

CITY OF ANTIGO
COMMON COUNCIL
OCTOBER 14, 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	Present	
Joel Wagner	Ward 6	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	
Scott Henricks	Ward 9	Present	
Bill Brandt	Mayor	Present	

Alderpersons Fischer, Kassis, and Henricks were in attendance via telephone.

Department Managers in attendance were: Mark Desotell, Director of Administrative Services (via telephone), and Kaye Matucheski, Clerk-Treasurer/Finance Director.

Others in attendance were: Toni Miller; and via telephone, Craig Schuh of Ayres Associates, and Angie Close of Langlade County Economic Development Corporation.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT MEDITATION

APPROVAL OF MINUTES

1. Approval of the Minutes from the September 9, 2020 Common Council and Committee of the Whole Meeting

Aldersperson Bugni moved, Aldersperson Rebstock seconded, to approve the September 9, 2020, Council and Committee of the Whole 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.

CONSENT AGENDA

Consent Agenda approved as amended without Resolution No. 103-20.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Glenn Bugni, Ward 7
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak, Henricks

CONSENT AGENDA RESOLUTIONS

Resolution No. 94-20: Write Off Block Grant Loan in the Amount of \$21,480 for 830 First Avenue

WHEREAS, the City of Antigo has a Block Grant Loan in the amount of \$21,480 at 830 First Avenue which was owned by Sharon Menting; and,

WHEREAS, Ms. Menting is deceased and her son is now dealing with the house and trying to sell it; however, the previous tenant destroyed the house and was using it as a drug house so it needs to be completely rehabilitated; and,

WHEREAS, there is a person that would take the house and pay the back taxes, utilities, and special assessments and work with the Health Department to rehabilitate the house but he has advised he would not be able to pay the Block Grant loan as the project would then not be financially feasible; and,

WHEREAS, if this property is not transferred there will be delinquent taxes and if the house is taken by tax deed and/or razed, the Block Grant loan would not be paid back anyway so staff is recommending the approval to write off the loan in order to keep the property on the tax roll.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize the Clerk-Treasurer/Finance Director to write off the Block Grant loan in the amount of \$21,480 for the property at 830 First Avenue in order to rehabilitate the house.

Resolution No. 95-20: Write Off Block Grant for 305 Hudson St

WHEREAS, Nichole Wensel owns the property at 305 Hudson Street and the City has a Block Grant loan for \$7,788.04; and,

WHEREAS, Ms. Wensel is no longer living at the property and has been trying to sell it and has finally received an offer from someone to purchase the home; and,

WHEREAS, the offer amount is not enough to pay off the first mortgage so there would be no funds left to pay the Block Grant so Ms. Wensel requested the City consider writing it off so the property could be sold; and,

WHEREAS, the Clerk-Treasurer/Finance Director saw the final settlement on the property and verified the offer will not pay off the first mortgage and she recommended approving the write off so the property can stay on the tax roll.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to authorize the Clerk-Treasurer/Finance Director to write off the Block Grant loan of \$7,788.04 for 305 Hudson Street.

Resolution No. 96-20: Write Off Block Grant in the Amount of \$20,591.29 for 1216 Fifth Avenue

WHEREAS, the City has a Block Grant loan at 1216 Fifth Avenue in the amount of \$20,591.29; and,

WHEREAS, Langlade County has taken tax deed to this property which was previously owned by Angela Snow; and,

WHEREAS, because of the change of ownership to Langlade County, the block grant loan balance for this property will need to be written off as it is no longer collectible.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize the Clerk-Treasurer/Finance Director to write off the Block Grant Loan of \$20,591.29 for 1216 Fifth Avenue.

Resolution No. 97-20: Approve Reimbursing Employees for Utilization of Anytime Fitness with the Same Parameters as Attending WelFit

WHEREAS, employees are currently reimbursed the single fee of \$35 for attendance at the Aspirus Langlade Hospital Health and Performance Center (WelFit); and,

WHEREAS, the employee must attend ten times in the month in order to be reimbursed which is documented by WelFit; and

WHEREAS, the manager of Anytime Fitness approached the City requesting that employees be reimbursed by attending Anytime Fitness for the ten times; and,

WHEREAS, Anytime Fitness would be able to provide the same tracking and reporting that WelFit does each month to determine which employees have met the parameters.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize reimbursing the employees \$35 per month for attendance of at least ten

times per month at Anytime Fitness.

BE IT FURTHER RESOLVED, Anytime Fitness will provide the City with a report at the beginning of each month listing all employees and the number of times they attended the previous month and the City will then reimburse the employee.

Resolution No. 98-20: Allow Payment of Antigo Daily Journal Invoices When Received

WHEREAS, when the Antigo Daily Journal invoice is received for the previous month's advertising charges, the invoice has to be passed around to the department managers to be coded and signed for payment; and,

WHEREAS, the invoice is received the first part of the month and with the process for signing, the invoices are not being paid until the next Council meeting which causes the payment to be late and finance charges added; and,

WHEREAS, to avoid these additional fees and to pay the bill in a timely manner, the Clerk-Treasurer/Finance Director has requested permission to pay this invoice the same as a utility bill which can be paid in between Council meetings; and,

WHEREAS, the payment would still be disclosed to the Council on the list of monthly payments that is provided with the Council Agenda packet.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize the Clerk-Treasurer/Finance Director to pay the Antigo Daily Journal invoice as soon as it is coded and signed by the departments each month.

Resolution No. 99-20: 2% Cost of Living Wage Increase in 2021 for Exempt and Non-Represented Employees Including the City Attorney and Assistant City Attorney

WHEREAS, Common Council reviews the cost-of-living adjustment for the exempt and non-represented employees as part of the annual budget process; and,

WHEREAS, the Committee of the Whole, at their September 9th meeting, was presented with the initial draft of the City's 2021 budget document including the associated budgetary impacts reflecting a recommended 2.0% salary increase for the above stated employees including the City Attorney and Assistant City Attorney; and,

WHEREAS, the Finance, Personnel and Legislative Committee met on September 16, 2020 and approved the recommended 2021 cost-of-living adjustment of 2.0 % as presented.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize a cost-of-living increase for the exempt employees including the City Attorney and Assistant City Attorney of 2.0% effective upon the first payroll of 2021 and for a 2.0% cost-of-living increase for the non-represented employees effective on January 1, 2020.

BE IT FURTHER RESOLVED, that the funds needed to implement the cost-of-living increase be derived from each employee's respective fund/department wage accounts.

Resolution No. 100-20: Approval of Funding \$10,000 for the 2021 Fireworks by Fireworks Country, Wittenberg, with \$6,500 from the Economic Development Portion of the Hotel/Motel Room Tax and \$3,500 from the Celebrations Operating Budget

WHEREAS, the City of Antigo is committed to having a Fourth of July fireworks celebration; and,

WHEREAS, the City of Antigo earmarks 20% of the Hotel/Motel room tax for economic development and the committee believes the fireworks celebration would be a good use of these funds; and,

WHEREAS, the remaining \$3,500 is budgeted in the Celebrations general operating budget; and,

WHEREAS, Fireworks Country, from Wittenberg, is able to provide a show on the 4th of July, meet the necessary insurance requirements, and they created a dynamic and well received display in 2020.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, that the City shall utilize \$6,500.00 from the economic development portion of Hotel/Motel tax funds for a fireworks display and \$3,500.00 from the general operating celebrations fund for a total of \$10,000.00 and contract with Fireworks Country to conduct the fireworks show for 2021.

Resolution No. 101-20: Adopting the Langlade County All Hazards Mitigation Plan Update

WHEREAS, the City of Antigo recognizes the threat that natural hazards pose to people and property; and,

WHEREAS, under taking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save tax payer dollars; and,

WHEREAS, an adopted All Hazard Mitigation Plan is required as a condition of future grant funding for mitigation projects; and,

WHEREAS, all hazard mitigation plans are required to be updated every five years; and,

WHEREAS, the City of Antigo adopted the last All Hazards Mitigation Plan Update on December 11, 2013; and,

WHEREAS, the City of Antigo participated jointly in the planning process with Langlade County and the other local units of government within the County to prepare an update to the existing multi-jurisdictional All Hazards Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, that the City of Antigo hereby adopts the Langlade County All Hazards Mitigation Plan Update as an official plan.

BE IT FURTHER RESOLVED, that the Langlade County Emergency Management Department will submit, on behalf of the City, the adopted All Hazards Mitigation Plan Update to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval.

Resolution No. 102-20: Approve Revising the Existing Civil Technician/Assistant Building Inspector Non-Represented Position to an Assistant Building Inspector/Zoning Administrator Exempt Position at a Starting Pay Grade of 8/Step 1 Effective October 11, 2020

WHEREAS, there has been an increased emphasis on code enforcement, building inspections, and community growth impacting zoning development within the City; and,

WHEREAS, succession planning for the eventual retirement of the current Building Inspector/Zoning Administrator dictates that more time needs to be assigned to the staff person within this department that currently shares duties with Public Works; and,

WHEREAS, with the recommendation of the Director of Administrative Services, the Finance, Personnel & Legislative Committee approved revising the existing Civil Technician/Assistant Building Inspector non-exempt position to an Assistant Building Inspector/Zoning Administrator exempt position effective October 11, 2020 (the start of a pay period); and,

WHEREAS, the job description has been revised to reflect this new position with a copy attached to the resolution; and,

WHEREAS, the position will be placed within the existing pay matrix at a Grade 8, Step 1 at a salary of \$52,037.96 with the next eligible step increase on the first payroll of 2022; and,

WHEREAS, vacation benefits would be pro-rated to the exempt vacation schedule until the employee's anniversary date of hire and then revert to the exempt vacation schedule per the employee manual; and,

WHEREAS, the existing employee, Beth McCarthy, has taken an active role, and continues to do so, in receiving the necessary certifications required as a building inspector and will move to this position; and,

WHEREAS, the supporting aspects of project management within Public Works will diminish in the new role but it is an expectation this will be continued on an as-needed basis.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to approve the elimination of the Civil Technician/Assistant Building Inspector non-exempt position and create an Assistant Building Inspector/Zoning Administrator exempt position effective October 11, 2020 with Beth McCarthy filling this position.

BE IT FURTHER RESOLVED, the following terms are approved:

- Job Description – attached
- Pay Matrix at a Grade 8/Step 1 starting salary of \$52,037.96
- Next eligible step increase to be the first payroll of 2022
- Vacation benefits pro-rated until hire anniversary date and then move to the exempt vacation schedule per the employee manual
- Project management within Public Works will continue on an as-needed basis

Resolution No. 103-20: Request to Waive Bidding Requirements and Purchase Burke Playground Equipment and a Poured-In-Place Surface in the Amount of Approximately \$48,000 from Lee Recreation, LLC has been moved to PULLED FROM CONSENT AGENDA by Mayor Brandt, as an amendment is needed.

CONSENT AGENDA COMMUNICATIONS

Confirmation of Library Board Appointment

Department Manager Reports

PULLED FROM CONSENT AGENDA

Resolution No. 103-20: Request to Waive Bidding Requirements and Purchase Burke Playground Equipment and a Poured-In-Place Surface in the Amount of Approximately ~~\$48,000~~ \$54,393 from Lee Recreation, LLC

WHEREAS, various components of the equipment at Hudson Street Park Playground are in need of replacement; and,

WHEREAS, the structure is over 20 years old and many of the parts are no longer available; and,

WHEREAS, with staff recommending replacing the playground structure and surfacing, the equipment must meet safety requirements as well as American with Disabilities Act (ADA) standards; and,

WHEREAS, Lee Recreation, LLC has provided a cost for Burke playground equipment and installation of poured-in-place surfacing at a cost of \$54,393; and,

WHEREAS, the City has worked with Lee Recreation, LLC in the past for necessary repairs and on-site visits, City staff will be able to complete the site prep work, and Burke playground equipment is extremely durable so staff is requesting permission to waive the bidding requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo, to approve waiving the bidding requirements and purchasing Burke playground equipment and poured-in-place surfacing for \$54,393 from Lee Recreation, LLC with budgeted funds.

Mayor Brandt advised that the actual cost of the playground equipment and poured-in-place surface will be \$54,393, which is still within the budgeted amount.

Aldersperson Bugni moved, Aldersperson Bauknecht seconded, to amend Resolution No. 103-20 for a total cost of \$54,393.

Ayes were: Fischer, Kassis, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak, Henricks, and Rebstock. Carried.

RESULT:	CARRIED [UNANIMOUS] to approve Resolution No. 103-20 as amended
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Joel Wagner, Ward 6
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak, Henricks

NEW BUSINESS

MOTIONS

1. Conditional Use Permit for Toni and Robert Miller III to Obtain a Kennel License for Four Dogs at 516 Second Avenue (Approved by City Plan Commission on 10/6/2020 with condition to be effective only for the four dogs currently owned by the Miller's.)

Approved with condition to be effective only for the four dogs currently owned by the Miller's. If something happens to one of the dogs, they cannot get another dog.

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

RESOLUTIONS

Resolution No. 104-20: Ratify Mayor's Decision to Accept the Center for Tech and Civic Life Grant in the Amount of \$5,000 for Election Expenses due to COVID-19

WHEREAS, the City had the opportunity to apply for a \$5,000 COVID-19 Response Grant from the Center for Tech and Civic Life (CTCL) to be used for extra election expenses due to the coronavirus; and,

WHEREAS, there is no commitment needed on the City's part except to complete a report on how the funds were spent; and,

WHEREAS, due to the timing of the grant, staff was unable to obtain the Finance, Personnel, and Legislative Committee approval so the Mayor accepted the grant on behalf of the City with action needed by the Common Council to approve.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to ratify Mayor Brandt's approval of the CTCL COVID-19 Response Grant in the amount of \$5,000 for election related expenses.

Kaye Matucheski, Clerk-Treasurer/Finance Director, thanked Angie Close, Langlade County Economic Development Corporation, for making her aware of this grant.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Glenn Bugni, Ward 7
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak, Henricks

Resolution No. 105-20: Ratify Mayor Brandt's Action to Waive Shelter and Permit Fees for Boys and Girls Club of Langlade County Bingo Event

WHEREAS, the Parks, Recreation, and Cemetery Director has received a request from the Boys and Girls Club of Langlade County to replace the Cops vs. Shops event with a Bingo event and a request for the applicable fees to be waived for the new event which was held on October 3, 2020, and

WHEREAS, due to the timing of the request, timely Committee and Council approvals were not possible to be approved prior to the event so Mayor Brandt has approved the waivers.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo to ratify Mayor Brandt's decision to waive the shelter and event permit fees for the new Boys and Girls Club of Langlade County Bingo event, which was held on October 3, 2020, replacing the Cops vs. Shops event.

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

Resolution No. 106-20: Purchase an Articulating Tractor with Attachments for Downtown Snow Removal (contingent upon approval by Public Works on October 14, 2020)

WHEREAS, staff has been in discussion regarding snow removal in the downtown area in order to minimize wear and tear on the new sidewalk and curb and gutter; and,

WHEREAS, the current method of snow removal with a loader can cause damage to the cement; and,

WHEREAS, it was determined that the most efficient way to remove snow with the least amount of damage is by using an articulating tractor which would have a broom, v-plow, and snowblower; and,

WHEREAS, sealed bids were requested with the due date of October 12, 2020 with a Public Works Committee meeting scheduled before the Council meeting for approval due to the timing before winter; and,

WHEREAS, the bids were opened with staff recommending the purchase of an articulating tractor with attachments from _____ in the amount of _____ with funds to be derived from the Capital Equipment/Improvement (CIP) funds for equipment and from the proceeds of the sale of the grader.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to authorize the purchase of the articulating tractor and attachments from _____ in the amount of _____ with the approval of the Public Works Committee.

BE IT FURTHER RESOLVED, the funds will be derived from the CIP funds and the sale proceeds of the grader with the Clerk-Treasurer/Finance Director authorized to complete the necessary transfers.

Mayor Brandt pulled Resolution No. 106-20 from the agenda with no action taken as this item is being rebid, as the one bid received did not meet specifications. The Public Works Committee also approved the necessary budget transfer as well as allowing the Mayor to approve the most advantageous bid and forward the same to the November Council meeting.

RESULT:	WITHDRAWN
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Resolution No. 107-20: Award Engineering Contract for the 2021 Fifth Avenue Reconstruction Project from Lincoln Street to Western Avenue (contingent upon approval by the Public Works Committee on October 12, 2020)

WHEREAS, the Public Works Committee authorized the Director of Administrative Services to solicit engineering proposals for the 2021 Fifth Avenue Reconstruction Project from Lincoln Street to Fifth Avenue from two firms, MSA Professional Services and Ayres Associates; and,

WHEREAS, timing is of the essence to award this contract as the on-site surveying needs to be completed before the onset of winter conditions in order to proceed with spring construction; and,

WHEREAS, proposals were received on October 12th and the Public Works Committee met on October 14th before the Council meeting to review the proposals and accept the proposal considered most advantageous to the City; and,

WHEREAS, based on the Committee's review, the proposal is being awarded to Ayres Associates in the amount of \$256,064.

WHEREAS, project funding will be the \$1,000,000 Community Development Block Grant (CDBG) that was received as well as previously bonded funds.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to award the Engineering Proposal for the Fifth Avenue Reconstruction Project from

Lincoln Street to Western Avenue to Ayres Associates in the amount of \$256,064.

BE IT FURTHER RESOLVED, the funds will be derived from the CDBG grant and bonded funds with the Clerk-Treasurer/Finance Director authorized to complete the necessary budget adjustments.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Reinhardt Balcerzak
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak, Henricks

Resolution No. 108-20: Discussion and Action Regarding Extending Mayor Brandt's Emergency Order Beyond October Council Meeting

WHEREAS, a proclamation was approved on March 19, 2020, providing for emergency powers to Mayor Brandt due to the COVID-19 situation with extensions on May 13, 2020, June 11, 2020, and August 13, 2020; and,

WHEREAS, the current approval is expiring on October 16, 2020, unless extended; and,

WHEREAS, a discussion regarding the Mayor's emergency powers will be held at the Council meeting to determine the best action for the City of Antigo; and,

WHEREAS, if approved by Council, Mayor Brandt's emergency powers will be extended until the date determined by Council with a new proclamation.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, that there will be a discussion of the Mayor's Emergency Powers at the October 14, 2020, Council meeting.

BE IT FURTHER RESOLVED, the Council will extend the Mayor's Emergency Powers until January 14, 2021 with a proclamation to be signed declaring this action.

Mayor Brandt explained fewer meetings are being held right now and City Hall is short staffed due to the health emergency. He noted any decisions made will come back for Council approval.

Aldersperson Balcerzak suggested extending Mayor Brandt's emergency powers for two months.

RESULT:	CARRIED [8 TO 1]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, Bugni, Balcerzak, Henricks
NAYS:	Joel Wagner

PERMITS

1. Approval of Street Closure Request from the Northcentral Technical College for the 700 Block of Lincoln Street for a Fire Department Practice Burn

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Glenn Bugni, Ward 7
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak, Henricks

MISCELLANEOUS BUSINESS

PAYMENT OF BILLS

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Carol Feller Gottard, Ward 5
AYES:	Rebstock, Fischer, Kassis, Bauknecht, Feller Gottard, Wagner, Bugni, Balcerzak, Henricks

1. Direct Deposits for September 4 and 18, 2020 Payrolls
2. BMO Bank Accounts Payable Check Nos. 73508-73792

3. Self-Funding Health Insurance Check Nos. 2042-2044

4. Block Grant Revolving Loan Check Nos. 3649-3650

COMMITTEE REFERRALS

Mayor Brandt noted there will not be a Finance, Personnel, and Legislative Committee meeting held on Wednesday, October 21, 2020. He further noted in-person absentee voting will start at City Hall on October 20, 2020.

Upon inquiry by Alderperson Bugni, Mayor Brandt noted paving on Fifth Avenue will be this week.

There were no committee referrals.

ADJOURNMENT

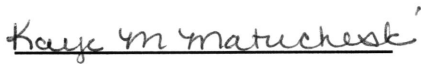
Alderperson Bugni moved, Alderperson Wagner seconded, to adjourn at 6:22 p.m. Carried.

Approved:



Bill Brandt, Mayor

Attest:



Clerk - Treasurer