

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
FEBRUARY 20, 2019

Finance, Personnel, and Legislative Committee of the City of Antigo met in Regular Meeting on the above date at 6:00 PM in the Council Chambers, City Hall, Mayor Bill Brandt presiding.

Attendee Name	Title	Status	Arrived
Carol Feller Gottard	Ward 5	Present	
Bill Brandt	Mayor	Present	
Tim Kassis	Ward 3	Present	
Tom Bauknecht	Ward 4	Present	
Glenn Bugni	Ward 7	Present	
Reinhardt Balcerzak	Ward 8	Present	

Others in attendance: Tommy Horswill, Infrastructure Alternatives Inc.; Sarah Repp, Park, Recreation and Cemetery Supervisor; Brianna Cotten, Roundy's Supermarkets, Inc.; Kaye Matucheski, Clerk-Treasurer/Finance Director; and Mark Desotell, Director of Administrative Services.

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

1. Approval of the Minutes from the January 16, 2019 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

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

Tammy Koch, Roundy's Supermarkets, Inc., provided a letter requesting an amendment to the premises description on the "Class A" licenses 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 the 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 help point-of-sale device. The ClickList service will be available to customers daily between the hours of 8:00 am and 8:00 pm. 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.

The current premises description on the license reads: "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 and pickup service and the pathway utilized to access the parking stalls."

Brianna Cotten, Roundy's Supermarkets, gave a brief presentation of the ClickList program and the request to amend their current license.

Kaye Matucheski, Clerk-Treasurer/Finance Director, advised that this is a request to amend the liquor license to include that part of the premises. Some municipalities do not allow this.

Motion to approve Roundy's Supermarkets, Inc. request to amend the licenses premises description for Pick N' Save at 406 Highway 64 to allow for their "ClickList" program to offer online merchandise order and pickup service to include alcohol and/or tobacco products as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

3. Approval of Additional Funding for Booster Pump for Water Plant Utilizing Plant Replacement Funds

Tommy Horswill, Infrastructure Alternatives, Inc., provided a memo advising that in the 2018 Capital Improvement budget under WTI-31, there was \$6,500 available for the rebuilding of one of the booster pumps at the Water 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 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.

Mr. Horswill's memo concluded by noting the additional labor time and cost of materials has increased the cost of the project to \$7,123.65, \$623.65 over the budgeted amount of \$6,500. He is requesting the additional funds come from plant replacement.

Motion to approve the additional funding in the amount of \$623.65 for the booster pump for the Water Plant utilizing Plant Replacement Funds.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

4. 2019 Budget Review - Infrastructure Alternatives for the Operation & Maintenance of the Water and Wastewater Treatment Plants

Mark Desotell, Director of Administrative Services, provided a memo indicating that 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 the 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.

Attachment D shows a 3.3% increase at the Water Treatment Facility (total of \$200,500) and a 0.8% increase at the Wastewater Treatment Facility (total of \$276,000) for 2019. This increase

is due to the projected giveback being lower than 2018.

Motion to approve the 2019 budget for Infrastructure Alternatives for the operation and maintenance of the Water and Wastewater Treatment Plants as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

5. Approval to Apply for Knowles-Nelson Stewardship Grant Funding to Expand the Springbrook Trail

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a memo advising that unfortunately the City was not awarded funds for the 2018 Knowles-Nelson Stewardship Grant cycle. However, the applications are due annually as of May 1st. She is 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 the downtown, school, parks, and facilities.

Upon inquiry by Mayor Brandt, Ms. Repp indicated that this is the third attempt if you count the Transportation Alternatives Program (TAP) grant application.

Upon inquiry by Alderperson Bauknecht, Ms. Repp advised that she and Mark Desotell work together to write the grants with other staff input.

Motion to approve the request to apply for the Knowles-Nelson Stewardship Grant to expand the Springbrook Trail as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

6. Cemetery Ordinance Update

Ms. Repp provided an update to the Municipal Cemetery Policy and Guidelines with various changes and updates to include.

- a. Transfer/Sale of Lots or Spaces has been updated to include that a deed must be on file instead of an affidavit. In the Event of Death of Owner has been updated to include 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.
- b. Subsection N under Memorial and Gift Graveside Placement has been removed.
- c. A section under Per Space Burial and Veteran Burial Restrictions has been updated to include 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).
- d. Rules of Monuments has been updated with regard to flush markers and upright monuments as well as an updated monument chart.
- e. Monuments shall consist of one piece only has been removed from Monument Material and

Construction.

Upon inquiry by Alderperson Balcerzak, Ms. Repp explained that under Memorial and Gift Graveside Placement, letter M and N are the same, that is why she is deleting N.

Ms. Repp explained that the policies and guidelines are in an easier to read format. When the ordinance is updated, the City Attorney will put the changes in the appropriate format.

Ms. Repp explained/clarified the monument dimensions.

Motion to update the cemetery ordinance as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

7. Forestry Ordinance Update

Ms. Repp provided a Forestry Ordinance update eliminating section 3 a under Abatement of Tree Disease Nuisances.

Motion to approve the Forestry Ordinance update as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

8. Purchase of New Copier Deemed Most Advantageous to the City of Antigo

Jim Pike, Communications and Technology Supervisor, provided a memo advising that 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 EO Johnson Company being the low bid at \$6,352. They also had very competitive maintenance costs at \$575 per quarter, based on 25,000 copies at \$0.0007 (black/white) and 10,000 copies at \$0.04 (color). Based on the proposals submitted and after review from City staff, he is recommending that the bid be awarded to EO Johnson Company with funds coming from the 2019 CIP budget.

Motion to purchase a new copier from EO Johnson Company as presented with funding derived from the 2019 CIP budget.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Bauknecht, Ward 4
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

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

Mr. Desotell provided a memo advising that the City has completed the removal of the majority of the ground planters located along Fifth Avenue due to their deteriorating condition. Those that remain 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 Sixth Avenue and in Peaceful Valley remain unchanged for 2019. As you are aware, the City has replaced the ground planter efforts along Fifth Avenue 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 22 and 23 at Northstar Lanes.

Frisch Greenhouses has assisted in the development of this program and has done a fantastic job to assure that the baskets are well maintained. It is Mr. Desotell's recommendation to waive the bidding process for the 2019 Hanging Basket Program and to approve a quote from Frisch Greenhouses according to the following:

\$4,470 for the Hanging Basket Program

- a. Includes additional \$379 for additional three outlying baskets
- b. Requires a 25% down payment of the initial planting/growing costs= \$505.25

\$6,550 to \$8,630 for the Sixth Avenue/Peaceful Valley ground planting displays

- a. Variable amount depends on the ability or utilizing automatic watering based on weather conditions and overall effectiveness of the system

\$2,350 for planting sites along the Springbrook Trail and peaceful Valley Site

- a. This portion of the quote is financed through Parks, Recreation and Cemetery Department

\$945 for Miscellaneous plantings at City Hall, Lake Park and the Campground

Motion to approve the request to waive the bidding process and to accept a quote from Frisch Greenhouses for the 2019 Downtown (Hanging Baskets/Ground Planters), Peaceful Valley, various Parks and miscellaneous locations as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

10. Recommendation on Bid Results Including State Purchase Pricing for Replacement of 2015 Chevy Traverse for City Hall Utilization

Mr. Desotell provided a memo advising that a bid package was advertised for the consideration of purchasing one mid-sized SUV 4x4 or All Wheel Drive for City Hall. Bids were opened and read at City Hall on February 4th and will be compared to each other and to pricing available through the Wisconsin Vendornet System (State Purchase Program). Because it appears that sufficient savings are likely, additional pricing from the dealerships involved with the State Purchasing Program will be provided. He anticipates the State Purchase numbers to be verified by February 18th.

Brickner's	Jeep	\$31,405 (\$2,694 compared to state bid)
Brickner's	Durango	\$30,959 (\$2,937 compared to state bid)
Parson's	Traverse	\$31,088 (\$2,112 compared to state bid)
Quinlan's	Accadia	\$31,098 (\$2,122 compared to state bid)

State	Jeep	\$28,711
State	Durango	\$28,022
State	Traverse	\$28,976

Mr. Desotell is recommending the purchase of a Jeep Grand Cherokee from Ewald Automotive (State bid). The state bids prevail the local bids for the vehicles. The Jeep Grand Cherokee verified number is for \$28,711. The current vehicle (Chevrolet Traverse) would be sold at auction.

Mr. Desotell advised that some money is set aside in the CIP for this purchase, depending on what money is received back from auction on the Traverse, some money may be needed from the Undesignated CIP fund balance to make up the difference.

Upon inquiry by Alderperson Bugni, Mr. Desotell noted that it was his intention to sell this vehicle around the 45,000 mile mark, while it still has value and before maintenance becomes an issue.

Motion to purchase a 2019 Jeep Grand Cherokee from Ewald Automotive for the State bid of \$28,711 as presented to replace the Chevrolet Traverse.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Reinhardt Balcerzak, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

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

Mr. Desotell provided a memo advising that 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 (conduit to accommodate any future decorative lighting).

Original SMA

Design/State Review (80% Federal/State and 20% Local)

To be determined in Revision 1

Construction Estimate Only (80% Federal/State and 20% Local)

\$352,000 Federal/State

\$68,000 Local

Revision #1 to SMA

Design/State Review

\$68,000 Federal/State (80% Federal/State and 20% Local)

\$17,000 Local

Construction/Oversight/State Review (80% Federal/State and 20% Local)

\$452,947 Federal/State

\$113,237 Local

Revision #2 to SMA

Design/State Review (80% Federal/State and 20% Local)

\$68,000 Federal/State

\$17,000 Local

Construction/Oversight/State Review (80% Federal/State and 20% Local)

\$566,063 Federal/State

\$141,416 Local

\$34,216 Local Non-Participating Items (Storm sewer and 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

Upon inquiry by Alderperson Bauknecht, Mr. Desotell noted that this is a 2019 project.

Motion to accept Revision #2 to the State/Municipal Agreement with the Wisconsin Department of Transportation for the replacement of the Eighth Avenue bridge over Springbrook Creek as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tom Bauknecht, Ward 4
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

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.

RESULT:	WITHDRAWN
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Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 6:25 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Feller Gottard, Brandt, Kassis, Bauknecht, Bugni, Balcerzak

Bill Brandt, Chairperson

Date