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**CITY OF ANTIGO
COMMON COUNCIL**

JULY 12, 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 Terence V. Brand presiding.

ROLL CALL

Attendee Name	Title	Status	Arrived
Mark Edwards	Ward 5	Present	
Barb Rebstock	Ward 1	Present	
Sandra Fischer	Ward 2	Present	
Tim Kassis	Ward 3	Present	
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	
Terence V. Brand	Mayor	Present	

Aldersperson Wagner moved, Aldersperson Rebstock seconded, to excuse Aldersperson Henricks. Carried.

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; 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; Marc Clark, The Candy Vault; Christian Radcliff, The Blessed Fig Tree; and Tammy Skenandore.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT MEDITATION

APPROVAL OF MINUTES

Minutes from June 14, 2023 Meeting

Aldersperson Bugni moved, Aldersperson Wagner seconded, to approve the June 14, 2023 Council Minutes.

RESULT:	CARRIED - VOICE VOTE
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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.

COMMITTEE REPORTS

Aldersperson Bugni noted there is an Ad Hoc Weather Warning System meeting on July 19, 2023 at 4:30 p.m. Aldersperson Bugni thanked Mark Desotell, Director of Administrative Services, for the research he has done. Mr. Desotell's research includes a total cost of \$142,388.40 for the installation and commissioning of five sirens. The committee will first have to prioritize information and send a survey to City residents and make contacts for contributions for funding.

Aldersperson Bauknecht noted that almost everything on the Consent Agenda is from the Public Works Committee and then highlighted the various items. He reported the house on Edison Street has been taken down.

Mayor Brand reported the Finance, Personnel, and Legislative Committee approved the street closure on July 22nd for the downtown Thrive on Five event. He noted there was a discussion on the downtown groups and working together to again be eligible for Connect Community grants.

CONSENT AGENDA

Mayor Brand pulled Resolution No. 74-23 from the Consent Agenda.

RESULT:	CARRIED [UNANIMOUS] as amended with Resolution No. 74-23 pulled
MOVER:	Tim Kassis, Ward 3
SECONDER:	Joel Wagner, Ward 6
AYES:	Edwards, Rebstock, Fischer, Kassis, Bauknecht, Wagner, Bugni, Balcerzak
EXCUSED:	Scott Henricks

CONSENT AGENDA RESOLUTIONS

Resolution No. 68-23: Acceptance of the Memorandum of Understanding (MOU) with the Department of Natural Resources (DNR) for the Fire Department to Apply for Mutual Aid and Fire Suppression Services

WHEREAS, the City of Antigo and the Wisconsin Department of Natural Resources (WDNR) are interested in entering into a Memorandum of Understanding (MOU) for Mutual Aid and Fire Suppression Services; and,

WHEREAS, this MOU memorializes interagency responsibilities as it relates to roles and responsibilities in fighting wildland fires within each party's respective jurisdictions per the applicable State Statutes; and,

WHEREAS, the MOU identifies the definitions, responsibilities, reporting, command, outside assistance, equipment, personnel/staffing, services, compensation/billing, prescribed burns, protection, payment, liability, coordination, non-discrimination, assignment of the agreement, amendments and authorization related to the desired mutual services.

NOW THEREFOR BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to authorize the Fire Chief and Clerk-Treasurer/Finance Director to endorse the Memorandum of Understanding with the Wisconsin Department of Natural Resources for Mutual Aid and Fire Suppression Services with the Agreement being binding upon either party hereto until six (6) months following written notice of termination by either party.

Resolution No. 69-23: Approval to Waive Bidding Process and Accept Estimate from Wanca Custom Works LLC for Sandblasting and Painting of Loader

WHEREAS, bids were solicited for sandblasting and painting of a Volvo Loader; and,

WHEREAS, no bids were received so the Street Commissioner spoke with Wanca Custom Works LLC and received an estimate for \$16,684; and,

WHEREAS, the Public Works Committee met and agreed to waive the bidding requirements since there were no bids and accept the estimate from Wanca Custom Works LLC.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to waive the bidding requirements and accept the estimate from Wanca Custom Works LLC, in the amount of \$16,684 for the sandblasting and painting of one Volvo Loader with funding derived from Street Machinery Operations-Equipment Repair and Maintenance.

Resolution No. 70-23: Re-prioritize 2023 Wastewater Treatment Plant Capital Improvement Projects to Allow for the Replacement of an Existing 60 gpm Sludge Transfer Pump in the Belt Thickener Room with a New Pump Installation Capable of up to 80 gpm

WHEREAS, there is an unexpected need (due to reduced pump output) to replace the 60 gallon per minute (gpm) sludge transfer pump located within the belt thickener room at the Wastewater Treatment Plant; and,

WHEREAS, bids will be solicited for the replacement of the failing pump, variable frequency drive compressor and associated appurtenances with options including both an in-kind replacement at 60 gpm and for a pump capable of delivering 80 gpm performance; and,

WHEREAS, funds for the project were not anticipated/budgeted in 2023 so the following budget changes, to accommodate the sludge pump replacement, are recommended; and,

	<u>Budgeted Amount</u>	<u>Actual/Transfer Amount</u>	<u>Balance</u>
☐ WWI-5 Roofs for Buildings	\$125,000	\$105,000 (Blowers)	\$20,000
☐ WWI-25 Boiler Replacement	\$150,000	\$125,000	\$25,000
☐ WWI-27 Digester Upgrades	\$ 40,000	Delay until 2024	<u>\$40,000</u>
		Amount Available =	\$85,000

WHEREAS, Infrastructure Alternatives (IAI) will solicit a Request for Bids and present the results to the Public Works Committee for consideration at their July 2023 meeting based upon an anticipated budgeted amount not to exceed \$85,000.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize the above transfer of funds for the establishment of a revised 2023 budgeted amount of \$85,000 for the replacement of the belt thickener sludge pump at the Wastewater Treatment Plant with bids to be reviewed at the July 2023 Public Works Committee meeting.

BE IT FURTHER RESOLVED, that a result of this action is that the roof replacement and digester priorities will need to be extended into a future budget year.

Resolution No. 71-23: Professional Services Agreement for the Fourth Avenue Bridge Temporary Easement Acquisitions with Randy Moss & Associates, LLC

WHEREAS, during design of the Fourth Avenue Bridge, it was discovered that temporary limited easements are needed; and,

WHEREAS, the Public Works Committee had discussions with staff regarding timing and professional availability of the qualified companies for these services; and,

WHEREAS, the Public Works Committee approved the professional service agreement from Randy Moss & Associates who has agreed to provide acquisition services in the amount of \$17,000.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, enter into a professional service agreement with Randy Moss & Associates to be paid out of the Fourth Avenue Bridge Capital Equipment/Improvement Plan for temporary limited easement acquisitions for the Fourth Avenue Bridge Reconstruction Project.

Resolution No. 72-23: Recommended Professional Services Agreement with Ayres Associates for the Fourth Avenue Roadway Design Work from Highway 45 to Fifth Avenue (Excluding Bridge Project)

WHEREAS, the City is constructing the replacement of the Fourth Avenue Bridge over Springbrook Creek along with limited approach pavement work in 2024 under the Wisconsin Department of Transportation's (WisDOT) Local Bridge program (80% grant); and,

WHEREAS, Fourth Avenue corridor from Highway 45 to the west bridge approach and from Fifth Avenue to the east bridge approach are in need of pavement repair and storm sewer replacement; and,

WHEREAS, it is in the City's best interest to address the Fourth Avenue corridor construction needs (outside of the bridge replacement project limits) during the required bridge closure; and,

WHEREAS, staff recommended Ayres Associates to the Public Works Committee for the Fourth Avenue pavement design based upon their prior approval through the WisDOT's consultant selection process as the bridge design engineer in order to assure continuity between the two projects; and,

WHEREAS, Ayres Associates submitted a Professional Services Agreement amounting to \$57,300 for consultant engineering services related to the survey, preliminary design, final plan submittal, cost estimates and bidding process to coincide with the bridge construction; and,

WHEREAS, staff recommended to the Public Works Committee, that according to the City's Purchasing Policy (Section #4), that the requirement for bids be waived and an agreement for the stated consultant engineering services in the amount of \$57,300 with Ayres Associates be approved.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to waive bidding requirements and to approve a Professional Services Agreement, in an amount not-to-exceed \$57,300, authorizing Ayres Associates to advance the design of Fourth Avenue (Highway 45 to Fifth Avenue excluding the bridge project) with the funds being derived from the Storm Water Enterprise Fund, Street Construction CIP and/or other related funds as deemed appropriate by the Director of Administrative Services and/or the Clerk Treasurer/Finance Director.

Resolution No. 73-23: Revised State/Municipal Agreement (SMA) for the Construction of the Fourth Avenue Bridge over Springbrook Creek Securing Additional Grant Funding for the 2024 Project

WHEREAS, City Council initially approved Resolution #75-20 memorializing a State/Municipal Agreement with the Wisconsin Department of Transportation (WisDOT) for the construction of the Fourth Avenue Bridge over Springbrook Creek under the Local Bridge program; and,

WHEREAS, the Local Bridge Program provides for an 80% State and 20% Local match for design and bridge construction with limited pavement approach work; and,

WHEREAS, the authorized design work by Ayres Associates continues to advance for a fall 2023 letting with a projected 2024 construction schedule; and,

WHEREAS, the project estimate for approach work, storm sewer replacement, Right-of-Way plat development and the added impacts of inflation along with non-participating environmental remediation resulted in a participating construction change order request submitted by Ayres Associates on the City's behalf; and,

WHEREAS, the change order request as authorized by WisDOT resulted in their creation of a Revised State/Municipal Agreement for the project as reviewed and recommended for advancement by staff.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to enter into the Revised State/Municipal Agreement for the design and construction of the Fourth Avenue Bridge over Springbrook Creek for Bridge ID # P-34-0701 under State Project ID# 9835-00-01/71 providing an estimated \$955,388 (\$624,416 in the original agreement) in Local Bridge Program funds requiring an anticipated \$379,147 (\$296,404 in the original agreement) in Local matching funds for an estimated total project amount of \$1,334,535 (\$920,080 in the original agreement) including the project design costs.

Resolution No. 74-23: Advancement of a Three-Party Design Agreement with Wisconsin Department of Transportation, Ayres Associates and the City for Design of Tenth Avenue (Western Avenue to the East City Limits) under the Bi-Partisan Infrastructure Law (BIL) Surface Transportation Urban (STP-U) Grant Program has been **MOVED TO PULLED FROM CONSENT AGENDA**

CONSENT AGENDA COMMUNICATIONS

Department Manager Reports

Mayor Brand thanked Sergeant Husnick and Officer Powell on the exceptional jobs they did with a difficult situation during the June 3 barricade/hostage situation. He noted appreciation to Police Chief Duley for writing the letters of commendation to them.

Alderpersion Bugni commented that all the department manager reports are very good.

Mayor Brand noted the Finance, Personnel, and Legislative Committee will be looking at some ordinance changes.

CONSENT AGENDA PROCLAMATION

1. Proclamation Declaring June 13, 2023 Arbor Day

PULLED FROM CONSENT AGENDA

Resolution No. 74-23: Advancement of a Three-Party Design Agreement with Wisconsin Department of Transportation, Ayres Associates and the City for Design of Tenth Avenue (Western Avenue to the East City Limits) under the Bi-Partisan Infrastructure Law (BIL) Surface Transportation Urban (STP-U) Grant Program

WHEREAS, the City of Antigo received a Bipartisan Infrastructure Law (BIL) Surface Transportation Program - Urban (STP-U) grant (80% Grant/20% Local) for the pavement rehabilitation of Tenth Avenue (Western Avenue to the East City Limits); and,

WHEREAS, staff completed the Notice of Interest (NOI) and Statement of Qualification (SOQ) processes according to the Wisconsin Department of Transportation (WisDOT) guidelines; and,

WHEREAS, consultant interviews of three firms were completed and a Consultant Selection Form (DT1515) provided to WisDOT with staff's recommendation to enter into a three-party agreement with Ayres Associates for designs services; and,

WHEREAS, a three-party agreement (as negotiated by WisDOT) for a Fiscal Year 2026 construction schedule is required for the advancement of the project design; and,

WHEREAS, the three-party agreement remained in the negotiation phase between WisDOT, Ayres Associates, and the City at the time of the June Public Works meeting and would not be available in its final form until Council's regularly scheduled July meeting; and,

WHEREAS, it is recommended that the Mayor, Director of Administrative Services, and the Clerk-Treasurer/Finance Director be authorized to advance documents including any additional forms related to the design project subsequent to endorsing this Three-Party Agreement.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo that the Mayor, Director of Administrative Services, and Clerk-Treasurer/Finance Director are authorized to endorse the Three-Party Design Agreement for the Tenth Avenue project (Western Avenue to the East City limits) along with any subsequent documents related to the project design efforts.

Mr. Desotell reminded Council of the history regarding reconstruction of Tenth Avenue from Western Avenue to the East side of the City limits. An 80/20 grant has been received but the Wisconsin Department of Transportation is falling short on their goal. They were hoping to have the final agreement for Council tonight but this resolution was pulled for further discussion because only a draft is available at this time. It is a \$3.15 million project with \$2.5 million being received from a grant with the City responsible for \$631,000 in matching funds. The design is to start in 2023 with construction in 2026. This resolution will allow the Mayor, Clerk-Treasurer/Finance Director, and Director of Administrative Services to sign the final agreements once received. City Attorney Michael Winter will review the agreements before they are signed.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Tim Kassis, Ward 3
AYES:	Edwards, Rebstock, Fischer, Kassis, Bauknecht, Wagner, Bugni, Balcerzak
EXCUSED:	Scott Henricks

NEW BUSINESS

RESOLUTIONS

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.

Kaye Matucheski, Clerk-Treasurer/Finance Director, noted Resolution No. 66-23 was approved last month but Alderperson Bugni asked that the contract not be signed until after the July Council meeting so it is on the agenda for approval of having the contract signed.

Upon Alderperson Bauknecht's inquiry if no one is found if Mr. Desotell could stay longer. Mr. Desotell reported if necessary he would work it out to extend his stay but explained he would have to take into account the timeline requirements for his filings to the Wisconsin Retirement System and Social Security.

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

PERMITS

1. Approve Street Closure for Farmers Home Customer Appreciation Event on Sunday, August 6, 2023 on the 500 Block of Field Street

Alderperson Balcerzak moved, Alderperson Bugni seconded, to approve the Street Closure for Farmers Home Customer Appreciation Event on August 6, 2023 on the 500 Block of Field Street.

RESULT:	CARRIED - VOICE VOTE
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2. Street Closure and Waiver of Insurance Requested by the Antigo/Langlade County Chamber of Commerce & Visitors Center for the 700 - 1000 Blocks of Fifth Avenue and Sidewalks in the 600 Block of Fifth Avenue for a "Beat the Summer Heat" Sidewalk & Craft Sale on July 22, 2023 from 10:00 a.m. - 7:00 p.m.

Alderperson Wagner moved, Alderperson Bugni seconded, to approve the Street Closure and Waiver of Insurance requested by the Antigo/Langlade County Chamber of Commerce & Visitors Center for the 700 - 1000 Blocks of Fifth Avenue and Sidewalks in the 600 Block of Fifth Avenue for a "Beat the Summer Heat" Sidewalk and Craft Sale on July 22, 2023 from 10:00 a.m. - 7:00 p.m.

RESULT:	CARRIED - VOICE VOTE
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LICENSES

Request from Julie Turney, agent for Farmers Home Restaurant LLC to Extend the Premises Description for the "Class B" Fermented Malt Beverage and Intoxicating Liquor License to include the Parking Lot at 526 Field Street for an August 6, 2023 Customer Appreciation Event (no alcohol sales in the parking lot-only consumption).

Alderperson Kassis moved, Alderperson Fischer seconded, to approve the request from Farmers Home Restaurant LLC to extend the premises description for the "Class B" Fermented Malt Beverage and Intoxicating Liquor License to include the parking lot at 526 Field Street on August 6, 2023 for a Customer Appreciation event with no alcohol sales in the parking lot allowed - only consumption.

RESULT:	CARRIED - VOICE VOTE
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Amusement Device License for CMKS Investments LLC dba The Candy Vault at 735 Fifth Avenue (Contingent Upon Inspections)

Alderson Fischer moved, Alderson Balcerzak seconded, to approve the Amusement Device License for CMKS Investments LLC dba The Candy Vault at 735 Fifth Avenue (contingent upon completion of inspections).

RESULT:	CARRIED - VOICE VOTE
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MISCELLANEOUS BUSINESS

PAYMENT OF BILLS

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

1. Direct Deposits for June 9 and 23, 2023
2. BMO Bank Accounts Payable Check Numbers 79803 - 79973
3. Self-Funding Health Insurance Check Nos. 2116 - 2117
4. Block Grant Revolving Loan Check No. 3735

COMMITTEE REFERRALS

Alderson Bauknecht referred to the Finance, Personnel, and Legislative Committee to look at an ordinance to require removal of yard signs after an election in a timely fashion. To which Alderson Wagner commented he thought if it is on private property people can leave up as a first amendment right. Following further discussion, it was noted that signs should never be in the boulevard as they are not allowed there.

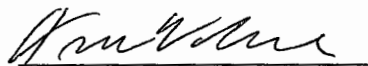
Alderson Edwards commented on an email from Jill Schulz regarding issues with a dog and some kids on the walkway. Mr. Desotell noted staff is following through on her concerns.

Alderson Wagner commented and asked about the City's dog leash ordinance stating he noticed in the last month or so a lot of dogs are being walked without leashes. Alderson Rebstock noted her daughter walks dogs with just collars. Daniel Duley, Police Chief, commented dogs do not have to be on a leash but the owners have to be in control of their dogs. Mr. Desotell reported the matter will be looked into.

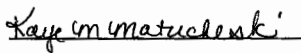
ADJOURNMENT

Alderson Bugni moved, Alderson Kassis seconded, to adjourn at 6:36 p.m. Carried.

Approved:


Terence V. Brand, Mayor

Attest:


Kaye Matuchewski
Clerk - Treasurer