

**CITY OF ANTIGO
COMMON COUNCIL**

JULY 10, 2024

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 Thomas C. Bauknecht presiding.

ROLL CALL

Attendee Name	Title	Status	Arrived
Barb Rebstock	Ward 1	Present	
Bill Brandt	Ward 2	Present	
Tim Kassis	Ward 3	Present	
Vacant	Ward 4	Vacant	
Mark Edwards	Ward 5	Present	
Joel Wagner	Ward 6	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	
Scott Henricks	Ward 9	Present	
Thomas C. Bauknecht	Mayor	Present	

Department Managers in attendance were: Karin Derauf, City Administrator; Kaye Matucheski, Clerk-Treasurer/Finance Director; Kirk Packard, Street Commissioner; Corey Smith, Fire Chief; Elizabeth McCarthy, 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; Kyle Rustick, Police Captain; Danny Spatchek, Antigo Daily Journal; Angie Close, Langlade County Economic Development Corporation; Lisa Neve, Gordon Neve, and Roseann Hoffman, Antigo First; Matthew Sitte, Laura Palmer, Chad Ashbeck, Austin Perkins, and Ron Pizl, Antigo Fire Department; Maggie Cronin, Representative Tiffany's Office; Keith Schwebler; Kaileigh Koch; Mary Hayes; Finn Bauknecht; Pete Pennington; Julie Brandt; and for a portion of the meeting, Scott Sternhagen, CliftonLarsenAllen.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT MEDITATION

APPROVAL OF MINUTES

- Minutes from the June 12, 2024 meeting

Aldersperson Bugni moved, Aldersperson Kassis seconded, to approve the June 12, 2024, Council Meeting Minutes.

RESULT:	CARRIED - VOICE VOTE
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PRESENTATION

- Motion to Appoint Thomas C. Bauknecht to Serve as Mayor due to the Resignation of Terence V. Brand to be Effective Immediately until the Term Expires in April, 2025

Aldersperson Brandt moved, Aldersperson Bugni seconded, to appoint Thomas C. Bauknecht as Mayor effective immediately until the term expires in April 2025.

RESULT:	CARRIED - VOICE VOTE
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Kaye Matucheski, Clerk-Treasurer/Finance Director, swore in Mayor Bauknecht.

Mayor Bauknecht stated he is thrilled, humbled, honored, and will do the best he can as Mayor for the City of Antigo.

- Election for Council President to Replace Thomas C. Bauknecht

Aldersperson Henricks nominated Aldersperson Brandt as Council President.

Aldersperson Edwards nominated Aldersperson Bugni as Council President who respectfully declined the nomination.

Aldersperson Wagner nominated Aldersperson Edwards as Council President.

Ms. Matucheski collected the ballots and announced Bill Brandt as the Council President. He commented it is an honor and thanked Council for their support and trust.

- Fill the Ward 4 Common Council Vacancy by Accepting Letters from Candidates for Ward 4 Aldersperson and Selecting an Applicant to Fill the Ward 4 Position

Aldersperson Kassis moved, Aldersperson Wagner seconded, to fill the Ward 4 Common Council vacancy by accepting letters from candidates for Ward 4 Aldersperson and selecting an applicant to fill the Ward 4 position at the August Council meeting following a small presentation by each candidate.

RESULT:	CARRIED - VOICE VOTE
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Mayor Bauknecht adjusted the agenda order having Presentation item 5 before item 4.

4. Scott Sternhagen, CliftonLarsenAllen, presentation on the 2023 Financial Statement

Scott Sternhagen, CliftonLarsenAllen, presented the 2023 Financial Statement. He noted the financial statements meet the highest opinion the City can receive. One prior year adjustment was made at the request of the Public Service Commission. Mr. Sternhagen commented the audit went really well and no single audit was required. He noted there were two findings but stated this is very common for the auditors to prepare the financial statements which is a normal process for most municipalities along with four journal entries that were needed.

Mr. Sternhagen noted the fund balance decreased by \$538,000 but the City had budgeted for that to happen. He reported the City is in a very good financial position. Mr. Sternhagen stated there is \$3.6 million of unassigned funds which again represents that the City is in good financial position. He reported the equipment replacement fund had just under \$6 million which is a great thing for the City as well. Ambulance EMS is in a deficit of \$60,000 and the Library is in a deficit of \$90,000 and the other special revenue funds are holding their own. Ms. Matucheski noted the Library's deficit is because of waiting for the grant money to come in from the solar project.

Mr. Sternhagen noted all the Tax Incremental Finance Districts (TIF) are in good financial positions. TIF 3 will be closing formally in 2024.

Mr. Sternhagen then reviewed the water, sewer, and storm water utilities. He noted all three utilities had a positive change. He reviewed the cash flow for each utility and noted the reason the water rate increase was needed.

5. Recognition of Life Saving Effort by Three Fire Department Employees During a Transport

Corey Smith, Fire Chief, introduced Laura Palmer and Matthew Sitte and read the letters of commendation they received for life saving efforts during a transport. He noted Brian Baginski was also on this call and has received a letter of commendation but he was unable to attend the meeting tonight.

CITIZEN COMMENT

1. Subjects on the Current Agenda

2. Subjects Not on the Current Agenda

Maggie Cronin from Representative Tom Tiffany's office addressed Council regarding a bill he introduced to make the Apostle Islands a national park. If it is a federal property, there will be more funding available for environmental protection, education, and maintaining hunting access. She noted their office also does case work pieces for City of Antigo and Langlade County constituents and stated if anyone has any questions, his office can be contacted.

UPDATE ON CITIZEN'S REFERRALS FROM PREVIOUS COUNCIL AGENDA

None.

CONSENT AGENDA

Mayor Bauknecht pulled Resolution No. 65-24 from the Consent Agenda for an amendment that is needed.

RESULT:	CARRIED [UNANIMOUS] as amended with Resolution No. 65-24 being pulled
MOVER:	Scott Henricks, Ward 9
SECONDER:	Bill Brandt, Ward 2
AYES:	Rebstock, Brandt, Kassis, Edwards, Wagner, Bugni, Balcerzak, Henricks

CONSENT AGENDA RESOLUTIONS

Resolution No. 62-24: Budget Adjustment in the Amount of \$3,750 for the Additional Cost of Weights and Measures Services from the State of Wisconsin

WHEREAS, the City is responsible for testing the accuracy of weights and measures by businesses within the City; and,

WHEREAS, instead of doing these in-house or hiring someone for these services, the City can contract with the State of Wisconsin to perform these inspections, which is the most cost effective option; and,

WHEREAS, these tests must be done annually so the City budgeted \$4,500 which was comparable to the 2023 cost; and,

WHEREAS, the City has since been informed the cost for 2024 is \$8,250 resulting in the need for a budget transfer in the amount of \$3,750.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve a budget transfer in the amount of \$3,750 from the Contingency Fund to the Weights and Measures line item.

Resolution No. 63-24: Wisconsin Department of Natural Resources Application for Private Lead Service Line Replacement in the Amount of \$275,000 with Principal Forgiveness

WHEREAS, the City of Antigo (the "Municipality") wishes to undertake a project to replace private lead service lines, identified as DNR No. 4754-14 (the "Project"); and,

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement; and,

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$275,000 that it has identified as being eligible for SDWLP funding.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, the City Mayor and City Clerk are authorized by and on behalf of the Municipality to execute the Principal Forgiveness Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project.

BE IT FURTHER RESOLVED, the Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

Resolution No. 64-24: Ayres & Associates Engineering Contract for Watermain Installation on Tenth Avenue and Clermont Street, as Well as Two Sanitary Manhole Replacements on Ninth Avenue and Morse Street

WHEREAS, the City of Antigo has determined that watermain needs to be installed on Tenth Avenue and on Clermont Street, as well as two sanitary manholes need replacement on Ninth Avenue and Morse Street; and,

WHEREAS, after receiving a contract from Ayres Associates Inc for providing engineering services for investigation, surveying and engineering; and,

WHEREAS, Ayres Associates Inc is will to provide said services for a maximum of \$43,525; and,

WHEREAS, Ayres Associates Inc has communicating with Wis DNR and the City of Antigo.

NOW THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo enters into a contract for engineering services for watermain installation and sanitary manhole replacement, with the funds to be derived from the Water Utility funds and the Sanitary Sewer Fund.

Resolution No. 65-24: Apply for, and Accept if Awarded, a 50% Matching Grant from the Wisconsin Department of Natural Resources in the Amount of \$1,081.60 to Replace Collapsible Backpack Pumps was moved to PULLED FROM CONSENT AGENDA

Resolution No. 66-24: Update Process for Event/Street Closure Permits to Make the Process More Efficient

WHEREAS, our current process for Street Closure Permits is:

- Street Closure Permits are completed and entered into Parks Registration Software.
- Once entered, an automatic notification is sent to staff regarding the event.
- The Street Closure applicant is required to obtain 75% of resident signatures (eighteen years of age or older) that live along the portion of the street to be considered for closure.
- Insurance is required
- Street Closure requests meeting the appropriate signature requirements and insurance are placed on Common Council for approval; and,

WHEREAS, at times due to meeting dates event organizers are unable to complete the requirements prior to a Council Meeting for approval; and,

WHEREAS, updating the current process will make filing a Street Closure Permit more efficient while still notifying staff and impacted residents, and meeting insurance and city requirements; and,

WHEREAS, below is an update to the process to make filing a Street Closure more efficient, while still providing notification to staff and residents, and meeting city requirements:

Street Closures:

- Street Closure Permits are completed and entered into Parks Registration Software.
- Once entered, an automatic notification is sent to staff regarding the event.
- The Street Closure applicant is required to obtain 75% of resident signatures (eighteen years of age or older) that live along the portion of the street to be considered for closure.
- Insurance is required
- Street Closure requests meeting the appropriate signature requirements, insurance, and criteria are approved and signed by the mayor, and issued.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo, to update the process for Street Closure Permits to make the process more efficient to complete and file a permit using the following method:

Street Closures:

- Street Closure Permits are completed and entered into Parks Registration Software.
- Once entered, an automatic notification is sent to staff regarding the event.
- The Street Closure applicant is required to obtain 75% of resident signatures (eighteen years of age or older) that live along the portion of the street to be considered for closure.
- Insurance is required, Street Closure requests meeting the appropriate signature requirements, insurance, and criteria are approved and signed by the mayor, and issued.

Resolution No. 67-24: Waive Event Permit Fees for Langlade County Radio Control Club

WHEREAS, the City of Antigo authorizes fee waivers for events open to the public and community and offers either an education experience for attendees, and funds raised are invested back into the community and used for various community projects, events, programs or local organizations; and,

WHEREAS, the Langlade County Radio Control Club is hosting events at the RC track they constructed in Railway Activity Park, and

WHEREAS, the club is requesting waiver of the Event Permit Fee; and,

WHEREAS, the event meets the City of Antigo's established criteria for fee waiver so it is recommended that the fee be waived.

NOW, THEREFORE BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to waive the event permit fees for the Langlade County Radio Control Club for Events to be held on June 30, July 28, and August 25, 2024 or the applicable rain dates.

Resolution No. 68-24: Approval to Waive Permit Fee For Unity in Community Event to be Held on September 29, 2024

WHEREAS, the City of Antigo authorizes fee waivers for events open to the public and community and offers either an education experience for attendees, and funds raised are invested back into the community and used for various community projects, events, programs or local organizations; and,

WHEREAS, the Unity in Community Event is requesting waiver of the Event Permit Fee; and,

WHEREAS, the event meets the City of Antigo's established criteria for fee waiver so it is recommended that the fee be waived.

NOW, THEREFORE BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to waive the event permit fee for the Unity in Community Event to be held on September 29, 2024.

Resolution No. 69-24: Approve a Donation of \$852.00 to Music in the Park for Brochures

WHEREAS, the City was approached by Music in the Park volunteers requesting a donation of \$852.00 for the brochures highlighting the summer entertainment; and,

WHEREAS, this event brings people to the community on a weekly basis all summer long; and,

WHEREAS, the funding will be derived from the Hotel/Motel Economic Development funds.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize funding the Music in the Park brochures for \$852.00 from the Hotel/Motel Economic Development Funds.

Resolution No. 70-24: Accept the Donation of a Drone

WHEREAS, the Antigo Police Department received a donation of a Drone from a city resident with the value of the Drone and associated supplies at approximately \$2,500; and,

WHEREAS, the citizen is no longer able to use the Drone and did not wish to be publicly recognized for the donation; and,

WHEREAS, prior to using the Drone, the Antigo Police Department will develop a policy and procedure and will follow all laws and regulations for proper Drone usage; and,

WHEREAS, the Drone would be available for use by other city departments when needed.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to accept the citizen donation of a Drone and supplies valued at approximately \$2,500.

Resolution No. 71-24: Donation from Antigo First

WHEREAS, Antigo First has submitted a donation to the City of Antigo in the amount of \$11,435; and,

WHEREAS, the donation was made for the purpose of the Hanging Flower Basket Program; and,

WHEREAS, the Common Council is appreciative of the donation and finds that it is appropriate to accept the donation offered.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to accept the donation of \$11,435.00 from Antigo First for the appropriated use of the Hanging Flower Basket Program and related expenses.

CONSENT AGENDA COMMUNICATIONS

Administrator and Department Manager Reports

PULLED FROM CONSENT AGENDA

Resolution No. 65-24: Apply for, and Accept if Awarded, a 50% Matching Grant from the Wisconsin Department of Natural Resources in the Amount of \$1,081.60 to Replace Collapsible Backpack Pumps

WHEREAS, the Wisconsin Department of Natural Resources (DNR) has a Forest Fire Protection Grant Program that is a 50% match grant; and,

WHEREAS, the Fire Department is requesting to apply for this grant and accept it if they are awarded the grant; and,

WHEREAS, the collapsible backpack pumps would be replaced if the grant is received with a cost of ~~\$1,081.60~~ \$1,500.00 of which the ~~\$540.80~~ \$750.00 matching funds will come from the Fire Donations Account.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the submission of a grant application and acceptance of the grant, if awarded, to the DNR for the Forest Fire Protection Program to purchase collapsible backpack pumps in the amount of ~~\$1,081.60~~ \$1,500.00.

BE IT FURTHER RESOLVED, the matching funds of ~~\$540.80~~ \$750.00 will be derived from the Fire Department Donations Account.

Aldersperson Kassis moved, Aldersperson Bugni seconded, to approve Resolution No. 65-24.

Chief Smith noted the amendment is necessary to meet the minimum dollar amount required for this grant.

Aldersperson Kassis moved, Aldersperson Balcerzak seconded, to amend Resolution No. 65-24 to increase the grant amount from \$1,081.60 to \$1,500.00 and the City matching funds from \$540.80 to \$750.00. Carried by voice vote.

Motion to approve Resolution No. 65-24 as amended.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Rebstock, Brandt, Kassis, Edwards, Wagner, Bugni, Balcerzak, Henricks

NEW BUSINESS

ORDINANCES

Ordinance No. 1366B: Ordinance Amending Sections 38-3(d)(2) and 38-3(d)(3) of the Municipal Code of the City of Antigo to Increase Parking Fees

Ordinance No. 1366B-2 is being used as Ordinance No. 1366B was used at a previous Council meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Rebstock, Brandt, Kassis, Edwards, Wagner, Bugni, Balcerzak, Henricks

Ordinance No. 1367B: Ordinance Amending Subdivision IV. Nonconforming Uses, Structures and Lots

A memo from Elizabeth McCarthy, Building Inspector/Zoning Administrator, explained the City of Antigo has over 900 non-conforming lots located in residential zoning districts. A chart listing the lot requirements for each residential zoning district in the city is included in the Council packet.

Currently, Ordinance Subdivision IV. Nonconforming Uses, Structures and Lots does not allow a property owner to construct a new house on a non-conforming lot under any circumstances. However, due to the increasing age of the city's houses and the possibility of a natural disaster or fire destroying a house, staff feels it is advantageous to the city and to the property owners to allow a house to be constructed on a non-conforming lot. The only avenue an owner has currently to build on a non-conforming lot is apply for a variance.

Variances must meet strict criteria per City of Antigo Ordinance Sec. 14-1018(c), resulting in extremely limited scenarios in which an owner of a non-conforming lot would be granted a variance. Below is the City of Antigo's ordinance subsection that lists when a variance should not be granted:

- c. A variance shall not:
 1. Grant, extend or increase any use prohibited in the zoning district.
 2. Be granted for a hardship based solely on an economic gain or loss.
 3. Be granted for a hardship which is self-created.
 4. Damage the rights or property values of other persons in the area.
 5. Allow actions without the amendments to this article or map(s) required in section 14-1036.
 6. Allow any alteration of a historic structure, including its use, which would preclude its continued designation as a historic structure.

A copy of the amended ordinance Subdivision IV. Nonconforming Uses, Structures and Lots, with the changes highlighted in red is included in the Council packet. These changes will allow for a house to be constructed on a non-conforming lot if certain criteria are met and with the City Plan and the City Council review and approval. With the additional language in subsection (3)(b)(1-4), the original intent of the ordinance section is able to remain in place, while adding flexibility to each situation to encourage new housing without compromising adjacent properties.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Brandt, Ward 2
SECONDER:	Reinhardt Balcerzak, Ward 8
AYES:	Rebstock, Brandt, Kassis, Edwards, Wagner, Bugni, Balcerzak, Henricks

CLOSED SESSION

1. Closed Session: Pursuant to Section 19.85(1)(c), Wisconsin Statutes, and Upon Proper Motion, Council will Convene into Closed Session to Consider Employment, Promotion, Compensation or Performance Evaluation Data on any Public Review for an Employee Performance Evaluation. Upon Completion of Discussion in Closed Session, Council will Reconvene into Open Session to Act on Matters Discussed, If Necessary, and Proceed with the Regular Order of Business.

Aldersperson Bugni moved, Aldersperson Wagner seconded, that the Common Council convene into closed session in accordance with Section 19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data on any public review for an employee performance evaluation.

RESULT:	CARRIED [7 TO 1]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Joel Wagner, Ward 6
AYES:	Rebstock, Brandt, Kassis, Wagner, Bugni, Balcerzak, Henricks
NAYS:	Mark Edwards

Upon completion of discussion in closed session, a motion was made and carried to reconvene into open session to act on matters discussed, if necessary, and to proceed with the regular order of business.

No action was taken on the closed session discussion.

MISCELLANEOUS BUSINESS

PAYMENT OF BILLS

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Rebstock, Brandt, Kassis, Edwards, Wagner, Bugni, Balcerzak, Henricks

1. BMO Bank Accounts Payable Check Nos. 82010-82165
2. Direct Deposits for June 7 and June 21 Payrolls
3. Block Grant Revolving Loan Check Nos. 3762-3764
4. Self-Funding Health Insurance Check Nos. 2143-2144

COMMITTEE REFERRALS

Aldersperson Brandt asked Karin Derauf, City Administrator, to talk to Tommy Horswill and request shorter Council reports without all the test results.

Mayor Bauknecht referred remote voting to a Committee of the Whole meeting to be held on July 24, 2024, following the Public Works meeting.

Aldersperson Edwards referred discussion of four way stop signs at Edison Street and Fifth Avenue and Dorr Street and Fifth Avenue to the Public Works meeting.

Aldersperson Kassis asked Ms. Derauf to begin working on the Lake District meeting.

ADJOURNMENT

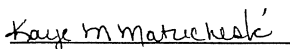
Aldersperson Kassis moved, Aldersperson Wagner seconded, to adjourn at 7:37 p.m. Carried.

Approved:



Thomas C. Bauknecht, Mayor

Attest:



Clerk - Treasurer