CITY OF ANTIGO

COMMON COUNCIL

AUGUST 11, 2021

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	Excused	
Tom Bauknecht	Ward 4	Present	
Carol Feller Gottard	Ward 5	Present	
Joel Wagner	Ward 6	Present	
Glenn Bugni	Ward 7	Excused	
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; Jon Petroskey, Fire Chief; 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; Mark Edwards; Jacob Waldner; Darlyn Waldner; and for a portion of the meeting, Scott Sternhagen, CliftonLarsonAllen, LLP.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT MEDITATION

APPROVAL OF MINUTES

1. Approval of the Minutes from the July 14, 2021 Meeting

Alderperson Henricks moved, Alderperson Feller Gottard seconded, to approve the July 14, 2021, Common Council Minutes.

RESULT:	CARRIED - VOICE VOTE

PRESENTATION

1. Scott Sternhagen, CliftonLarsonAllen, LLP-Presentation of 2020 Financial Statement

Mayor Brandt introduced Scott Sternhagen, CliftonLarsonAllen, LLP for presentation of the 2020 Financial Statement. Mr. Sternhagen stated he is a new face to Council but has been working with the City of Antigo for six to nine years. The financial statements are not finalized yet but in draft form but the financial results will not be changing. It is still in draft form because the City is required to file a federal single audit due to the amount of grants received which has not been needed in previous years.

Mr. Sternhagen reviewed/presented a powerpoint presentation. There is a total general fund balance of $5.3 million which is about a $300,000 increase from last year. Debt Service Fund is down about $70,000 from last year. Mr. Sternhagen reviewed the special revenue fund balances. The TIF funds, public improvement, equipment replacement, and Antigo Lake were then reviewed. Doing a look back to 2016 the balances are very steady and stable. The City is doing a good job of managing the finances and is in good financial position.

Mr. Sternhagen reviewed closer the five TIF districts the City has. TIF 7 is in a deficit at this time because of projects. TIFs 3 and 4 bring in money. TIF 6 excess increment is a donor to TIF 3 to pay down that balance.

The general obligation debt was then reviewed. Legal margin for new debt is $12,302,915.

The three enterprise funds (water, sewer, and stormwater) were reviewed. Water revenues are very consistent. Net income of $270,712. From an operating standpoint it is doing ok. Rate of return in 2020 is 3.97%. A rate case study may happen in the near future.

Sewer operating reviews are very consistent year to year. Operating expenses did go up some in 2020. Mr. Sternhagen noted sewer rate review is faster then water so the City may want to start with that. Stormwater is a smaller utility. Kaye Matucheski, Clerk-Treasurer/Finance Director, noted that this rate has never increased since implementation.

Mr. Sternhagen reviewed the Health Insurance fund balances and activity noting this fund is in good shape. Dental Insurance fund balances and activity were then reviewed. Dental claims were down in 2020 due to COVID.

He noted working with Kaye Matucheski, Clerk-Treasurer/Finance Director, and her team everything was in order when the auditors came in. Full cooperation was received from all City staff they worked with and it is appreciated.

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

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Scott Henricks, Ward 9
AYES:	Rebstock, Fischer, Bauknecht, Feller Gottard, Wagner, Balcerzak, Henricks
EXCUSED:	Tim Kassis, Glenn Bugni

CONSENT AGENDA RESOLUTIONS

Resolution No. 71-21: Music in the Park Funding Request for $639.23 for Printing of Brochures and Posters

WHEREAS, Music in the Park has again requested funding for the printing of brochures and posters for the summer music series in the amount of $639.23; and,

WHEREAS, these brochures and posters are distributed beyond the local area to draw people from other areas to Antigo for these concerts.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve $639.23 to Music in the Park for the printing of brochures and posters with the funds to be derived from the economic development portion of the Hotel/Motel Tax Funds.

Resolution No. 72-21: Update to Job Description for Fire Lieutenant

WHEREAS, periodically job descriptions within the City are reviewed and updated as needed; and,

WHEREAS, the Fire Lieutenant job description in the Fire Department needed to be updated based on the current departmental needs and requirements; and,

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the attached updated job description for the Fire Lieutenant position within the Fire Department.

Resolution No. 73-21: Establish Special Revenue Fund for the American Rescue Plan Act (ARPA) Funds

WHEREAS, the City recently received the first payment for the American Rescue Plan Act (ARPA) program in the amount of $406,480.33 with the second payment being expected in 2022; and,

WHEREAS, there are stipulations on how this money can be spent which will be discussed at future meetings to prioritize the spending; and,

WHEREAS, in order to alleviate the impact of these funds on the City's levy limits and expenditure restraint program, the League of Municipalities, among others, have advised to set up a Special Revenue Fund strictly for the ARPA funds to avoid having to report these expenditures through the General or Capital Equipment/Improvement Funds; and, WHEREAS, setting up an additional fund for moneys that are received (such as grants) does not normally require Council approval but because of many unknown requirements for these funds, staff felt this was the best practice to track revenues and expenditures for future reporting and to avoid problems on spending limits.

THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize the Clerk-Treasurer/Finance Director to establish a special revenue fund for the American Rescue Plan Act (ARPA) money received in 2021 and 2022.

BE IT FURTHER RESOLVED, the Clerk-Treasurer/Finance Director is authorized to complete any necessary budget transfers for these funds.

CONSENT AGENDA COMMUNICATIONS

Appointment of Street Commissioner as Weed Commissioner

Department Manager Reports

NEW BUSINESS

RESOLUTIONS

Resolution No. 74-21: Selection of a Consulting Firm for the Submittal of a Community Development Block Grant - Public Facilities (CDBG-PF) Application for the Anticipated Reconstruction of Edison Street from Sixth to Ninth Avenues (Contingent on Approval by the Public Works Committee on August 11, 2021)

WHEREAS, the City of Antigo desires to submit a Wisconsin Department of Administration (WDOA) Community Development Block Grant for Public Facilities (CDBG-PF) in the approximate amount of $1.0 million dollars for the reconstruction of Edison Street from Sixth to Tenth Avenues; and,

WHEREAS, the requirements of the WDOA's CDBG-PF grant call for the preparation of an application to possibly include a house-to-house income survey along the corridor; and,

WHEREAS, staff requested proposals from two consulting firms based upon their previous experience and their ability to meet the submittal deadline; and,

WHEREAS, Ayres Associates demonstrated past technical abilities, familiarity with state agency requirements, performed similar work for other municipal clients, have presented a competitive price for their services at a cost not-to-exceed $8,500 and have successfully completed similar efforts on the City's behalf in the past.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to waive the bidding requirements under the Exception to Bidding Requirements of the City's Purchasing Policy (Section #4 Professional Service – Qualification Based) and to approve a Professional Services Agreement in an amount not-to-exceed $8,500 with Ayres Associates for the completion of a grant application including a house-to-house survey (if so required) in conjunction with the WDOA's CDBG-PF requirements.

BE IT FURTHER RESOLVED, that funding be derived as appropriate from the enterprise accounts and the street budget as available and authorized with the Clerk-Treasurer/Finance Director authorized to complete any necessary budget adjustments/transfers for these services.

Mayor Brandt noted the Public Works Committee approved the selection of Ayres Associates for $8,500.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Joel Wagner, Ward 6
AYES:	Rebstock, Fischer, Bauknecht, Feller Gottard, Wagner, Balcerzak, Henricks
EXCUSED:	Tim Kassis, Glenn Bugni

Resolution No. 75-21: Three-Party Design Agreement between Wisconsin Department of Transportation/City of Antigo/Ayres Associates for the Design of the Fourth Avenue Bridge over Springbrook Creek (Contingent on Approval by the Public Works Committee on August 11, 2021)

WHEREAS, the City of Antigo is the recipient of a Wisconsin Department of Transportation (WisDOT) Local Bridge Program grant (I.D. # 9835-00-01/71) covering 80% of the eligible project costs associated with the removal and replacement including the allowable approach pavement work for the Fourth Avenue Bridge over Springbrook Creek; and,

WHEREAS, the 80% Local Bridge funds ($624,416) will be supplemented with a 20% local match ($296,404) for an estimated total project cost of $920,820 which includes design, construction engineering, non-participating construction costs, and State review; and,

WHEREAS, the design may proceed upon endorsement of a three-party agreement by the parties for an anticipated construction project for State Fiscal Year 2024; and,

WHEREAS, staff previously conducted a Quality Based Selection process resulting in the submittal of Ayres Associates as the design consultant to WisDOT for the negotiation of services and fees as defined in the three-party agreement; and,

WHEREAS, Ayres Associates has successfully completed similar efforts on the City's (most recently for a Local Bridge project design for the Eighth Avenue Bridge over Springbrook Creek) and have demonstrated past technical abilities, familiarity with state agency requirements, performed similar work for other municipal clients and have presented a negotiated price for their services.

NOW, THEREFORE, BE IT RESOLVED, BY The COMMON COUNCIL, City of Antigo, to enter into a Three-Party Agreement with WisDOT and Ayres Associates for the removal and replacement of the Fourth Avenue Bridge over Springbrook Creek under the Local Bridge Program as defined by the previously completed State/Municipal Agreement between WisDOT and the City of Antigo.

BE IT FURTHER RESOLVED, that the City's local matching funds be derived from the enterprise fund accounts for municipal utilities and from the Street CIP annual budget as identified.

Mayor Brandt noted the Public Works Committee approved this.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Sandra Fischer, Ward 2
AYES:	Rebstock, Fischer, Bauknecht, Feller Gottard, Wagner, Balcerzak, Henricks
EXCUSED:	Tim Kassis, Glenn Bugni

Resolution No. 76-21: Consultant Selection of Ayres Associates for Design and Construction Services Related to the Extension of Deleglise Street through Vacant City-Owned Industrial Property from its Existing North Termini to Highway 64 under a Federal Economic Development Association Grant (Contingent on Approval by the Public Works Committee on August 11, 2021)

WHEREAS, the City of Antigo received a Federal Economic Development Association (FED EDA) grant in the amount of $941,250 (50%) for a $1,882,500 project including the design, construction, inspection and contract administration for the extension of Deleglise Street from its existing north termini to Highway 64 at Saratoga Street; and,

WHEREAS, under the terms of the EDA grant administration it was required to advertise for the solicitation of engineering proposals under a Quality Based Selection (QBS) process with the requirement of at least receiving Notice of Interest/Statement of Qualifications (NOI/SOQ) from a minimum of three firms; and,

WHEREAS, the City advertised in both the Antigo Daily Journal as well as posted the NOI/SOQ onto the City website and received four responses from interested consulting firms that were subsequently interviewed and scored based upon their presentations, knowledge of the project, available capacity, assigned staff, scheduling and past performance; and, WHEREAS, based on the demonstrated performance on similar type work along with the past working relationship with the City of Antigo it was recommended by the selection team to advance Ayres Associates as the project consultant under the City's Purchasing Policy by Section #4 (Qualification Based Professional Services) and to enter into a Professional Service Agreement with Ayres Associates after negotiating a price for the defined services under the guidance of the Federal EDA representative in an amount not-to-exceed project budgets as established in the grant process.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to enter into a Professional Services Agreement with Ayres Associates for design and construction services related to the extension of Deleglise Street from its existing north termini to Highway 64 through the Saratoga Industrial Park upon successful cost negotiations between staff and the consultant (subject to Federal EDA oversight) as determined to be within the project's grant funding categories.

BE IT FURTHER RESOLVED, that the Mayor and/or the Director of Administrative Services along with the Clerk-Treasurer/Finance Director be authorized to advance project documents as so required through the Federal EDA process in order to keep the project advancing towards its anticipated spring 2022 bid letting and subsequent construction.

Mayor Brandt noted the Public Works Committee approved this.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Scott Henricks, Ward 9
SECONDER:	Joel Wagner, Ward 6
AYES:	Rebstock, Fischer, Bauknecht, Feller Gottard, Wagner, Balcerzak, Henricks
EXCUSED:	Tim Kassis, Glenn Bugni

LICENSES

Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor (CIDER ONLY) and Cigarette Licenses for 2411 Eighth Street, Inc. dba A2Z Mini Mart at 2120 Neva Road (current licenses being relinquished by Lotter VI, LLC) Contingent Upon Completion of Inspections, Seller's Permit Number Issuance, and Additional Auxiliary Questionnaire.

Alderperson Balcerzak moved, Alderperson Rebstock seconded, to approve the Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor (CIDER ONLY) and Cigarette Licenses for 2411 Eighth Street, Inc. dba A2Z Mini Mart at 2120 Neva Road with the noted contingencies.

RESULT:	**CARRIED - VOICE VOTE**

PERMITS

1. Street Closure of 600 Block of Sixth Avenue on October 16, 2021

Alderperson Bauknecht moved, Alderperson Henricks seconded, to approve the Street Closure of the 600 Block of Sixth Avenue on October 16, 2021. Carried.

RESULT:	**CARRIED - VOICE VOTE**

MOTION

1. Approve Conditional Use Application for Waldner Rentals, LLC (Planned Unit Development) to Allow More Than One Principal Structure on One Parcel in a Residential Zoning District for Construction of Four Duplexes (Eight Total Units) for Age 55 Plus Community Housing with Attached Garages and Construction of 24x60 Utility/Storage Building and 24x24 Gazebo at 218 Fifth Avenue (Approved by City Plan Commission 8/3/2021)

RESULT:	**CARRIED [6 TO 1]**
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Joel Wagner, Ward 6
AYES:	Rebstock, Fischer, Bauknecht, Wagner, Balcerzak, Henricks
NAYS:	Carol Feller Gottard
EXCUSED:	Tim Kassis, Glenn Bugni

MISCELLANEOUS BUSINESS

PAYMENT OF BILLS

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Barb Rebstock, Ward 1
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Rebstock, Fischer, Bauknecht, Feller Gottard, Wagner, Balcerzak, Henricks
EXCUSED:	Tim Kassis, Glenn Bugni

1. Direct Deposits for July 9 and 23, 2021 Payrolls
2. BMO Bank Accounts Payable Check Nos. 75373-75656
3. Self-Funding Health Insurance Check Nos. 2064-2065
4. Block Grant Revolving Loan Check Nos. 3682-3686

COMMITTEE REFERRALS

There were no committee referrals.

ADJOURNMENT

Alderperson Henricks moved, Alderperson Rebstock seconded to adjourn at 6:35 p.m. Carried

Approved:

Bill Brandt

Bill Brandt, Mayor

Attest:

Kaye M Matuchesk

Clerk - Treasurer