



## CITY OF ANTIGO

### FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

**MULTI-PURPOSE ROOM**

**Wednesday, February 15, 2023**

**CITY HALL, 700 EDISON STREET**

**6:00 PM**

#### **Call to Order**

#### **Discussion and Action May Occur on Any of the Following Agenda Items:**

1. Minutes from the January 18, 2023 Meeting
2. Allow Family Dollar at 717 Superior Street to Apply for a "Class A" Fermented Malt Beverage and "Class A" Intoxicating Liquor License for Off-Premises Sales
3. Remove Ordinance 1095B Section 22-80 Referring to Rules and Policies for Cemeteries as it is Already Addressed under Sec. 6-111 through Sec. 6-118 for Cemeteries
4. Set Specific Special Assessment Interest Rate Instead of Tying to Interest Charged to the Prime Rate
5. Fee Schedule Update of Administrative Charge for Lawn Mowing and Snow Removal
6. Increase Meal Reimbursement for Employees to \$10 for Breakfast, \$15 for Lunch, and \$25 for Dinner with a Daily Maximum Total of \$50
7. Establishment of a 2023 Budget with Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants
8. Annual Agreement to Participate in the Law Enforcement Support Office Program
9. Request to Purchase Six Flock Safety license plate reading cameras for a two year pilot project

#### **Any Other Matters Authorized by Law to be Considered**

#### **Adjournment**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.*

DATE MAILED: February 09,2023

BILL BRANDT



**To:** Mayor and City Council  
**From:** Kaye Matucheski, Clerk-Treasurer/Finance Director  
**Date:** February 15, 2023  
**Re:** Allow Family Dollar at 717 Superior Street to Apply for a "Class A" Fermented Malt Beverage and "Class A" Intoxicating Liquor License for Off-Premises Sales

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Family Dollar, through their consulting firm, is requesting a "Class A" Fermented Malt Beverage and Intoxicating Liquor License for the store at 717 Superior Street. It is my understanding that the Family Dollar is moving to alcohol sales as part of its overall business plan for all locations.

The building that the Family Dollar is in has not had this type of license previously so the first action on this is to have the Committee approve the building for this type of license. Once that is approved, the license will go through the usual process of applications, background checks, inspections, etc. before it is approved at a Council meeting.

This is the last remaining Class A license that the City has but the Council is able to increase the quota if they want to. If another application is ever received, this issue will come back to you.

For now, the Committee needs to decide if the building at 717 Superior Street would be able to get a liquor license.

Should you have any questions, please feel free to contact me.



**To:** Mayor and City Council  
**From:** Sarah Repp, Parks, Recreation, and Cemetery Supervisor  
**Date:** February 15, 2023  
**Re:** Remove Ordinance 1095B Section 22-80 Referring to Rules and Policies for Cemeteries as it is Already Addressed under Sec. 6-111 through Sec. 6-118 for Cemeteries

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Upon review of our ordinances by staff it was noted that Sec. 22-80 refers to cemeteries and rules and policies regarding cemeteries within city limits.

We currently have a Cemetery Ordinance (Sec. 6-111 through Sec. 6-118) specific to our municipal cemetery operations, and it was recommended by Mike Winter, our City Attorney, to remove Sec. 22-80 in its entirety.

Approval to remove Sec. 22-80 from our local ordinances in its entirety.

- CODE OF ORDINANCES  
Chapter 6 - HEALTH AND SANITATION  
ARTICLE IV. CEMETERIES

## **ARTICLE IV. CEMETERIES<sup>1</sup>**

### **Sec. 6-111. Cemetery management.**

- (a) The Antigo, Elmwood and the National Bohemian Cemeteries are owned by the City of Antigo.
- (b) The cemetery supervisor/director is hired by the city council and under their direction.
- (c) The council reserves the right to adopt all additional rules and regulations, or to amend, alter or repeal any rule, regulation or prices.
- (d) The cemetery supervisor/director shall be responsible for the following:
  - (1) Have charge and care of the cemeteries;
  - (2) Selling of lots and graves;
  - (3) Drafting deeds;
  - (4) Maintaining records of all interment, sales and orders for work on private lots;
  - (5) Charge of all funerals when entering the cemetery.
- (e) All business shall be transacted through the office, such as placing orders for work, bills paid, complaints made, and lost and found articles reported.
- (f) The office of the supervisor/director is located at 700 Edison Street and serves as office for the three cemeteries.

(Ord. No. 1242B, § 1, 4-11-2012; Ord. No. 1263B, § 1, 5-13-2015)

### **Sec. 6-112. Ownership and transfer of rights.**

- (a) *Ownership, purchase and prices of spaces.*
  - (1) All lots shall be sold subject to the rules and conditions provided, or which may be hereafter passed by the council and the deed of conveyance shall so state.
  - (2) The price of spaces shall be set and approved by the city council and available in the supervisor/director's office.
  - (3) Restricted, cremation or flush marker only sections opened or developed by the city will cost 50 percent less than the cost in a traditional section.
  - (4) When a lot is paid for in full, a good and sufficient deed for cemetery purpose only shall be issued by the city clerk and the mayor.

<sup>1</sup>Editor's note(s)—Ord. No. 1242B, §§ 1—8, adopted Apr. 11, 2012, amended art. IV in its entirety to read as herein set out. Former art. IV, §§ 6-111—6-118, pertained to similar subject matter, and derived from: Code 1999, §§ 8-4-1—8-4-8; and Ord. No. 1204B, §§ 1, 2, adopted Sept. 9, 2009.

- (5) No lot shall be used for any other purpose than for the burial of the human dead, and the placing of appropriate markers as memorials.
  - (6) No person will be recognized as owner or part owner of a lot unless his or her name appears on the books of the cemetery.
  - (b) *Transfer/sale of lots or spaces.*
    - (1) The transfer/sale of lots or spaces to another party must be reported at the office of the supervisor/director for recording and a deed must be on file, before said party will be allowed the use of the same.
    - (2) Persons desiring to allow the interment of bodies other than the names listed on the deed must secure an affidavit for same, signed by the owner or by the legal representative, to be filed with the supervisor/director.
  - (c) In the event of death of the owner: If the owner of the space is deceased and someone else wishes to be buried in the space an affidavit must be filed in the office of the supervisor/director, signed by the heirs of the owner of the space, and in the case of minors, by their guardian, who shall be authorized to sign orders for interments, and give other needful directions regarding the use of the lot.
- (Ord. No. 1242B, § 2, 4-11-2012; Ord. No. 1263B, §§ 2, 3, 5-13-2015; Ord. No. 1312B, §§ 1, 2, 3-13-2019)

### **Sec. 6-113. Lot and space guidelines.**

- (a) *General information.*
  - (1) The cemetery authorities will not be responsible for any damage to lots or structures thereon, or for flowers or articles removed from any grave or lot. Any damage or loss should be reported to the supervisor/director who will endeavor to discover the offender.
  - (2) The owners of lots wishing to make improvements to their lots must consult the supervisor/director, as all work is done under his/her supervision.
  - (3) No fences or obstructions will be permitted within the cemetery. To maintain the proprieties of the place, the cemetery officials explicitly reserve the right to forbid enclosures of the grounds which may be considered as interfering with the general design or good appearance of the cemetery.
  - (4) The general care of lots (which covers mowing the grass), is assumed by the cemetery.
  - (5) No one except an employee of the cemetery will be allowed to disturb the sod on any lot or grave.
  - (6) Mounds over the graves shall not exceed four inches and shall be seeded.
  - (7) No tree shall be planted, removed, cut down or destroyed within the border of any lot without the consent of the cemetery officials.
- (b) *Arborvitae.* Removal of all arborvitae shrubs (in all sections of city-owned cemeteries) will begin in 2011. No new plantings or arborvitae will be allowed as of January 1, 2012. Memorial trees planted in designated cemetery or park areas will be considered instead of the arborvitae. Interested families will need to contact the park, recreation and cemetery department for memorial tree planting information.
- (c) *Cremation section.* Block two, Section "A" and Block three, Section "A" is designated as a cremation section. Lot sizes are 36 inches × 36 inches with only one cremation per space authorized. Flowers, trees, shrubs, etc., are not authorized.
- (d) *New/restricted sections.* The northern half of blocks developed or opened after January 1, 2011 will only be permitted to have flush markers. Flowers, trees, shrubs, etc., are not authorized.

(Ord. No. 1242B, § 3, 4-11-2012; Ord. No. 1263B, § 4, 5-13-2015)

### **Sec. 6-114. Flowers, memorials and gifts.**

- (a) *Potted flower placement.* Potted flower arrangements are allowed under the following conditions:
  - (1) Must be firmly attached to upright monuments.
  - (2) Placed on a shepherd's hook directly next to the marker or monument, so it is touching the monument or marker at its base.
  - (3) Placed on an authorized concrete pad in front of the marker (see subsection 6-114(d)(1), Memorial or gift graveside placement).
  - (4) Not authorized in the cremation, new or restricted sections (see section 6-113, Lot and space guidelines).
- (b) *Annual or perennial flower plantings.* Annual or perennial flower plantings are allowed at grave sites under the following conditions:
  - (1) The foliage may not exceed a two-foot planting area from the front of the base of the marker or monument.
  - (2) Plants must have a cocoa bean or wood mulch perimeter of at least one foot from the base of the planted flowers. The mulch is not to exceed the width of the marker.
  - (3) Not authorized in the cremation, new or restricted sections (see section 6-113, Lot and space guidelines).
- (c) *Potted flower and annual planting placement and removal guidelines.* Annual flower arrangement removals and placement must adhere to the following:
  - (1) Summer flower arrangements or annual plantings must be removed by October 1, or as approved by the supervisor/director, to maintain a neat and orderly appearance. If the owner wishes any kept for future use, they must remove them before then, this applies to watering utensils as well.
  - (2) Fall and winter arrangements may be attached to the marker or hung from a shepherd's hook after October 1.
  - (3) If arrangements appear to be abandoned or unkempt they will be removed at the discretion of the cemetery department at any time. In no event will the cemetery officials be responsible for articles placed on lot.
- (d) *Memorial and gift graveside placement.* Small memorials or gifts may be placed at gravesites if they adhere to the following:
  - (1) If small memorials or gifts are placed at the grave site, they must be on a concrete pad. The concrete pad cannot exceed the width of the marker or monument and must be placed directly in front of the monument or marker - not to exceed two feet.
  - (2) If anything is placed on any lot which shall be offensive or injurious or which violates any rule, it will be removed without notice.

(Ord. No. 1242B, § 4, 4-11-2012; Ord. No. 1263B, §§ 5—8, 5-13-2015; Ord. No. 1312B, § 3, 3-13-2019)

### Sec. 6-115. Rules for visitors.

- (a) All persons are reminded that the cemetery is sacredly devoted to the interment of dead and that a strict observance of all proprieties due such a place will be required of them.
- (b) Visitors are requested to keep on the paths and avenues and to refrain from walking over lots to make a short cut through the cemeteries.
- (c) No automobile or other motor vehicle shall be operated or driven within the cemetery at a speed in excess of ten miles per hour.
- (d) Any person or persons found loitering on the grounds after dark will be liable for arrest.
- (e) The throwing of rubbish on the avenues, walks or any part of the grounds is strictly prohibited.
- (f) All persons are strictly prohibited from plucking flowers, either wild or cultivated, or from breaking any tree, shrub or plant and from writing upon, marking, defacing or in any manner injuring any marker, monument, fence or structure in or belonging to the cemetery.
- (g) Dogs will be allowed in the cemetery only when confined in a vehicle, or on a leash. Pet waste must be properly disposed of.
- (h) Weapons are not allowed on cemetery property, except military, attending funerals and authorized peace officers.

(Ord. No. 1242B, § 5, 4-11-2012)

### Sec. 6-116. Rules for burial, burial pricing and burial restrictions.

- (a) *General rules for burial.*
  - (1) No burial will be permitted in any lot or grave in the cemeteries until laws regarding burials, as may be in force in the City of Antigo, have been complied with.
  - (2) The supervisor/director shall not be held responsible for any mistake from want of precise and proper instructions for the particular space in lot where interment is wanted.
  - (3) Full burials must be processed through a funeral home.
  - (4) Unless required by the board of health no burials will be made on Sunday, a declared city holiday, or legal holiday.
  - (5) No grave shall be dug unless the lot or grave has been paid for.
  - (6) No interment shall take place without the burial permit and payment made for opening of the grave, and any charges there may be due for work or services on the grave or lot.
  - (7) *Summer burials.* Orders for interment should reach the cemetery department at least one business day before the time of interment scheduled for a Tuesday through Thursday.
  - (8) *Winter, Saturday and Monday, burials.* The cemetery department must receive at least two business day notice for a Saturday, Monday, or winter burial. This allows staff adequate time to prepare the grave site.
  - (9) For convenience, safety and appearance, the cemetery does not permit any other equipment but its own and/or a vault company, to be used for service at the grave, such as lowering device and lining.

- (10) No grave shall be opened by any workman, but those employed by the cemetery under the direction of the director/supervisor. At least two workmen are required to open and close a grave site for a full burial. Only one workman is required to open and close a cremation interment.
  - (11) Workmen engaged in the vicinity of a burial must suspend their labors during a religious service at the grave.
  - (12) Interment will not be allowed unless in a cement or steel vault, unless they are cremated remains.
  - (13) The supervisor/director or one of his/her assistants is required to be in attendance at every interment.
- (b) *Cremation burial requests.*
- (1) Cremation burial arrangements may be processed by the park and recreation department directly.
  - (2) Payment for the space and grave opening must be made prior to the grave opening.
  - (3) The park and recreation department must receive a disposition or death certificate for the remains before the grave can be opened.
- (c) *Burial and monument/marker staking pricing.*
- (1) If required, by the board of health, a burial on a Sunday, a declared city holiday, or legal holiday, charges for opening and closing of the grave shall be 2½ times the Monday through Friday rate.
  - (2) Overtime rates will apply if grave preparation is required beyond normal business hours (Monday - Friday, 8:30 a.m. - 3:00 p.m.).
  - (3) Weekday burials scheduled after 1:30 p.m. will be charged the weekend/overtime rate.
  - (4) Pre-paid burials scheduled outside of normally scheduled hours will be charged the difference between the Monday - Friday rate versus the overtime rate.
  - (5) Placement of official veteran markers will not be assessed the staking fee stated in the fee schedule. All other monuments or markers will be assessed the stated staking fee.
- (d) *Per space burial and veteran burial restrictions.*
- (1) Two adult interments in one grave (that is, one above the other) will not be permitted.
  - (2) An infant child or cremated remains may be buried on top of an adult grave.
  - (3) Not more than two cremated remains are permitted in one space (four feet × nine feet).
  - (4) Additional interments beyond two per space would be considered on a case-by-case basis and would require commission approval. A fee equal to the cost of a space in the section where interment would take place would be assessed at the time of scheduling the interment(s).
  - (5) Veteran's section graves: The veteran must be the first burial and, at the time of death, the spouse must indicate a desire to be cremated and buried with his/her spouse. No other individual may be buried in that grave.

(Ord. No. 1242B, § 6, 4-11-2012; Ord. No. 1263B, §§ 9—11, 5-13-2015; Ord. No. 1312B, §§ 4, 5, 3-13-2019)

## **Sec. 6-117. Disinterment and removal.**

Disinterment and removal of a body will not be made without the following:

- (1) Permission of the cemetery authorities;
- (2) Permission of the lot owner;



- (3) Permission of the next of kin of the deceased;
- (4) Disinterment permit;
- (5) Payment in full prior to disinterment.

(Ord. No. 1242B, § 7, 4-11-2012)

### Sec. 6-118. Rules for monuments.

- (a) Great care should be taken in selecting designs for monuments and markers. A monument should be designed with reference to its surroundings, consideration being given to the size and character of other monuments standing near it.
- (b) Monument adjustments due to heaving, frost or other occurrences are not the responsibility of the cemetery department. The family of the deceased is responsible for maintaining and adjusting markers or monuments.
- (c) All monuments will need to have the appropriate paperwork filed with the cemetery department prior to placing the monument.
- (d) All monuments will be staked by the City of Antigo Cemetery Department staff to ensure proper placement.
- (e) No marker, headstone or monument shall be placed at any grave or upon any lot unless the space or lot has been paid in full.
- (f) Reserved.
- (g) An (one) upright monument is allowed if two spaces are owned and they are side-by-side, or approved by the cemetery supervisor/director.
- (h) A total of two grave markers, per grave site are allowed, but one must be a flush marker (this includes veteran makers attached to the back face of an upright monument) so as to prevent excessive and unsightly crowding. Please refer to the allowable monument and marker sizes referred to in the table below. Requests outside of these dimensions must be approved by the cemetery supervisor/director. Upright monument and flush marker criteria is stated in the chart below.

| <b>Upright Monument Dimensions</b>                                                                     | <b>*1-Space</b> | <b>2-Space</b> | <b>3-Space</b> | <b>4-Space</b> | <b>5—6 Space</b> | <b>7—8 Space</b> |
|--------------------------------------------------------------------------------------------------------|-----------------|----------------|----------------|----------------|------------------|------------------|
| Max Length, base                                                                                       | 30"             | 48"            | 54"            | 64"            | 72"              | 78"              |
| Max Height, base                                                                                       | 6"              | 6"             | 6"             | 6"             | 6"               | 6"               |
| Max Depth/thickness, base                                                                              | 12"             | 14"            | 14"            | 14"            | 14"              | 26"              |
| Max Length, headstone                                                                                  | 24"             | 44"            | 48"            | 58"            | 66"              | 72"              |
| Max Height, headstone                                                                                  | 12"             | 23"            | 26"            | 26"            | 26"              | 33"              |
| Max Depth/thickness, headstone                                                                         | 4"              | 8"             | 8"             | 8"             | 8"               | 20"              |
| *Approval to place an upright marker on 1-space must be authorized by the cemetery supervisor/director |                 |                |                |                |                  |                  |
| <b>*Flush Marker Dimensions</b>                                                                        | <b>1-Space</b>  | <b>2-Space</b> | <b>3-Space</b> | <b>4-Space</b> | <b>5—6 Space</b> | <b>7—8 Space</b> |
| Max Length, marker                                                                                     | 24"             | 38"            | 42"            | 52"            | 60"              | 66"              |

Created: 2022-11-17 14:55:49 [EST]

(Supp. No. 17, Update 1)

|                                                                                                  |     |     |     |     |     |     |
|--------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|
| Max Width, marker                                                                                | 12" | 14" | 14" | 14" | 14" | 26" |
| *All flush markers are required to have a 6" cement collar/border around the entire flush marker |     |     |     |     |     |     |

(i) *Flush marker information.*

- (1) In the cremation section, or for one space, markers are required and must be flush with the ground. Only one size marker is authorized, that being 24 inches long by 12 inches wide, to include a cement collar not to exceed 30 inches long by 20 inches wide. Any variations must be approved by the cemetery supervisor/director.
- (2) Any flush markers placed after January 1, 2012 will be required to have a cement collar. Restricted, cremation or flush marker only sections will only be allowed to have flush markers with a cement collar.

(j) *Temporary monuments or markers.* No statues or wooden markers are allowed unless the wooden marker is a temporary marker for the winter months, or until a permanent marker can be placed. Temporary markers may not exceed three feet in height or the width of the space (four feet x nine feet). The markers must be firmly secured and not at risk to blow over and must be replaced with a permanent marker in the summer months (a temporary marker's placement may not be in excess of one year).

(k) *Monument material and construction.*

- (1) No material except the granite or standard bronze shall be used for markers or monuments, and bronze may be used only if securely attached to a granite base, or in a cement collar.
- (2) All monuments must have foundations of solid masonry of a depth and size that will prevent frost from heaving the monument.
- (3) Bases for monuments must be dressed to an even level bed leaving the stone of a uniform thickness.
- (4) All stone work shall have the surface next to the foundation bedded off sufficiently true and level to allow every part to be in contact with the foundation.
- (5) The use of pawls between base stone and foundation, removal of any part of the foundation to accommodate irregularities or other defective workmanship in the base stone will not be allowed.

(l) *Monument work and placement by contractors and/or monument companies.*

- (1) The cemetery department needs to be made aware of any monument work performed in the cemetery.
- (2) Persons engaged in placing vaults, monuments or other structures are prohibited from attaching ropes to trees, shrubs or other objects without permission of the supervisor/director, and no stones, bricks or other material and equipment shall remain longer on the grounds than is actually necessary for the completion of the work. A place shall be designated by the supervisor/director for deposit of such material and equipment.
- (3) No corner-post shall be set by others than employees of the cemetery and shall be marked with block and lot number only.
- (4) Dealers of manufacturers cards or advertisements shall not be marked on any stone or placed anywhere within the cemetery enclosures.
- (5) Workmen engaged in placing stones shall provide suitable boards on the ground on which to move same, or run trucks over. Immediately after a job is finished, all rubbish must be cleared away and the ground left clean and in good condition. Adjoining lots, paths or roads where work is being done must not be blocked or injured. This rule is strictly enforced.

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(Ord. No. 1242B, § 8, 4-11-2012; Ord. No. 1263B , §§ 12—15, 5-13-2015; Ord. No. 1312B , §§ 6, 7, 3-13-2019)

**Secs. 6-119—6-139. Reserved.**

Attachment: ARTICLE\_IV\_Sec.6-111 (5973 : Ordinance Removal Sec. 22-80)

## Sec. 22-80. - Cemetery regulations.

- (a) *Purpose and definition.* In order to protect cemetery areas within the city from injury, damage or desecration, this section is enacted. The term "cemetery" as used in this section shall include all cemetery property, grounds, equipment and structures, both privately and publicly owned, which are located within the city.
- (b) *Authority to establish rules and regulations.* The cemetery property owner shall have the authority to establish reasonable rules and regulations to regulate and govern the operation of any cemetery in accordance with law and this Code. The cemetery property owner shall reserve the right to prohibit and regulate the planting or placement of any flowers, plants, vines, shrubs, trees, flower pots, urns or other objects on cemetery property. Placement of any such plantings, containers or objects shall be in accordance with established regulations of the cemetery property owner.
- (c) *Specific regulations.* Specific regulations are as follows:
- (1) *Disturbing cemetery property.* No person shall cut, remove, damage or carry away any flowers, plants, vines, shrubs or trees from any cemetery lot or property except the owner of the cemetery lot or a person with the cemetery lot owner's consent or any cemetery employee or representative engaged in official cemetery duties for the cemetery owner. No person without proper authority shall remove, deface, mark or damage in any manner any cemetery markers, headstones, monuments, fences or structures. No person without proper authority shall remove, damage or destroy any vases, flower pots, urns or other objects which have been placed on any cemetery lot. No person shall move or remove any cemetery equipment without the owner's consent.
  - (2) *Protection of cemetery property.* No person shall trap in any cemetery without specific written authorization of the owner. No person shall kill, injure or disturb or attempt to injure or disturb any animals, birds or waterfowl, wild or domestic, within any cemetery in any manner except as provided by this Code. No person shall climb any tree. No person shall break, cut down, trample upon, remove or in any manner injure, deface, write upon or in any manner damage any tree, shrub, flower, flower bed, turf, grassy area, soil, building, structure, equipment, official notice, sign or other property within any cemetery. No picnic, party or similar gathering is permitted.
  - (3) *Motor vehicles.* Motor vehicles are restricted to the roads, drives and parking areas. Except for authorized maintenance vehicles, no person shall operate an unlicensed or licensed motorized vehicle on any cemetery property outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. It shall be unlawful for a person to engage in any off-roadway operation of a motorized vehicle on cemetery property without the owner's consent.
  - (4) *Speed limit.* No person shall operate any motorized vehicle in any cemetery in excess of 15 miles per hour unless otherwise posted.
  - (5) *Parking.* No person, without the owner's consent, shall park any motor vehicle in any cemetery on any grassy or seeded area or upon any location except a designated parking area. No person shall park a motor vehicle on cemetery property for any purpose except engaging in official cemetery business. Any unlawfully parked motor vehicle may be towed or removed by the cemetery property owner at the vehicle owner's expense.
  - (6) *Littering prohibited.* No person shall litter, dump or deposit any rubbish, refuse, earth or other material in any cemetery without the owner's consent.
  - (7) *Pets.* Pets, including animals of any species, and horses are prohibited in any cemetery.
  - (8) *Sound devices.* No person shall operate or play any amplifying system or sound device in any cemetery without the owner's consent.
  - (9) *Authorized notices.* No person shall post, paste, fasten, paint or attach any placard, bill, notice, sign or advertising matter upon any structure, tree or other natural object in any cemetery, except cemetery regulations and other signs authorized by the owner. No person shall remove, deface or damage in any manner any official sign or notice posted in any cemetery.
  - (10) *Loitering, nuisances and sports prohibited.* No person shall loiter or cause a nuisance or engage in any sport or exercise on any cemetery property without the owner's consent.
  - (11) *Alcoholic beverages prohibited.* No person shall consume or have in his/her possession any open container containing an alcohol beverage upon any cemetery property within the city unless the property is specifically named as being part of a licensed premises.
  - (12) *Play vehicles prohibited.* No person shall operate or make use of a play vehicle upon any cemetery property without the owner's consent. As used in this section, a play vehicle shall mean any coaster, skateboard, roller skates, sled, roller blades, toboggan, unicycle or toy vehicle upon which a person may ride.
  - (13) *Presence after hours prohibited.* No person shall be present upon any cemetery property without the owner's consent during hours when the cemetery is not open to the public.

(Code 1999, § 11-3-5)



**To:** Mayor and City Council  
**From:** Kaye Matucheski, Clerk-Treasurer/Finance Director  
**Date:** February 15, 2023  
**Re:** Set Specific Special Assessment Interest Rate Instead of Tying to Interest Charged to the Prime Rate

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In 1996, the interest rate for special assessments was set at twelve percent (12%) which was in line with interest rates at that time. In 2003 (Resolution #088-03), Council again looked at interest rates as they had decreased dramatically since 1996. They established the interest rate for any special assessment would be one-half of one percent above the prime rate.

With interest rates rising recently, the prime rate right now is 7.75% which would make the interest rate on special assessments at 8.25%. This is added on to the cost of the assessment 30 days after the billing. This would also carry over for the entire five years if the property owner paid in installments. With this percentage changing, depending on when the work is done, property owners are getting charged different interest rates.

In addition, the replacement of sidewalks and driveways can be costly for the property owner. If they cannot pay the entire assessment at the time the work is invoiced, they are allowed to pay in five annual installments which is added to the tax roll. The interest is added to each of these installments and when the interest rate is high, that just adds to the burden of paying the assessment.

The City pays the bills for the work up front and when the assessments are paid, the money is returned to the Assessment Fund for future work. The interest that the City receives on investing the money that is not used is much less than the 8.25% that we are collecting from residents. Therefore, I would like to change the special assessment interest to a set percentage for all assessments instead of tying it to the prime rate. My suggestion would be four percent (4%) effective at the passage of the resolution at Council (March 8, 2023).

Should you have any questions, please feel free to contact me.



**To:** Mayor and City Council  
**From:** Sarah Repp, Parks, Recreation, and Cemetery Supervisor  
**Date:** February 15, 2023  
**Re:** Fee Schedule Update of Administrative Charge for Lawn Mowing and Snow Removal

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Our current Fee Schedule states the following:

Sec.1-22.-Fee Schedule

6-6(g)

Cutting of lawns/grasses: The following charges are to be in addition to the actual city costs incurred:

Administrative Fee: \$75

Plus labor (minimum of 1/2 hour labor) would be assessed following each lawn mowing.

Sec.1-22.-Fee Schedule

22-190(15)

Snow/ice removal. These charges are to be in addition to the actual city costs incurred:

Administrative fee: \$75

Plus labor (minimum of 1/2 hour labor) would be assessed following each snow removal or application of salt/sand mix.

Due to increasing costs we are recommending updating the Administrative fee from \$75 to \$125 for a total increase of \$50.



**To:** Mayor and City Council  
**From:** Bill Brandt, Mayor  
**Date:** February 15, 2023  
**Re:** Increase Meal Reimbursement for Employees to \$10 for Breakfast, \$15 for Lunch, and \$25 for Dinner with a Daily Maximum Total of \$50

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The City reimburses employees who are traveling for training and have to have meals away from home. The current reimbursement of \$8.00 for breakfast, \$12.00 for lunch, and \$20.00 for dinner with a maximum daily total of \$40.00 was approved in February, 2013. Prices of meals have risen considerably since then so raising the reimbursements to \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner with a maximum daily total of \$50 is being suggested.

The rules for reimbursements would not change, including but not limited to:

- An itemized receipt must be turned in with the expense report (which must be completely filled out and legible),
- Tips larger than 20% will not be reimbursed.
- Report must be turned in within 30 days of the expenditure.
- Reimbursement will only be for the employee.
- Breakfast is not reimbursed if the employee is leaving from home that morning.
- The daily total is not reimbursed if meals are included in the training and just one meal is being paid by the employee.
- Reimbursements are reviewed on a case-by-case basis.

The daily per diem for the State of Wisconsin is currently \$59.00 so this would bring our reimbursement closer to the State.



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** February 15, 2023  
**Re:** Establishment of a 2023 Budget with Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants

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Based on the Agreement between the City of Antigo and Infrastructure Alternatives, Inc. (IAI) for the operation and maintenance of the City's Water and Wastewater Treatment Plants an annual budgetary review is required. Daily operational oversight by staff from IAI, through the leadership of Tommy Horswill, is proceeding in a professional manner.

Attachment "D" is available in your Committee packets and represents the overall change in the 2023 budget as compared to 2022. IAI is requesting a 1.5% increase in their Labor/Fringe & Overhead fees along with additional increases in the remaining categories (i.e. chemical, utilities, repair/maintenance and operating expenses) to reflect the current inflationary costs of doing business.

We continue to work with IAI by encouraging them to take a more aggressive approach to securing competitive pricing for materials and services. Inflationary factors have resulted in a 13.3% overall monthly increase in the operational costs for the water treatment plant and 9.9% monthly increase at the wastewater treatment plant. IAI has not asked for any increases in their labor costs for providing services since 2015.

As a result, I recommend the proposed category increase along with the 1.5% increase (\$5,000 at each plant) for the 2023 budget. I am available to address any of your questions so please feel free to contact me prior to the meeting; additional explanation(s) of Attachment "D" will occur on the night of the FP&L meeting as necessary.



**ATTACHEMENT D  
2023 Budget**

|                                                | <u>Water Treatment Facility</u> |                        |                                    |                                 | <u>Wastewater Treatment Facility</u> |                        |                                    |                                 |
|------------------------------------------------|---------------------------------|------------------------|------------------------------------|---------------------------------|--------------------------------------|------------------------|------------------------------------|---------------------------------|
|                                                | <u>2021<br/>Budget</u>          | <u>2022<br/>Budget</u> | <u>2022 Actual<br/>Maint. Cost</u> | <u>Proposed 2023<br/>Budget</u> | <u>2021<br/>Budget</u>               | <u>2022<br/>Budget</u> | <u>2022 Actual<br/>Maint. Cost</u> | <u>Proposed 2023<br/>Budget</u> |
| Labor, Benefits, Overhead, Management Fee      | \$333,186                       | \$333,186              |                                    | \$338,186                       | \$354,234                            | \$354,234              |                                    | \$359,234                       |
| Utilities                                      | \$72,000                        | \$80,000               | \$94,202                           | \$90,000                        | \$146,000                            | \$150,000              | \$155,727                          | \$155,000                       |
| Chemicals                                      | \$78,000                        | \$85,000               | \$107,709                          | \$95,000                        | \$30,000                             | \$28,000               | \$46,669                           | \$35,000                        |
| Operating Expenses                             | \$22,000                        | \$22,000               | \$15,388                           | \$22,000                        | \$40,000                             | \$38,000               | \$36,002                           | \$38,000                        |
| Repairs & Mainetnance                          | \$32,000                        | \$30,000               | \$44,333                           | \$38,000                        | \$65,000                             | \$65,000               | \$67,446                           | \$65,000                        |
| <b>Total Cost =</b>                            | <b>\$537,186</b>                | <b>\$550,186</b>       |                                    | <b>\$583,186</b>                | <b>\$635,234</b>                     | <b>\$635,234</b>       |                                    | <b>\$652,234</b>                |
| <b>Actual 2022 Maintenance Cost</b>            |                                 |                        | <b>\$261,632</b>                   |                                 |                                      |                        | <b>\$305,844</b>                   |                                 |
| Projected Giveback                             | (\$1,348)                       | \$4,062                |                                    | \$44,632                        | (\$60,407)                           | (\$19,165)             |                                    | \$24,844                        |
| Projected Annual Billing                       | \$535,838                       | \$554,248              |                                    | \$627,818                       | \$574,827                            | \$616,069              |                                    | \$677,078                       |
| Monthly Billing                                | \$44,653                        | \$46,187               |                                    | \$52,318                        | \$47,902                             | \$51,339               |                                    | \$56,423                        |
| Annual Maint. Budget (w/o labor/overhead/fees) | \$204,000                       | \$217,000              |                                    | \$245,000                       | \$281,000                            | \$281,000              |                                    | \$293,000                       |
| <b>Percent Increase =</b>                      |                                 | <b>3.4%</b>            |                                    | <b>13.3%</b>                    |                                      | <b>7.2%</b>            |                                    | <b>9.9%</b>                     |

In accordance with page 12 of our agreement with The City of Antigo, we are providing the 2023 Water & Wastewater Budget to replace the 2022 Water & Wastewater Budget

Signature below signifies understanding, acknowledgement, of receipt, acceptance and implimentation.

|                    |                |
|--------------------|----------------|
| _____<br>Signature | _____<br>Date  |
| _____<br>Name      | _____<br>Title |



**To:** Mayor and City Council  
**From:** Dan Duley, Police Captain  
**Date:** February 15, 2023  
**Re:** Annual Agreement to Participate in the Law Enforcement Support Office Program

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The Antigo Police Department participates in the Law Enforcement Support Office program (formerly the 10-33 program) from the federal government, which provides surplus military equipment to local law enforcement agencies.

The Law Enforcement Support Office agreements require the Antigo Police Department notify the local Civilian Governing Body annually of the controlled property obtained through the program and any potential requests to obtain any controlled property.

The Antigo Police Department currently has controlled property received under the Law Enforcement Support Office program that consists three M16 and three M14 rifles. The Antigo Police Department does not plan to obtain any new controlled property at this time.

I looking for approval for the Antigo Police Department to participate in the Law Enforcement Support Office program.



**To:** Mayor and City Council  
**From:** Dan Duley, Police Captain  
**Date:** February 15, 2023  
**Re:** Request to Purchase Six Flock Safety license plate reading cameras for a two year pilot project

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The Antigo Police Department is looking to purchase six license plate reading cameras from Flock Safety.

This purchase would be a two-year pilot program to evaluate and determine the effectiveness of the license plate reading cameras to protect the community against violent and property crimes.

The Antigo Police Department would place the license plate reading cameras on main public thoroughfares coming into the city of Antigo.

License plate reading cameras would help to deliver unbiased investigative leads for the Antigo Police Department. License plate reading cameras are becoming a very popular investigative law enforcement tool. In my opinion, license plate reading cameras are the single most effective tool developed in recent years that would help increase crime solvability, help develop leads in a timely manner, and focus on or rule out persons of interest in criminal matters.

The cost of the Flock Safety license plate reading cameras is as follows:

First year (2023): \$2,500.00 each camera plus a \$350.00 per camera installation fee for a total of \$17,100.00.

Second year (2024) \$2,500 per camera for a total of \$15,000.00.

The above per camera cost will be locked in for the two-year pilot project if the purchase is authorized prior to April 1, 2023. After April 1, 2023, the cost will increase to \$3,000.00 per camera.

The first year of the pilot program and installation fees cost of \$17,100.00 would be covered through reimbursement from the Safer Communities Grant that the Antigo Department has been awarded. The second year of the pilot program cost of \$15,000.00 would be covered by CIP funding.

I am looking for approval for the two-year pilot program to purchase six Flock Safety license plate reading cameras.