge system initially started and who was involved with enrollments.

Mr. Desotell noted that he reached out to the company that had previously worked on plans to update the sirens and they had estimated that five sirens would be required.

Aldersperson Bugni noted the next meeting is scheduled for July 19, 2023, and added that Mr. Desotell will be obtaining ball park estimates for the siren warning systems. He also noted a survey would be sent to citizens to see if there is an interest in having the warning sirens and to see if people are willing to fund the purchase, installation, and maintenance of a system. If there is a positive response, the next step would be to find funding sources, etc. He reported a public meeting would then be scheduled.

Aldersperson Bauknecht reported there were no actionable items on the agenda but there was a meeting to discuss the possibility of changing the ordinance regarding UTV/ATVs being allowed on City streets.

Mayor Brand reported there are items from the Finance, Personnel and Legislative Committee meeting to be addressed later on the agenda.

Mayor Brand noted concern that there is an item on the Consent Agenda that the members are being asked to approve tonight for an event that has already happened.

CONSENT AGENDA

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Joel Wagner, Ward 6
AYES:	Edwards, Rebstock, Bauknecht, Wagner, Bugni, Balcerzak
EXCUSED:	Sandra Fischer, Tim Kassis, Scott Henricks

CONSENT AGENDA RESOLUTIONS

Resolution No. 61-23: Approve Antigo Tator Trot Shelter and Event Fee Waiver Request

WHEREAS, the City of Antigo Park, Recreation and Cemetery Director has requested authorization to approve waiving the Antigo Tator Trot shelter reservation (\$200) and event permit fee (\$25) using the following criteria:

- The event has occurred in the past with similar usage requests as in prior years.
- The event is open to the public and community at no charge and offers either an education experience for attendees or a remembrance or memorialization for those within our community.
- The picnic or event recognizes volunteers that have participated in a community service project.
- The organization or group is not creating a profit from the event as any funds

raised during the event are invested back into the community and used for various community projects, events, programs or local organizations.

WHEREAS, in past years a portion of the funds raised from the race have been donated back to the Park, Recreation, and Cemetery Department;

NOW, THEREFORE BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to waive the event permit and shelter fee for the 2023 Antigo Tater Trot.

Action Item for Street Closure: Approve Street Closure for Antigo First Party on the Ave Event on Saturday, June 10, 2023

Resolution No. 62-23: Deputy Clerk-Treasurer Temporary Salary Increase of \$200 per Week During the Vacancy in the Human Resources Specialist Position

WHEREAS, the Human Resources Specialist position has been vacant since mid-April and this position is responsible for completing all payroll functions in addition to human resource duties; and,

WHEREAS, the Deputy Clerk-Treasurer (Deputy) has the responsibilities for the entire payroll efforts including assisting with portions of the human resource needs which has resulted in the Deputy to work many extra hours in order to address these key factors; and,

WHEREAS, the Deputy is an exempt position so the many extra hours she is working to complete the duties that are above and beyond her regular duties are not compensated; and,

WHEREAS, by temporarily increasing her salary by \$200 per week (retroactive to April 10, 2023) until a new Human Resources Specialist is hired and on-boarded will compensate for some of these hours.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to temporarily increase the Deputy Clerk-Treasurer's weekly compensation by \$200 retroactive to April 10, 2023 until the completion of the payroll period when the Human Resources Specialist is hired and on-boarded.

BE IT FURTHER RESOLVED, the operating funds of the Clerk-Treasurer/Finance Director's Office will be the funding source.

Resolution No. 63-23: Approve Severance Reserve Fund Transfers for Severance Payouts

WHEREAS, the City budgets for severance payouts for retiring employees in a separate function area within the operating budget to avoid artificially inflating individual department's operating expenditures; and,

WHEREAS, it is not always known at budget time if an employee will be retiring the next year so this allows a reserve to handle the unexpected expenditure; and,

WHEREAS, when an employee does retire a transfer from the Severance Reserve Account must be made to account for the payouts; and,

WHEREAS, recently there have been three retirements that will need transfers from this reserve account for James Pike, Steven Berg, and Jon Petroskey for a total of \$94,111.60.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize the Clerk-Treasurer/Finance Director to complete budget transfers from the Severance Reserve Account to:

Information Services 100.510.51450.51190	\$21,308.66
Fire Department 100.520.52110.51190	\$72,802.94

CONSENT AGENDA COMMUNICATIONS

Department Manager Reports

Mayor Brand thanked Beth McCarthy, Building Inspector/Zoning Administrator, and Terry Kubiacyk, Assistant Building Inspector, Kirk Packard, Street Commissioner, and Police Chief

Daniel Duley for their tremendous clean up efforts. Mayor Brand is in full support of their efforts to get things cleaned up in our community.

NEW BUSINESS

RESOLUTIONS

Resolution No. 64-23: Approving Compliance Maintenance Annual Report (CMAR) from Infrastructure Alternatives

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources (DNR) to file a Compliance Maintenance Annual Report (CMAR) for its wastewater treatment and wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR).

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo has reviewed the Compliance Maintenance Report (CMAR) that is on file in the City Clerk – Treasurer's Office.

BE IT FURTHER RESOLVED, Infrastructure Alternatives, Inc. is authorized to submit the report to the DNR.

Aldersperson Bauknecht moved, Aldersperson Wagner seconded, to approve Resolution No. 64-23.

RESULT:	CARRIED - VOICE VOTE
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Resolution No. 65-23: Allow Human Resources Specialist Position to Start Employment with Two Weeks Vacation and Increase the Vacation to Three Weeks on the Third Anniversary

WHEREAS, the City's Employee Manual currently has a vacation schedule for exempt employees which starts with two weeks of vacation after the first year anniversary of an employee; and,

WHEREAS, because it is difficult to fill positions, many employers are offering incentives to attract quality candidates and the City is at a disadvantage by not offering any vacation for the first year to exempt employees; and,

WHEREAS, the past few exempt employees hired were given two weeks of vacation at date of hire and moved to three weeks after their third anniversary; and,

WHEREAS, the City is currently trying to fill the Human Resources Specialist position that is vacant with an experienced candidate so offering vacation at date of hire is an important part of the benefits package to hire the best candidate.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to allow the Human Resources Specialist position two weeks of vacation at date of hire and move to three weeks' vacation after the third anniversary of employment.

BE IT FURTHER RESOLVED, vacation time after the third anniversary will follow the Employee Manual schedule.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Edwards, Rebstock, Bauknecht, Wagner, Bugni, Balcerzak
EXCUSED:	Sandra Fischer, Tim Kassis, Scott Henricks

Resolution No. 66-23: Proposal from Public Administration Associates, LLC to Provide Executive Search Services for the Recruitment and Selection of the City's Next Director of Administrative Services

WHEREAS, the City's current Director of Administrative Services, Mark A. Desotell, P.E., announced his retirement in April of this year with a projected last day in the office to be January 5, 2024; and,

WHEREAS, the City of Antigo utilized Public Administration Associates, LLC of Oshkosh, Wisconsin, as the recruitment/selection firm for the replacement of their municipal executive previously in 2008 and 2012; and,

WHEREAS, the recruitment/selection process is expected to result in a 16 to 24 week process with the desire to on-board the new Director of Administrative Services near the beginning of December allowing for a 30-day transition period: and,

WHEREAS, a recommendation to seek a proposal for executive search services from Public Administration Associates, LLC was authorized at the May 2023 Finance, Personnel & Legislative Committee including their recommendation to waive the bidding process.

NOW THEREFORE BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve an Executive Search Services proposal from Public Administration Associates, LLC in the amount of \$15,900.00.

Aldersperson Bugni requested that the contract not be signed until after the July Council meeting so Council has a chance to review it.

Mr. Desotell reported waiting to sign the contract until after the July Council meeting should work.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Barb Rebstock, Ward 1
AYES:	Edwards, Rebstock, Bauknecht, Wagner, Bugni, Balcerzak
EXCUSED:	Sandra Fischer, Tim Kassis, Scott Henricks

LICENSES

Mobile Home Park License for Thomas A. and Sherry B. Light/Forrest Avenue Mobile Home Park at 506 Forrest Avenue (Contingent Upon Inspections)

Aldersperson Balcerzak moved, Aldersperson Bugni seconded, to approve the mobile home park license for Thomas A. and Sherry B. Light/Forrest Avenue Mobile Home Park.

RESULT:	CARRIED - VOICE VOTE
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Mobile Home Park License for Rapids Housing, LLC at 1601 Tenth Avenue (Contingent Upon Inspections)

Aldersperson Wagner moved, Aldersperson Bugni seconded, to approve the mobile home park license for Rapids Housing, LLC.

RESULT:	CARRIED - VOICE VOTE
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Resolution No. 67-23: Approving Various License Renewals Contingent Upon Completion of Inspections For: 111 Alliance, LLC dba North Star Lanes; Emily A. Dahlke dba Kastawayz; Hixs Hoffman House, LLC; Madison Hoffman Taylor dba Creative Phoenix Paint N' Pour; MAM1, LLC dba Michaels Restaurant; Never Enough, LLC; James H. Reif dba Reif's Bar; BAL Fresh Market, LLC dba Lofaro's Fresh Market; Family Dollar Stores of Wisconsin, LLC; Schroeder Bros. Farms, Inc. dba Schroeder's Gifts; Ultimate Mart, LLC dba Pick N Save #115; Vosmek Drug Store, Inc. dba Lakeside Market; Walgreen Co.; Bryce Otto, LLC dba Marty's Shell; Krist Oil Co.; Marathon Express Mart, LLC New Agent: William W. Clark; RARA BP, LLC; St. Croix Distributors, Inc. dba Antigo Tobacco Shop Plus

WHEREAS, the attached list of license holders have applied for license renewals as of July 1, 2023, and are in addition to those approved by Resolution No. 54-23 on May 10, 2023; and,

WHEREAS, statements duly executed by the Chief of Police, Building Inspector/Zoning Administrator, Health Department, and Fire Chief certifying that they have inspected said premises and found them to be in compliance will be on file before any licenses have been issued.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, that those persons, firms, and/or corporations named on the attached schedule be granted the licenses indicated opposite their names, for the licensing period

July 1, 2023, through June 30, 2024, pursuant to ordinance upon payment of the fees and completion of necessary inspections.

BE IT FURTHER RESOLVED, the Clerk-Treasurer will issue the licenses upon receipt of the executed inspection statements and license holders have made payment of all outstanding invoices.

Aldersperson Rebstock moved, Aldersperson Balcerzak seconded, to approve Resolution No. 67-23.

RESULT:	CARRIED - VOICE VOTE
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Aldersperson Fischer arrived at 6:28 PM, prior to consideration of Ordinance No. 1345B.

ORDINANCES

Ordinance No. 1345B: Ordinance Adopting Changes to the City of Antigo Common Council Governing Rules of Procedure to add Rule 16 (g) Committee Reports

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Joel Wagner, Ward 6
AYES:	Edwards, Rebstock, Fischer, Bauknecht, Wagner, Bugni, Balcerzak
EXCUSED:	Tim Kassis, Scott Henricks

MISCELLANEOUS BUSINESS

PAYMENT OF BILLS

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Barb Rebstock, Ward 1
SECONDER:	Glenn Bugni, Ward 7
AYES:	Edwards, Rebstock, Fischer, Bauknecht, Wagner, Bugni, Balcerzak
EXCUSED:	Tim Kassis, Scott Henricks

1. Direct Deposits for May 5 and 19, 2023 (dates should be May 12 and May 26, 2023)
2. BMO Bank Accounts Payable Check Nos. 79589 - 79802
3. Self-Funding Health Insurance Check Nos. 2114 - 2115
4. Block Grant Revolving Loan Check Nos. 3732 - 3734

COMMITTEE REFERRALS

Aldersperson Wagner requested a referral to the Public Works Committee regarding the poured sidewalk last year referencing a big crack. He also reported neighbors are having issues at the corner of Sixth Avenue and Virginia Street, a rock was not returned to the spot from which it had been removed and the grass is not growing properly.

Aldersperson Fischer noted there are three roads that really need to be done. She reported she will get information to Mayor Brand to be forwarded to the Public Works Committee.

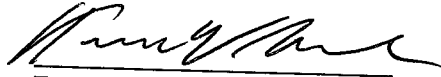
Mr. Desotell noted the City has tried for a number of grants for these streets and the efforts have not been successful.

Mayor Brand thanked staff and commented that he values everyone's opinion. He also commented that he is listening to people. He reported there are things coming up in committees that the City will need to get information out and need to make sure everyone gets a chance to speak to get the proper support for these matters. He noted the All Terrain Vehicle/Utility Terrain Vehicles (ATV/UTV) on street usage. He encouraged people to come to the meetings.

ADJOURNMENT

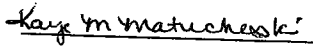
Aldersperson Bauknecht moved, Aldersperson Rebstock seconded, to adjourn at 6:36 p.m.
Carried.

Approved:



Terry Brand, Mayor

Attest:



Clerk - Treasurer