



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, February 20, 2019

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

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

1. Approval of the Minutes from the January 16, 2019 Meeting
2. Roundy's Supermarkets Inc. Request to Amend the Licenses Premise Description for Pick 'n Save at 406 Hwy 64 to Allow for Their "ClickList" Program to Offer Online Merchandise Order and Pickup Service to Include Alcohol And/Or Tobacco Products
3. Approval of Additional Funding for Booster Pump for Water Plant Utilizing Plant Replacement Funds
4. 2019 Budget Review - Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants
5. Approval to Apply for Knowles-Nelson Stewardship Grant Funding to Expand the Springbrook Trail
6. Cemetery Ordinance Update
7. Forestry Ordinance Update
8. Purchase of New Copier Deemed Most Advantageous to the City of Antigo
9. Request to Waive Bid Process & to Accept a Quote from Frisch's Greenhouse for the 2019 Downtown (Hanging Baskets/ Ground Planters), Peaceful Valley, Various Parks and the Miscellaneous Locations
10. Recommendation on Bid Results Including State Purchase Pricing for Replacement of 2015 Chevy Traverse for City Hall Utilization
11. Revision #2 to the State/Municipal Agreement with the Wisconsin Department of Transportation for the Replacement of the 8th Ave. Bridge over Springbrook Creek
12. Closed Session: Pursuant to Section 19.85(1)(e), Wisconsin Statutes, and upon proper motion, the committee will convene into closed session to consider the purchase of property located at 313 E. 5th Avenue. Upon completion of discussion in closed session, the committee will reconvene into open session to act on matters discussed, if necessary, and to proceed with the regular order of business.

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 Jaime Horswill, 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 15, 2019

BILL BRANDT

ROUNDY'S SUPERMARKETS, INC.

PICK 'N SAVE · COPPS · METRO MARKET · MARIANO'S
 PO Box 473
 Milwaukee, WI 53201
 414-231-5000

January 11, 2019

VIA ELECTRONIC MAIL

City of Antigo
 Attn: Kaye Matucheski
 700 Edison St.
 Antigo, WI 54409

Re: Modification to Premise Description

Dear Ms. Matucheski:

Ultimate Mart, LLC the owner and operator of the Pick 'n Save located at 406 Highway 64 in Antigo (the "Store"), hereby formally requests an amendment to the premise description on the "Class A" license issued to the Store to encompass the ClickList service as described below.

The Store's program named "ClickList" will allow customers to submit an online order for grocery, alcohol and tobacco products. A designated ClickList associate, which is a Store employee, selects the customer's items and tags any age-sensitive products for special handling. The customer arrives at the Store during the selected pickup hour and parks in a designated Clicklist parking stall. The ClickList associate will review any item substitutions, verify the customer's age if alcohol and/or tobacco product are part of the order, and process the customer's credit card via a hand-held point-of-sale device.

The ClickList service will be available to our customers daily between the hours of 8:00 a.m. and 8:00 p.m. There will be approximately 12-14 employees trained to be ClickList associates. The ClickList associate will be 18 years of age or older and hold a municipal issued bartender's license. A site plan identifying the designated ClickList parking stalls is enclosed for your review.

The current premise description on the license reads as "*One story retail grocery and liquor*" Please amend the language to read: *One story retail grocery and liquor; including the exterior parking stalls specifically designated for the online merchandise order & pickup service and the pathway utilized to access the parking stalls.*

Please contact me with any questions you may have at 414-231-5978 or tammy.koch@roundys.com.

Very truly yours,

ROUNDY'S SUPERMARKETS, INC.

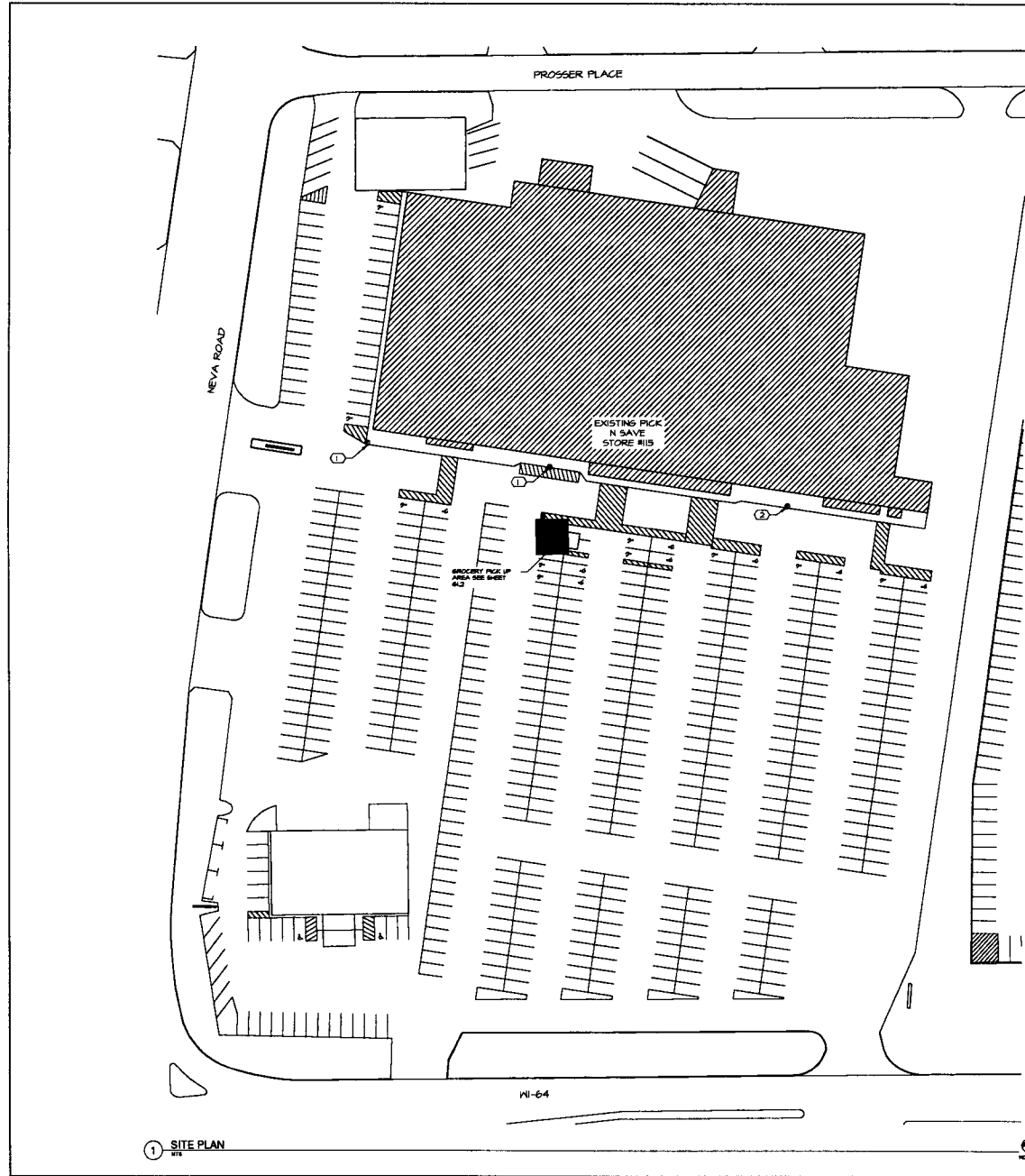


Tammy Koch
 Administrative Assistant

Enclosures



Attachment: Pick 'n Save Request to Amend Premise Description 1-11-19 (2561 : Pick N Save Request)



① SITE PLAN

PARTIAL SITE PLAN GENERAL NOTES:

- A. VERIFY AND CORRECT/UPDATE IN CHARGE FOR ITEMS TO BE SUPPLIED BY OWNER, OWNER'S VENDORS OR OTHERS AND INSTALLED BY CONTRACTOR.
- B. ALL CONTRACTORS TO VERIFY EXISTING SITE CONDITIONS BEFORE ANY WORK IS TO BEGIN, NOTIFY OWNER OF DISCREPANCIES.
- C. ALL WORK TO BE DONE IN ACCORDANCE WITH ALL GOVERNING STATE AND LOCAL CODES & ORDINANCES.
- D. PROTECT EXISTING TO REMAIN FROM DAMAGE FOR THE DURATION OF CONSTRUCTION.
- E. ALL STRIPING DIMENSIONS ARE TYPICAL, AND SHOWN ONLY FOR CLARITY. DIMENSIONS SHOWN SHALL APPLY TO OTHER SIMILAR AREAS OF THE PLAN.
- F. ALL PAVED TEXT AND NUMBERS SHALL BE TYPEFACE "ARIAL", COLOR TO MATCH EXISTING PAVING STRIPES, EITHER WHITE OR YELLOW REFLECTIVE PAINT.
- G. STRIPES TO MATCH EXISTING IN COLOR AND SIZE UNLESS OTHERWISE NOTED.
- H. CONTRACTOR SHALL PROVIDE IN THEIR BIDS THE COST TO INSTALL AN OWNER PROVIDED TEMPORARY GUARDBAY BARRIERS SUPPORTED FROM THE ROAD. TEMPORARY BARRIERS SHALL BE SUPPORTED FROM THE ROAD ONLY. NO ROAD PENETRATIONS SHALL BE PERMITTED.

KEY NOTES

- ① INSTALL OWNER PROVIDED BACK TO BACK MOUNTED SIGN WITH (I) SIGN LEFT AND (J) SIGN RIGHT SO THAT CARBS COMING FROM OPPOSITE DIRECTIONS ARE DIRECTED TO THE SAME PICK UP LOCATION. SEE DETAIL CSD-60A AND CSD-60B SHEET #1.2
- ② INSTALL OWNER PROVIDED LEFT DIRECTIONAL SIGN ON EXISTING PAVEMENT. SEE DETAIL CSD-60C SHEET #1.2

NOTE: SIGNAGE CONTRACTOR SHALL SUBMIT FOR SIGNAGE PERMIT UNDER SEPARATE SUBMITTAL.

API ARCHITECTS
ARCHITECTS & ENGINEERS
1000 W. WISCONSIN AVE., SUITE 200
MILWAUKEE, WI 53233
(414) 224-1111

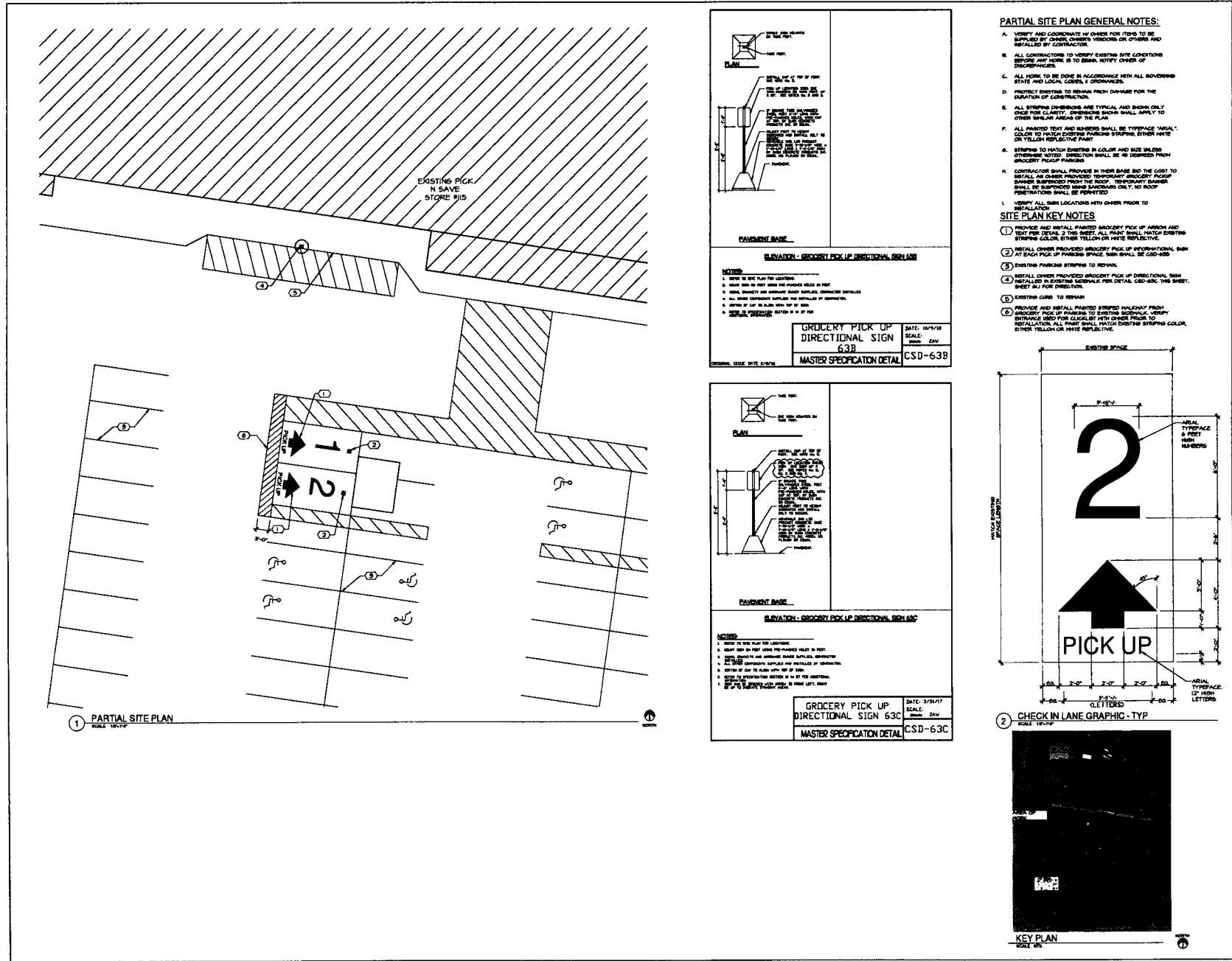
ROUNDY'S.
ROUNDY'S SUPERMARKETS, INC.
DIVISION - THE PROSSER CO.
1000 W. WISCONSIN AVE., SUITE 200
MILWAUKEE, WI 53233
(414) 224-1111

Major
PAVING SPECIALISTS
1000 W. WISCONSIN AVE., SUITE 200
MILWAUKEE, WI 53233
(414) 224-1111

GROCERY PICK UP SITE PLAN
PICK 'N SAVE 115
405 WI-64
ANTIGO, WI 54409

NOTED:
DASHED
LINE
INDICATES
EXISTING
CONDITIONS
UNLESS
OTHERWISE
NOTED

G1.1



APD ARCHITECTS
 406 W. 64th St.
 Antigo, WI 54409

ROUNDY'S
 POLYMER SUPPLY, INC.
 DIVISION - THE BROOKER CO.
 406 W. 64th St.
 Antigo, WI 54409

GROCERY PICK UP SITE PLAN
PICK N SAVE 115
 406 W. 64th St.
 Antigo, WI 54409

G1.2



**INFRASTRUCTURE
ALTERNATIVES, INC.**

To: The City of Antigo FP&L committee,

In the 2018 capital improvements budget under WTI-31, there was \$6,500 available for the rebuilding of one of the booster pumps at the water treatment plant. The boosters are the pumps that transfer water from the storage tank at the water plant to both elevated water towers. At the November Public Works meeting the committee accepted a quote from Crane Engineering for \$6,128.00 in order to replace one of the aging motors.

The installation crew from Crane Engineering ran into troubles attempting to move the heavy motor down the steps into the booster pump room. In order to safely lower the motor down, a wooden platform was built in which the motor was moved onto. It was then lowered down to the floor with the gantry. Crane Engineering also added a new coupler to the project, which connects the motor shaft to the pump shaft. The coupler's cost is \$200.00.

The additional labor time and cost of materials has increased the cost of the project to \$7,123.65, over the budgeted amount of \$6,500.00. I am asking the committee to approve additional funding of \$623.65 to come from plant replacement.

If you have any questions please do not hesitate to contact me,

Thank you,

Tommy Horswill | Project Manager

INFRASTRUCTURE ALTERNATIVES
N2420 Koszarek Road. | Antigo, WI 54409
715-627-2710 | Fax 715-627-2710 | Cell 715-216-6243
thorswill@iaewater.com | www.iaewater.com

Attachment: Booster Pump FPL memo (2568 : Booster Pump)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 20, 2019
Re: 2019 Budget Review - Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants

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 and Tommy Horswill has been handled in a professional manner. Attachment "D" has been provided in your Committee packets and represents the overall change in the 2019 budget as compared to 2018. IAI has not asked for an increase in their fees with only minor category adjustments in the remaining items.

I am available to address any of your questions so please feel free to contact me prior to the meeting; additional explanation of Attachment "D" will be addressed on the night of the meeting as necessary.

Attachment D 2018 Year Budget

<u>Water Treatment Facility</u>	<u>2018</u>	<u>2019</u>	<u>Wastewater Treatment Facility</u>	<u>2018</u>	<u>2019</u>
Labor, Ben, OH, & Management Fee	\$333,186	\$333,186	Labor, Ben, OH, Management Fee	\$354,234	\$354,234
Utilities	\$75,000	\$72,000	Utilities	\$146,000	\$145,000
Chemicals	\$73,500	\$75,000	Chemicals	\$32,000	\$32,000
Operating Expenses	\$20,000	\$21,500	Operating Expenses	\$44,000	\$42,000
Specified R&M	\$32,000	\$32,000	Specified R&M	\$54,000	\$57,000
Total Cost	\$533,686	\$533,686	Total Cost	\$630,234	\$630,234
Projected Giveback	(\$28,107)	\$ (11,445)	Projected Giveback	(\$32,614)	\$ (27,909)
Projected Annual Billing	\$505,579	\$522,241	Projected Annual Billing	\$597,620	\$602,325
2018 Monthly Billing	\$42,132		2018 Monthly Billing	\$49,802	
2019 Monthly		\$43,520	2019 Monthly		\$50,194
Annual Maintenance	\$200,500	\$200,500	Annual Maintenance	\$276,000	\$276,000
Percent Increase		3.3%	Percent Increase		0.8%

In accordance with page 12 of our agreement with the City we are providing the "2018 Water and Wastewater Budget" to replace the "2017 Water and Wastewater Budget" in "Attachment D".

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



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: February 20, 2019
Re: Approval to Apply for Knowles-Nelson Stewardship Grant Funding to Expand the Springbrook Trail

Unfortunately, we were not awarded funds for the 2018 Knowles-Nelson Stewardship Grant cycle. However, the applications are due annually as of May 1.

I am requesting permission to apply for grant funding to continue with trail expansion from the West Rotary Bridge and along the east edge of the Fairgrounds to Charlotte Street. This connection will provide a critical trail segment that will connect our community to the north side shopping and apartments, and the north side to our downtown, schools, parks, and facilities.

CITY OF ANTIGO

MUNICIPAL CEMETERY POLICIES and GUIDELINES

Antigo, Elmwood and Bohemian National Cemetery



Antigo Cemetery Department
700 Edison Street • Antigo, WI 54409
715.623.3633 Extension - 131 • www.antigo-city.org

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CEMETERY MANAGEMENT

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

OWNERSHIP and TRANSFER OF RIGHTS

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.
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.

Transfer / Sale of Lots or Spaces

7. The transfer / sale of lots or spaces to another party must be reported at the office of the Supervisor / Director for recording and ~~an affidavit~~ a deed must be on file, before said party will be allowed the use of the same.
8. 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.

In Event of Death of the Owner

9. ~~In the event of the death of a lot 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.

LOT and SPACE GUIDELINES

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 4 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.

Arborvitae

8. 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.

Cremation Section

9. Block two, Section "A" and Block three, Section "A" is designated as a Cremation Section. Lot sizes are 36" x 36" with only one cremation per space authorized. Flowers, trees, shrubs, etc. are not authorized.

New / Restricted Sections

10. 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.

FLOWERS, MEMORIALS and GIFTS

Potted Flower Placement

11. Potted flower arrangements are allowed under the following conditions:
 - a. Must be firmly attached to upright monuments
 - b. Placed on a shepherd's hook directly next to the marker or monument, so it is touching the monument or marker at its base.
 - c. Placed on an authorized concrete pad in front of the marker (*see number 14 – Small Memorials or Gifts, section k*).
 - d. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)

Annual or Perennial Flower Plantings

12. Annual or perennial flower plantings are allowed at grave sites under the following conditions:
 - e. The foliage may not exceed a two foot planting area from the front of the base of the marker or monument.
 - f. 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.
 - g. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)

Potted Flower and Annual Planting Placement and Removal Guidelines

13. Annual Flower Arrangement Removals and Placement must adhere to the following:
 - h. 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.
 - i. Fall and winter arrangements may be attached to the marker or hung from a shepherd's hook after October 1.
 - j. 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.

Memorial and Gift Graveside Placement

14. Small memorials or gifts may be placed at gravesites if they adhere to the following:
 - k. 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.
 - l. If anything is placed on any lot which shall be offensive or injurious or which violates any rule, it will be removed without notice.
 - m. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)
 - n. ~~Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)~~

RULES FOR VISITORS

15. 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.
16. 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.
17. No automobile or other motor vehicle shall be operated or driven within the Cemetery at a speed in excess of ten (10) miles per hour.
18. Any person or persons found loitering on the grounds after dark will be liable for arrest.
19. The throwing of rubbish on the avenues walks or any part of the grounds is strictly prohibited.
20. 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.
21. Dogs will be allowed in the Cemetery only when confined in a vehicle, or on a leash. Pet waste must be properly disposed of.
22. Weapons are not allowed on Cemetery property, except military, attending funerals and authorized Peace Officers.

RULES FOR BURIAL, BURIAL PRICING & BURIAL RESTRICTIONS

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
 - a. 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
 - b. 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 Supervisor / Director. 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.

Cremation Burial Requests

14. Cremation burial arrangements may be processed by the Park and Recreation Department directly.
15. Payment for the space and grave opening must be made prior to the grave opening.
16. The Park and Recreation Department must receive a disposition or death certificate for the remains before the grave can be opened.

Burial and Monument / Marker Staking Pricing

17. 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 two and a half times the Monday through Friday rate.
18. Overtime rates will apply if grave preparation is required beyond normal business hours (Monday – Friday, 8:30am – 3:00pm).
19. Weekday burials scheduled after 1:30pm will be charged the weekend/overtime rate.
20. Pre-paid burials scheduled outside of normally scheduled hours will be charged the difference between the Monday – Friday rate versus the overtime rate.
21. 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.

Per Space Burial and Veteran Burial Restrictions

22. Two adult interments in one grave (that is, one above the other) will not be permitted.
23. An infant child or cremated remains may be buried on top of an adult grave.
24. Not more than two cremated remains are permitted in one space (4' x 9').
25. 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).
26. 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.

DISINTERMENT AND REMOVAL

1. Disinterment and removal of a body will not be made without the following:
 - a. Permission of the Cemetery Authorities
 - b. Permission of the lot owner
 - c. Permission of the next of kin of the deceased
 - d. Disinterment permit
 - e. Payment in full prior to disinterment

RULES FOR MONUMENTS

1. 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.
2. 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.
3. All monuments will need to have the appropriate paperwork filed with the Cemetery Department prior to placing the monument.
4. All monuments will be staked by the City of Antigo Cemetery Department staff to ensure proper placement.
5. 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.
6. 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.
7. ~~An (one) upright monument is allowed if two spaces are owned and they are side-by-side, or approved by the cemetery Supervisor / Director.~~ Upright monument and flush marker criteria is stated in the chart below.

Monument Dimensions	2-Space Lot	3-Space Lot	4-Space Lot	5-Space Lot
Max Length, base stone	40" or 48"	48" - 54"	Up to 52"	Up to 56"
Max Height, base and die stone	26"	26"	26"	26"
Max Width, base and die stone	14"	14"	14"	14"
Max die stone thickness	8"	8"	8"	8"

Upright Monument Dimensions	* 1-Space	2-Space	3-Space	4-Space	5-6-Space	7-8 space
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

*Flush Marker Dimensions	1-Space	2-Space	3-Space	4-Space	5-6-Space	7-8 space
Max Length, marker	24"	38"	42"	52"	60"	66"
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

Flush Marker Information

8. 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" Long x 12" Wide, to include a cement collar not to exceed 30" Long x 20" Wide. Any variations must be approved by the Cemetery Supervisor / Director.

9. 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.

Temporary Monuments or Markers

10. 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 (4' x 9'). 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).

Monument Material and Construction

11. ~~Monuments shall consist of one piece only.~~
12. 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.
13. All monuments must have foundations of solid masonry of a depth and size that will prevent frost from heaving the monument.
14. Bases for monuments must be dressed to an even level bed leaving the stone of a uniform thickness.
15. 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.
16. 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.

Monument Work and Placement by Contractors and/or Monument Companies

17. The Cemetery Department needs to be made aware of any monument work performed in the cemetery.
18. 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.
19. No corner-post shall be set by others than employees of the Cemetery and shall be marked with Block and Lot number only.
20. Dealers of Manufacturers cards or advertisements shall not be marked on any stone or placed anywhere within the Cemetery enclosures.
21. 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.

ARTICLE IV. - TREES AND SHRUBS

Sec. 34-106. - Adoption of state statutes.

Wis. Stats. §§ 27.09 and 86.03 are adopted and incorporated in this article by reference.

(Code 1999, § 6-4-13)

Sec. 34-107. - Statement of policy and applicability.

- (a) Intent and purpose. It is the policy of the city to regulate and establish policy for the control of planting, removal, maintenance and protection of trees and shrubs in or upon all public areas and terrace areas of the city to:
 - (1) Eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or other public areas;
 - (2) Promote and enhance the beauty and general welfare of the city;
 - (3) Prohibit the undesirable and unsafe planting, removal, treatment and maintenance of trees and shrubs located in public areas; and
 - (4) Guard all trees and shrubs, both public and private, within the city against the spread of disease, insects or pests.
- (b) Applicability. This article shall apply to trees and shrubs growing or planted after the effective date of the ordinance from which this section is derived in or upon public areas and terrace areas and also to all trees and shrubs growing or to be planted in or upon any private premises which shall threaten the life, health, safety or welfare of the public or of any public areas.
- (c) Powers of council. The common council is empowered to require landowners to remove, trim or treat specified trees, shrubs or plants under certain conditions and to prohibit the planting of certain trees or tree species, shrubs or plants on private lands within the city.

(Code 1999, § 6-4-1)

Sec. 34-108. - Definitions.

Whenever the following words or terms are used in this article, they shall be construed to have the following meanings:

Boulevard areas and terrace areas mean the land between the normal location of the street curbing and sidewalk. Where there is no curb and gutter, city owned right-of-way shall be determined. The term "boulevard" shall have the same meaning as the term "terrace." Curb means an enclosing frame, border or edging; a raised edge or margin to strengthen or confine.

Evergreen tree means any woody plant normally having one stem or trunk and bearing foliage in the form of needles and crowns which extend from ground level throughout its entire height.

City Forester means the Parks, Recreation and Cemetery Director, or his/her designee.

Major alteration means trimming a tree beyond necessary trimming to comply with this article.

Public areas includes all public parks, boulevard/terraces and other lands owned, controlled or leased by the city, including boulevard and/or terrace areas.

Public nuisance means any tree or shrub or part thereof which, by reason of its condition, interferes with the use of any public area; is infected with a plant disease; is infested with injurious insects or pests; is injurious to public improvements; or endangers the life, health, safety or welfare of persons or property.

Public trees and shrubs means all trees and shrubs located or to be planted in or upon public areas.

Shrubs means any woody vegetation or a woody plant having multiple stems and bearing foliage from the ground up.

Topping or rounding over means the cutting of large diameter branches (more than three (3") inches in diameter) at a point between lateral shoots thereby leaving stubs, resulting in substantial size reduction of the canopy and destruction of the natural form/shape of a mature tree. Topping is not allowed on public property.

Tree means any woody plant, normally having one stem or trunk bearing its foliage or crown well above ground level to potential heights of 15 feet or more.

(Code 1999, § 6-4-2)

Cross reference— Definitions generally, § 1-2.

Sec. 34-109. - Designation of city forester; authority of city forester to enter private premises.

- (a) The common council may designate a municipal employee or citizen to perform the duties of city forester under Wis. Stats. § 27.09 and may authorize such forester to perform the duties and exercise the powers imposed on the common council by this article.
- (b) The city forester or his/her authorized representative may enter upon private premises at all reasonable times for the purpose of examining any tree or shrub located upon or over such premises and carrying out any of the sections of this article. If a request to inspect such trees or shrubs is denied by the person responsible for the property, an inspection warrant may be obtained pursuant to Wis. Stats. § 66.0119.

(Code 1999, § 6-4-3)

Sec. 34-110. - Interference with city forester prohibited.

No person shall interfere with the city forester and his/her authorized representative while they are engaged in carrying out any work or activities authorized by this article.

(Code 1999, § 6-4-4)

Sec. 34-111. - Abatement of tree disease nuisances.

- (a) Tree diseases declared public nuisance. The common council has determined that there are many trees growing on public and private premises within the city, the loss of which would substantially depreciate the value of public and private property, impair the use and enjoyment of public and private premises and erode the tax base of the city, and that the health and life of such trees is threatened by fatal diseases. The common council declares its intention to control and prevent the spread of such diseases and the insect pests and vectors which carry such diseases and specifically declares such diseases to be public nuisances.
- (b) Definitions. As used in this section, unless otherwise clearly indicated by the context:
Public nuisance means:

- (1) Any deleterious or fatal tree Infection or infestation
- (2) Any tree or part thereof which, by reason of its condition and location, is hazardous or dangerous to persons and property using or upon any public street, sidewalk, alley, park or other public place, including the boulevard/terrace strip. Any tree or part thereof which, by reason of its condition and location is hazardous or dangerous to other trees, plants or shrubs growing within the city or to be injurious to sewers, sidewalks or other public improvements, whether growing upon public or private premises.

Public property means owned or controlled by the city, including without limitation because of enumeration public sites, parks, playgrounds, streets, alleys, sidewalks, boulevards and the terrace strip between the lot line and the curb or improved portion of any public way.

(c) Inspection. Inspection shall be conducted as follows:

- (1) The city forester shall inspect or cause to be inspected all premises and places within the city to determine whether any public nuisance exists thereon.
- (2) Whenever necessary to determine the existence of disease in any tree, the person inspecting such tree shall remove or cut specimens from the tree in such manner as to avoid fatal injury thereto and deliver such specimens for analysis to determine the presence of such nuisances.
- (3) The city forester or his/her agents shall have authority to enter upon private premises at reasonable times for the purpose of carrying out any of the provisions of this section.

(d) Abatement of nuisances. The duty of the city forester in the abatement of nuisances is as follows:

- (1) The city forester shall order, direct, supervise and control the abatement of public nuisances as defined in this section by spraying, removal, burning or by other means which he/she determines to be necessary to prevent as fully as possible the spread of deleterious tree diseases or the insect pests or vectors known to carry such diseases, or remove the hazard.
- (2) Whenever the city forester after inspection or examination shall determine that a public nuisance exists on public property in the city, he/she shall immediately abate or cause the abatement of such nuisance in such manner as to destroy or prevent as fully as possible the spread of deleterious tree diseases or the insect pests or vectors known to carry or cause such nuisance. The cost of abating any such nuisance or part thereof which is located in or upon any park, city owned property, or city owned public right-of-way shall be borne by the city.

- (3) a. ~~When the city forester shall determine with reasonable certainty that a public nuisance exists upon private premises, he/she shall immediately serve or cause to be served personally or by certified mail upon the owner of such property, if he/she can be found, or upon the occupant thereof a written notice of the existence of such nuisance and of a time and place for a hearing before the city forester, not less than 14 days after service of such notice, on the abatement action to be taken. Such notice shall describe the nuisance and recommend procedures for its abatement and shall further state that, unless the owner shall abate the nuisance in the manner specified in the notice or shall appear at the hearing to show that such nuisance does not exist or does not endanger the health of trees in the city, the city forester shall cause the abatement thereof at the expense of the property served. If the owner cannot be found, such notice shall be given by publication in a newspaper of general circulation in the city.~~

~~b. If, after the hearing held pursuant to subsection (d)(3)a of this section, it shall be determined by the common council that a public nuisance exists, it shall forthwith order the immediate abatement thereof. Unless the property owner abates the nuisance as directed within five days after such hearing, the city forester shall proceed to abate the nuisance and cause the cost thereof to be assessed against the property in accordance with the procedures provided in this section. The city forester may extend the time allowed the property owner for abatement work, but not to exceed ten additional days.~~

(e) Spraying. Spraying shall be in accordance with the following:

- (1) Whenever the common council, upon the recommendation of the city forester, shall determine that any tree or part thereof is infected/infested with a deleterious or fatal tree disease/insects or is in a weakened condition the city forester may cause all trees within a 1,000-foot radius to be sprayed with an effective disease-destroying concentrate or other insecticide.
- (2) In order to facilitate the work and minimize the inconvenience to the public of any spraying operations conducted under this section, the forester shall cause to be given advance public service announcements or other effective means and shall also cause the posting of appropriate warning notices in the areas and along the streets where trees are to be sprayed at least 24 hours in advance of spraying. When any residue or concentrate from municipal spraying operations can be expected to be deposited on any public street, the forester shall also notify the chief of police, who shall take all necessary steps to make and enforce temporary parking and traffic regulations on such streets as conditions require. Temporary no parking notices shall be posted in each block of any affected street at least 24 hours in advance of spraying operations.
- (3) When appropriate warning notices and temporary no parking notices have been given and posted in accordance with subsection (e)(2) of this section, the city shall not allow any claim for damages to any vehicle caused by such spraying operations.
- (4) When trees on private property are to be sprayed, the forester shall notify the owner of such property and proceed to accordance with the requirements of subsection (d)(3) of this section.

(Code 1999, § 6-4-5)

Sec. 34-112. --Cost of Planting, Removal, Maintenance, and Protection of Public Trees and Shrubs

- a) The entire cost of planting, removal, maintenance, and protection of trees and shrubs in all public areas of the city, when performed by department employees or their contractors, at the direction of the city forester, shall be borne by the city out of the department budgets, or from funds donated or otherwise acquired for this purpose. When a private party other than the city plants, removes, maintains, or protects public trees or shrubs the said party shall incur all expenses connected therewith.
- b) Permit Required. No person shall plant, remove, maintain, or protect any public tree or shrub, or cause such work to be done without obtaining a written permit from the city.

(Code 1999, § 6-4-6)

Sec. 34-113. - Planting of trees and shrubs.

- (a) Purpose. The common council states its determination that the planting, care and protection of the trees within the city are desirable for the purpose of beauty, shade, comfort, noise abatement and economic betterment and encourages all persons to assist in a program of tree planting, care and protection.
- (b) Tree planting program. The City Forester shall recommend to the common council, a program for tree planting, care and protection for public parks, boulevard and/or terrace areas. The common council shall also encourage the planting, care and protection of trees and shrubs on private premises within the city.
- (c) Tree types. The size and genus, species and variety of trees and shrubs to be planted in terraces, and boulevards and the manner of planting shall be submitted to the city forester for approval before commencement of such work. The city forester shall prepare and maintain lists of tree species desirable for planting according to their normal mature height as follows:

- (1) Large trees: over 40 feet;
 - (2) Medium trees: 25 to 40 feet; and
 - (3) Small trees: 15 to 25 feet.
- (d) Planting size. Planting size shall be as follows:
- (1) All large or medium trees, when planted, shall be at least eight feet high and shall have a minimum trunk diameter of 1½ inches at a point six inches above the ground.
 - (2) All small trees, when planted, shall be least five feet high and shall have five or more branches.
- (e) Location. Location shall be as follows:
- (1) There shall be a minimum distance of 25 feet between small trees, 35 feet for medium trees and 50 feet for large trees. Terrace/boulevard trees shall be planted an equal distance between the sidewalk or proposed sidewalk and back of the curb or proposed back of curb. In boulevard/terrace areas less than five feet wide, planting will not be permitted. To ensure appropriate vision setback trees shall be planted in accordance to Sec. 14-777. – Traffic visibility triangle.
 - (2) Small sized trees shall be planted at least five feet from driveways and large or medium sized trees shall be planted at least 15 feet from driveways. Trees shall also be planted at least 15 feet from curb box/water shutoffs and underground utilities.
 - (3) Evergreen trees or shrubs shall not be planted in a terrace area.
 - (4) It shall be unlawful to plant or maintain shrubbery, ground cover or other plants not considered to be a deciduous leaf tree within terrace areas whose growth is in excess of eight inches in height above the top of the nearest curb.
 - (5) No tree grates will be allowed around any tree in the terrace.
- (f) Minimum opening to be maintained. Unless otherwise provided for in a written permit from the city forester, there must be at least 36 square feet of open ground about the base of each tree three inches in diameter one foot above the ground, and for each two inches of increase in such diameter there must be an increase of at least one square foot of open ground around each such tree.
- (g) Permitted species. Only trees approved by the city forester shall be planted in a public terrace strip (between curb and sidewalk).
- (h) Certain species restricted. No person shall plant within the city any female tree of the species *Populus deltoides*, commonly called the cottonwood, or any tree commonly called the seed-bearing box elder (*Acer negundo*), which may become infested with box elder bugs, and such trees are declared a nuisance. Any person having any such trees on his/her premises shall cause the trees to be removed.
- (i) Unlawfully planted trees. Trees, plants or shrubs planted within any terrace or planting easement without the authorization and approval of the city forester may be removed. The city forester shall notify the abutting owner in writing, listing the unlawfully planted trees, plants or shrubs; ordering their removal; and establishing a reasonable time within which such removal shall be accomplished. If removal is not accomplished within the time specified, the city may remove such trees, plants or shrubs and assess the costs thereof to the owner.
- (j) Frames. Without the approval of the city forester, any person, adjacent to whose land any shade or ornamental tree or shrub is growing in any street, may not, for the purpose of protecting such tree or shrub, surround the tree or shrub with a suitable box or frame for protection. Borders must be installed around the planters downtown and will be maintained by the city or designated representative. The city forester will inform the city of any repairs needed.

(Code 1999, § 6-4-7; Ord. No. 1217B, §§ 1, 2, 9-8-2010)

Sec. 34-114. - Trimming.

- (a) Trees and shrubs standing in or upon any terrace, public area or upon any private premises adjacent to any public right-of-way or public area shall be kept trimmed so that the lowest branches projecting over the public street or alley provide a clearance of not less than 14 feet. The city forester may waive this subsection for newly planted trees if he/she determines that they do not interfere with public travel, obstruct the light of any streetlight or endanger public safety.
- (b) The necessity of the pruning may be determined by the city forester.
- (c) Clearance from sidewalk to lower branches shall not be less than ten feet. All trees standing upon private property in the city, the branches of which extend over the line of the street, shall be trimmed so that no branch shall grow or hang over the line of the sidewalk lower than ten feet above the level of the sidewalk. No tree shall be permitted to grow in such a manner as to obstruct the proper diffusion of light from any public lamp. The city forester may waive this subsection for newly planted and existing trees if he/she determines that they do not interfere with public travel, obstruct the light of any streetlight or endanger public safety.
- (d) There shall be a moratorium on pruning or removal of oak trees on public or private property from April 1 – September 1.

(Code 1999, § 6-4-8)

Sec. 34-115. - Trees and shrubbery obstructing view at intersection or view of traffic signs.

- (a) Notwithstanding any other section of this article, no person shall maintain, plant or permit to remain on any private or public premises situated at the intersection of two or more streets or alleys in the city any hedge, tree, shrub or other growth which may obstruct the view of the operator of any motor vehicle or pedestrian approaching such intersection.
- (b) It is unlawful for any person to plant, cause to grow, allow to grow or maintain any trees, bushes, shrubbery or vegetation of any kind which is an obstruction to the clear and complete vision of any traffic sign or driveway approach to a street in the city. It shall be the duty of every owner of such tree, bush, shrubbery or vegetation to remove such obstruction.
- (c) Any shrub, tree or other plant which obstructs the view at an intersection or the view of a traffic sign shall be deemed to be dangerous to public travel, and the city forester may order, by written notice, the owner or occupant of any private place or premises on which there stands a tree or shrub which unreasonably interferes with or encroaches upon the street or sidewalk to take such steps as are necessary to remove such interference. If such owner or occupant fails, within ten days of receipt of notice, to take such necessary steps, the city forester and/or common council shall order city employees to remove the interference. The cost of removing the interference shall be levied and collected as a special tax upon the property upon which or in front of which such tree or shrub stands.
- (d) Any person who is an owner or occupant or firm or corporation failing to obey the written notice of the city forester as specified to subsection (c) of this section shall, upon conviction thereof, be subject to a forfeiture as established in section 1-14.

(Code 1999, § 6-4-9)

Sec. 34-116. - Removal of trees and stumps.

- (b) Tree removal permit. No person shall plant, injure, trim, remove or destroy any tree or shrub located in or upon any public place, until a permit shall have been issued by the city forester. Such permit

shall be issued only when the removal, trimming or cutting of the tree or shrub is necessary, as determined by the city forester, because of disease, damage, hazardous condition and/or location or its location is such that substantial detriment is done to the property upon which the tree or shrub stands or the property abutting the tree or shrub. Such permit shall expressly state the premises upon which the tree stands and the location of the tree thereon.

- (c) Tree and stump removal standards. In cutting down trees located in public and terrace areas, the tree must be removed with the root stump grubbed out or ground out to a depth of at least nine inches below grade measured in a straight line with the normal grade of the sidewalk to the top of the curb. All wood and debris must be removed from the street prior to the end of each working day, and all holes shall be filled to normal grade level with topsoil as soon as practicable. The abutting property owner shall have a right of first refusal to keep the wood, provided such wood is not diseased or infested. The city has the right to keep any of the wood products.
- (d) Tree replacement. Upon removal of any tree on public lands, the city forester will use his/her discretion if the tree will be replaced. With approval by the city forester, the city will replace the tree that was removed.

(Code 1999, § 6-4-10)

Sec. 34-117. - Prohibited acts.

- (a) Damage to public trees. No person shall, without the consent of the owner, for a private tree or shrub, or without written permits from the city forester, for a terrace area tree, public tree or shrub, perform or cause to be performed by others any of the following acts:
 - (1) Secure, fasten or run any rope, wire sign, unprotected electrical installation or other device or material to, around or through a tree or shrub.
 - (2) Break, injure, mutilate, deface, kill or destroy any tree or shrub or permit any fire to burn where it will injure any tree or shrub.
 - (3) Permit any toxic chemical, gas, smoke, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub or place cement or other solid substance around the base of the tree or shrub.
 - (4) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.
 - (5) Attach any sign, poster, notice or other object on any tree or fasten any guy wire, cable, rope, nails, screws or other device to any tree. However, the city may tie temporary no parking signs to trees when necessary in conjunction with street improvement work, tree maintenance work or parades.
 - (6) Cause or encourage any fire or burning near or around any tree.
 - (7) Except with a written permit from the city forester, place or maintain upon the ground any stone, brick, cement or other impervious substance in such manner as may obstruct the free access of air or water to the roots of any tree, shrub or plant in or upon any public way or public place.
- (b) Excavations. All trees on any parkway or other publicly owned property near any excavation or construction of any building or structure or street work shall be sufficiently guarded and protected by those responsible for such work to prevent any injury to such trees. No person shall excavate any ditches, tunnels or trenches or install pavement closer than 1.5' for every inch of trunk measured at DBH or 4.5' above ground level from any public tree.
- (c) Interference with forester. No person shall:

- (1) Interfere with or prevent any acts of the city forester or his/her agents while he/she is engaged in the performance of duties imposed by this section.
- (2) Refuse to permit the city forester or his/her representative to enter upon his/her premises at reasonable times to exercise the duties imposed by this article.
- (d) Refusal to abate nuisance. No person shall permit any public nuisance to remain on any premises owned or controlled by him/her when ordered by the city forester to abate such nuisance.

(Code 1999, § 6-4-11)

Sec. 34-118. - Appeal from determinations or orders.

Any person who receives a determination or order under this article from the city forester and who objects to all or any part thereof shall have the right to appeal such determination or order, subject to article XI of chapter 2, to the common council within seven days of receipt of the order. The common council shall hear such appeal within 30 days of receipt of written notice of the appeal. After such hearing, the common council may reverse, affirm or modify the order or determination appealed from, and the grounds for its decision shall be stated in writing. The common council shall, by letter, notify the party appealing the order or determination of its decision within ten days after the hearing has been concluded. The council shall file its written decision with the clerk-treasurer.

(Code 1999, § 6-4-12)



To: Mayor and City Council
From: Jim Pike, Comm. & Tech. Supervisor
Date: February 20, 2019
Re: Purchase of New Copier Deemed Most Advantageous to the City of Antigo

The City recently solicited proposals to address the need for a new color copy machine/printer for the Public Works office. Four bids were received with the Ricoh Aficio MPC4504 EX from E.O.Johnson Company being the low bid at \$6,352.00. They also had very competitive maintenance costs at \$575.00 per quarter, based on 25,000 copies at \$.0007, (black/white) and 10,000 copies at \$.04, (color).

Based on the proposals submitted and after review from City staff, we would like to recommend that the bid be awarded to E.O.Johnson Company with the funds coming from the 2019 CIP budget. Included with this memo is a summery spread sheet detailing the equipment and costs from each vendor's proposal.

Please advise.

BIDDER NAME	MODEL	PRICE	LEASE OPTION	WARRANTY
Rhyme	Sharp	\$7,499.00	MAINTENANCE AGREEMENT OPTION: \$500	Lifetime
Jeff Witte, Client Manager	MX 5050V		Maintenance Agreement =25,000 BLACK AND 10,000 COLOR	
2600 Rib Mountain Drive			PER QUARTER. EXCESS BILLED AT .0044 BLACK AND .039 COLOR	
Wausau, WI 54401				
800-362-4333			LEASE OPTION = 36 MONTHS AT \$235, 48 MONTHS AT \$191	
jwitte@rhymebiz.com			AND 60 MONTH AT 161	
Star Business Machine Inc.	Copystar Kyocera	\$9,043.00	MAINTENANCE AGREEMENT OPTION: \$438.36 Per Quarter	3 yr
Cory Sosnovske, President	CS 5052 ci		25,000 PER QTR @.0069 \$172.50	Manufacturer parts
3709 Patch Street			10,000 PER QTR -TIERED COST BREAKDOWN	
Stevens point, WI 54481			TIER 1=6500 @.015, TIER 2=2275 @ .039 AND TIER 3=1225 @.065	
715.341.5919 or 1-800-249-7100			Tier 1 is low color, Tier 2 is medium and Tier 3 is heavy color coverage	
cory@starbusinessmachines.com			LEASE OPTION: \$182.67 PER MONTH	
E O JOHNSON BUSINESS	Ricoh	\$6,352.00	MAINTENANCE AGREEMENT OPTION: 575.00 PER QUARTER	Included with Service
Keith Fierek, Senior Account Exec.	MPC4504 EX		25,000 PER QTR B/W, OVERAGE .007 PER PRINT	Contract
8400 W. Stewart Avenue			10,000 PER QTR. COLOR, OVERAGE .04 PER PRINT	
Wausau, WI 54401			COSTS ARE BASED ON AVERAGE MONTHLY VOLUME OF 8000 B/W	
715.261.4570 or 844.365.4968			COPIES AND 3000 COLOR COPIES	
kfierek@eojohnson.com			LEASE OPTION: \$146.73	
Marco	Lexmark	\$11,638.32	MAINTENANCE AGREEMENT OPTION: 271.65 PER MONTH TOTAL	1 YEAR LABOR AND
Kevin Sullivan, Managed Services Spec.	XC9245		FOR BOTH BLACK/WHITE AND COLOR PRINTS	PARTS PLUS 4 YRS.
4405 Stewart Avenue #A			25,000 PER QTR B/W, OVERAGE .009 PER PRINT	ON THE
Wausau, WI 54401			10,000 PER QTR. COLOR, OVERAGE .059 PER PRINT	MAINTENANCE KIT
715.393.4059 x 1504			LEASE OPTION: 250.57 PER MONTH FOR 60 MONTHS	
kevin.sullivan@marconet.com				

Attachment: 2019 Color Copier Bid Results (2608 : Copier Bid)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 20, 2019
Re: Request to Waive Bid Process & to Accept a Quote from Frisch's Greenhouse for the 2019 Downtown (Hanging Baskets/ Ground Planters), Peaceful Valley, Various Parks and the Miscellaneous Locations

We have completed the removal of the majority of the ground planters located along 5th Avenue corridor due to their deteriorating condition. Those that remain on 5th Avenue are typically located at the base of a tree or in the vicinity of a fire hydrant. Consequently, they are just maintained as a mulch bed at this time. The annual ground planting efforts along 6th Avenue and in Peaceful Valley remain unchanged for 2019.

As you are aware we have replaced our ground planter efforts along the 5th Avenue corridor in favor of the hanging flower basket program. This effort has been well received by business owners and the public. Downtown's Antigo First Group continues to support the effort annually in the amount of \$3,500 and has once again scheduled a Comedy Show fund raising event for March 22nd & 23rd at the Northstar Lanes banquet room. This year's comedians include Bob Zany "Bay-Bee" (our returning veteran) along with Jimmie Walker "Dy-no-mite" visiting us for the first time from Las Vegas.

Frisch's Greenhouse has assisted in the development of this program and has done a fantastic job to assure that the baskets are well maintained. It is my recommendation to waive the bidding process for the 2019 Hanging Basket Program and to approve a quote (see attached in your agenda packets) from Frisch's Greenhouse according to the following:

- \$4,470.00 for the Hanging Basket Program
 - Includes additional \$379.00 for additional 3 outlying baskets
 - Requires a 25% down payment of the initial planting/growing cost = \$505.25
- \$6,550.00 to \$8,630.00 for the 6th Avenue/Peaceful Valley ground planting displays
 - Variable amount depends on the ability of utilizing automatic watering based on weather conditions and overall effectiveness of the system
- \$2,350.00 for planting sites along the Springbrook Trail and Peaceful Valley site
 - This portion of the quote is financed through Parks, Recreation & Cemetery
- \$945.00 for Miscellaneous plantings at City Hall, Lake Park & the campground



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 20, 2019
Re: Recommendation on Bid Results Including State Purchase Pricing for Replacement of 2015 Chevy Traverse for City Hall Utilization

A bid package was advertised for the consideration of purchasing the following vehicles:

To be considered by the FP&L Committee

- One (1) Mid-Sized SUV 4x4 or AWD for City Hall

To be considered by the Public Works Committee

- One (1) ½ Ton 4x4 Extended Cab Pick-up for Public Works @ City Hall
- One (1) ¾ Ton 4x4 Crew Cab Pick-up for the Street Department
- One (1) Boss Snow Plow for the Street Department

The bids were opened and read at City Hall on Monday, February 4th and will be compared to each other and to pricing available through the Wisconsin 'Vendornet' System (State Purchase Program). The results of the bidding are summarized and attached to your agenda packets. Because it appears that sufficient savings are likely, additional pricing from the dealerships involved with the State Purchasing Program will be provided for your consideration on the night of the FP&L meeting. Please feel free to contact me in advance with any questions as I anticipate the State Purchase numbers to be verified by Monday, February 18th.

DESCRIPTION	BRICKNER'S DODGE/RAM JEEP	BRICKNER'S DODGE/RAM JEEP	PARSON'S CHEVROLET BUICK	QUINLAN'S GMC	MONROE TRUCK EQUIPMENT	STATE PURCHASE PROGRAM	STATE PURCHASE PROGRAM	STATE PURCHASE PROGRAM	STATE PURCHASE PROGRAM	STATE PURCHASE PROGRAM
<u>MID-SIZED SUV</u>										
MAKE	Jeep	Dodge	Chevy	GMC		Jeep	Dodge	Chevy	GMC Accadia	
MODEL	Grand Cherokee	Durango	Traverse	Accadia		Grand Cherokee	Durango	Traverse	Not Available	
YEAR	2019	2019	2019	2019		2019	2019	2019		
RETAIL PRICE	\$39,704.00	\$34,470.00	\$39,265.00	\$35,798.00		\$27,269	\$26,494	\$27,261		
DISCOUNTS/REBATES	<u>-\$9,244.00</u>	<u>-\$5,496.00</u>	<u>-\$8,177.00</u>	<u>-\$5,800.00</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
FINAL PRICE	\$30,460.00	\$28,974.00	\$31,088.00	\$29,998.00		\$27,269	\$26,494	\$27,261		
O.E.M. Back-up CAMERA	Included	Included	Included	Included		Included	Included	Included		
REAR PARK ASSIST	Included	\$250	Included	\$250		\$250	\$250	\$250		
POWER DRIVER'S SEAT	Included	\$450	Included	\$450		\$450	\$450	\$450		
O.E.M. REMOTE STARTER	\$400	\$400	Included	\$400		\$400	\$400	\$400		
EXTRA KEY FOB (3 TOTAL)	Included	Included	Included	Included		\$200	\$200	\$200		
FRONT & REAR SPLASH GUARDS	Included	Included	Included	Included		\$250	\$250	\$250		
DELIVERY DATE (FOB) ANTIGO	<u>12 Weeks</u>	<u>12 Weeks</u>	<u>70 Days</u>	<u>90 Days</u>		<u>\$150</u>	<u>\$150</u>	<u>\$150</u>		
FINAL ADJUSTED PRICE w/OPTIONS	\$30,860	\$30,074.00	\$31,088.00	\$31,098.00		\$28,969	\$28,194	\$28,961		
COMPARISON to STATE PURCHASE	\$1,891	\$1,880	\$2,127	\$2,137						
<u>1/2 TON EXTENDED CAB 4X4</u>										
MAKE	Ram		Chevy	GMC		Chevy	GMC Sierra			
MODEL	Tradesman		Silverado	Sierra		Silverado	Not Available			
YEAR	2019		2019	2019		2019				
RETAIL PRICE	\$39,970		\$45,585	\$39,780		\$30,808				
DISCOUNTS/REBATES	<u>-\$6,051</u>		<u>-\$15,183</u>	<u>-\$9,600</u>		<u>\$0</u>				
FINAL PRICE	\$33,919		\$30,402	\$30,180		\$30,808				
O.E.M. Back-up CAMERA	Included		Included	Included		Included				
BACK-UP ALARM	\$135		\$135	\$135		Included				
POWER DRIVER'S SEAT	\$270		Included	\$270		\$468				
O.E.M. REMOTE STARTER	\$376		Included	\$400		\$400				
TRAILER/TOWING PACKAGE	Included		Included	\$360		\$359				
EXTRA KEY FOB (3 TOTAL)	Included		Included	Included		\$155				
SKID PLATES	\$395		\$160	\$136		\$136				
DELIVERY DATE (FOB) ANTIGO	<u>12 Weeks</u>		<u>70 Days</u>	<u>90 Days</u>		<u>\$150</u>				
FINAL ADJUSTED PRICE w/OPTIONS	\$35,095		\$30,697	\$31,481		\$32,476				
COMPARISON to STATE PURCHASE	\$2,619		-\$1,779	-\$995						
<u>3/4 TON CREW CAB 4X4</u>										
MAKE	No Bid		Chevy	GMC		Ford	Chevy Silverado	GMC Sierra		
MODEL			Silverado	Sierra		F-150	Not Available	Not Available		
YEAR			2019	2019		2019				
RETAIL PRICE			\$55,425	\$44,455		\$30,614				
DISCOUNTS/REBATES			<u>-\$12,055</u>	<u>-\$9,400</u>		<u>\$0</u>				
TRADE ALLOWANCE			<u>-\$1,500</u>	<u>-\$2,000</u>		<u>-\$2,000</u>				
FINAL PRICE			\$41,870	\$33,055		\$28,614				
REAR PARKING ASSIST			Included	Not Available						
NON-SLIP POLY BED LINER			Included	\$495		Included				
FULL LENGTH SS RUNNING BOARDS			\$795	\$400		\$795				
BACK-UP ALARM			\$125	\$125		Included				
BLUE TOOTH CONNECTIVITY			Included	Included		\$507				
EXTRA KEY FOB (3 TOTAL)			Included	Included		\$180				
SKID PLATES			Included	Included		\$92				
SNOW PLOW PREP PACKAGE			Included	Included		\$171				
DELIVERY DATE (FOB) ANTIGO			<u>20 Days</u>	<u>90 Days</u>		<u>\$150</u>				
FINAL ADJUSTED PRICE w/OPTIONS			\$42,790	\$34,075		\$30,509				
COMPARISON to STATE PURCHASE			\$12,281	\$3,566						
<u>BOSS SNOW PLOW PACKAGE</u>										
MAKE				Boss		Boss				Boss
MODEL				8'-2" SSV-XT		8'-2" V-XT				8'-2" V-DXT
YEAR				2019		2019				2019
RETAIL PRICE				\$7,669		\$8,301				\$6,847
DISCOUNTS/REBATES				<u>-\$240</u>		<u>\$0</u>				<u>\$0</u>
FINAL PRICE				\$7,429		\$8,301				\$6,847



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 20, 2019
Re: Revision #2 to the State/Municipal Agreement with the Wisconsin Department of Transportation for the Replacement of the 8th Ave. Bridge over Springbrook Creek

Revision #2 of the State Municipal Agreement (SMA) between the Wisconsin Department of Transportation (WisDOT) and the City of Antigo addresses the project funding shortfall based on the bid letting conducted by WisDOT on the City's behalf. Essentially, WisDOT has agreed to fund 80% of the actual bid amount for construction including construction administration and State review costs.

The City remains responsible for the 20% local share of the project costs and for 100% of the Non-Participating items (+/- \$35,000) which include the storm sewer and electrical items (i.e. conduit to accommodate any future decorative lighting). Attached to your agenda packet is a copy of the funding category distributions from Revision #2 of the SMA for your reference. The following summarizes the project funding since the project's original SMA agreement:

- **Original SMA**
 - Design/State Review (80% FED/State & 20% Local)
 - (To be determined in Revision #1)
 - Construction Estimate Only (80% FED/State & 20% Local)
 - \$352,000 FED/State
 - \$68,000 Local
- **Revision #1 to the SMA**
 - Design/State Review (80% FED/State & 20% Local)
 - \$68,000 FED/State
 - \$17,000 Local
 - Construction/Oversight/State Review (80% FED/State & 20% Local)
 - \$452,947 FED/State
 - \$113,237 Local

- **Revision #2 to the SMA**

- Design/State Review (80% FED/State & 20% Local)
 - \$68,000 FED/State
 - \$17,000 Local
- Construction/Oversight/State Review (80% FED/State & 20% Local)
 - \$566,063 FED/State
 - \$141,416 Local
 - \$ 34, 216 Local Non-Participating Items (Storm sewer & electrical)

The as-read bid amount for the construction portion of this project totaled \$665,884 and Pheifer Brothers Construction Company, Inc. out of Neenah is the anticipated contractor.

The City's 2019 Budget already has the necessary funds established to accommodate the project costs (based upon the as-read bid amounts) including the required 20% Local Share for Construction/Oversight/State Review and for the Non-Participating items as follows:

- EDI-12b Street CIP for construction @ \$150,000
- SRI-5 Storm Sewer CIP for construction \$46,000

Local Bridge (205) Standard SMA

The Municipality agrees to the following **2013-2018** Local Bridge Program project funding conditions:

Project design costs are funded with 80% federal funding up to a funding limit of **\$68,000**. The Municipality agrees to provide the remaining 20% and any funds in excess of the **\$68,000** federal funding limit. Project construction costs are funded with 80% federal funding up to a funding limit of **\$566,063**. The Municipality agrees to provide the remaining 20% and any funds in excess of the **\$566,063** federal funding limit. **All real estate is 100% locally funded.** Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2019**. In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2013-2018 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2015, or by June 30, 2020. Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal/state participation, and actual costs will be used in the final division of cost for billing and reimbursement. **In no event shall federal or state funding exceed the estimate of \$68,000 for design or \$566,063 for construction as shown in the Summary of Costs table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.**

SUMMARY OF COSTS					
PHASE	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
ID 9835-00-00*					
Design	\$60,000	\$48,000	80% MAX	\$12,000	20% + BAL
State Review	\$25,000	\$20,000	80% MAX	\$5,000	20% + BAL
Design Total	\$85,000	\$68,000		\$17,000	
ID 9835-00-70**					
Participating Construction	\$631,668	\$505,334	80% MAX	\$126,334	20% + BAL
Consultant oversight and State Review	\$75,911	\$60,729	MAX	\$15,182	20% + BAL
Non-Participating Construction	\$34,216	\$0	0%	\$34,216	100%
Construction Total	\$741,795	\$566,063		\$175,732	
Total Est. Cost Distribution	\$826,795	\$634,063	N/A	\$192,732	N/A

*Design ID# 9835-00-00 federal funding is limited to \$68,000

**Construction ID# 9835-00-70 federal funding is limited to \$566,063

This request is subject to the terms and conditions that follow (pages 3 – 8) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of: **City of Antigo** (please sign in blue ink.)

Name	Title	Date
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Signed for and in behalf of: **State of Wisconsin:**

Name	Title	Date
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To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: February 20, 2019

Re: Closed Session: Pursuant to Section 19.85(1)(e), Wisconsin Statutes, and upon proper motion, the committee will convene into closed session to consider the purchase of property located at 313 E. 5th Avenue. Upon completion of discussion in closed session, the committee will reconvene into open session to act on matters discussed, if necessary, and to proceed with the regular order of business.

Information relative to this topic will be presented during the Closed Session for your consideration.



City of Antigo GIS



SCALE: 1" = 40'



DISCLAIMER: The City of Antigo does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

Print Date: 2/13/2019

Attachment: 313 E. 5th Avenue (2617 : Closed Session to Consider Purchase of 313 E. 5th Ave.)