



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, March 15, 2023

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

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

1. Minutes from February 15, 2023 Meeting

Any Other Matters Authorized by Law to be Considered

1. Closing the Schwab (Dana Investments) Account for a Loan Payoff
2. Mail Room Copier Replacement
3. Approval of CDL School for Year-round Part-time Employees
4. Recommendation for the Sale of a 5.22 Acre City-Owned Parcel to Antigo Holdings, LLC with the Transfer of 0.64 Acres held by Antigo Holdings to the City for a Net Exchange of 4.58 acres at a Sale Price of \$4,000 per acre including a Development Incentive for a Net-Zero Purchase
5. Commitment of Matching Funds for a \$1,000,000 Community Development Block Grant - Public Facilities (CDBG-PF) Application Related to the Reconstruction of Edison St. (6th to 10th Avenues)
6. Updates to our Existing Citizen Participation Plan for Community Development Block Grant (CDBG) Projects as needed for the Edison Street (6th to 10th Avenues) CDBG- Public Facilities Project Application
7. Updates to Resolution 39-17 Adopted to Create a Policy to Prohibit the Use of Excessive Force and the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations According to Community Development Act of 1974

Adjournment

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

DATE MAILED:

TOM BAUKNECHT



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: March 15, 2023
Re: Closing the Schwab (Dana Investments) Account for a Loan Payoff

Two years ago, the City set up a Schwab Investment Account with Dana Investments as that is where we could get the best interest rate at the time. The funds are to pay off the Public Improvement loan as a few of the loans were paid off early. The bond is callable in September so the funds will be needed before then.

I am proposing closing the entire account at this time as the fees are higher than other financial institutions and with the interest rates increasing, we are able to get good rates on our investments right now.

If this is acceptable, a resolution will need to be forwarded to the April Council meeting. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: AJ Jansen, Comm. & Tech.
Date: March 15, 2023
Re: Mail Room Copier Replacement



Memo

To: FP&L
From: AJ Jansen
CC: Mark Desotell, Kaye Matucheski
Date: 3/10/2023
Re: New Color Copier

The City recently solicited proposals to address the need for a new color copy machine/printer for the Clerk's office.

Four bids were received in total with the two best bids coming from Marco and E.O. Johnson. While Marco's machine is cheaper, they're maintenance agreement is higher with a less allotted paper amount. E.O. Johnson's machine is more expensive upfront, but the maintenance contract aligns more closely with our usage.

The other key difference in the bids is the machine type. Marco is suggesting a Sharp and E.O. Johnson is recommending a Ricoh. It is my understanding that the last time the City had a Sharp machine, it was found to be highly unreliable.

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 2023 CIP budget.

Included with this memo is a summery spread sheet detailing the equipment and costs from each vendor's proposal.

Please advise.

Color Copier 3-2-23

3.2.a

Bids	BIDDER NAME	MODEL	PRICE W/O TRADE	PRICE w/ TRADE	LEASE OPTION	MAINTENANCE AGREEMENT	DELIVERY TIME	WARRANTY	NOTES
Bid #1 Rhyme	Sharp BP50C45		\$ 6,548.24	\$ 5,798.24	\$127.56 /mo	\$0.0049 BW \$0.039 Color \$170.83 /mo includes 25000 BW / 10000 COLOR	10-30 days	Lifetime w/ Maintenance Contract	
	Jeff Witte, Sales Manager 2600 Rib Mountain Drive Wausau, WI 54401 800-362-4333 jwitte@rhymebiz.com								
Bid #2 Clermont Printing	Sharp BP50C45		\$ 7,499.00	\$ 7,249.00	\$144.98 /mo 60 month FMV \$0 down Based on \$7249 price	\$0.0075 BW \$0.045 Color	14 days	180 Days - Full Warranty 36 Month - Performance Warranty	Advanced folding option for additional \$1007 Price requires Sourcewell Membership at no cost
	Joe Servi, Vice President 515 Clermont St. Antigo, WI 54409 715-623-7606 jservi@clermont1st.com								
Bid #3 E O JOHNSON BUSINESS	Ricoh IM C3500	N/A	\$ 8,894.71	\$346.68 /mo 60 month	\$139.80 /mo includes 15000 BW / 6000 COLOR BW overage: \$0.0101 COLOR overage: \$0.0501	6-8 weeks	Not listed		
	Trish Ostrowski, Account Executive 8400 W. Stewart Avenue Wausau, WI 54401 715-261-4573 toostrowski@eojohnson.com								
	Ricoh IM C3000	N/A	\$ 8,013.29	\$289.36 /mo 60 month	\$112.80 /mo includes 15000 BW / 6000 COLOR BW overage: \$0.0064 COLOR overage: \$0.0404		Not listed		
Bid #4 Marco	Sharp BP-70C45	N/A	\$ 5,023.68	N/A	\$179.15 /mo includes 8333 BW / 3333 COLOR BW overage: \$0.0059 COLOR overage: \$0.039	Not listed	Not listed	Optional Marco Support Desk 1-5 Devices for \$10 /mo	
	Sal Cuomo, Technology Advisor 4405 Stewart Avenue #A Wausau, WI 54401 715-298-6091 sal.cuomo@marconet.com								

Attachment: 2023 Copier Bid Results (6051 : Copier Replacement)



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 15, 2023
Re: Approval of CDL School for Year-round Part-time Employees

The City of Antigo does not currently require Park, Recreation and Cemetery Year-Round Part-Time Employees to have or maintain a CDL.

A grant covering 50% of the cost of CDL school is currently being offered through the Department of Workforce Development.

We are requesting permission to seek the 50% grant opportunity allowing year-round part-time employees to attend the CDL class through the City of Antigo. Attendance would not be advanced without receiving a grant. These employees would not be paid an hourly wage while attending classes. However, they would be offered a flexible schedule allowing them to still retain the opportunity to work up to 28 hours per week (outside of classroom time) within their assigned Department.

The following policy in the current employee manual will be followed regarding pay-back:

If an employee's employment with the City terminates, for any reason, within one year after completing a course(s), then the employee must repay the City for the full cost of the educational assistance for that course. If the last date of employment is after one year and within two years of completing a course(s), then the employee owes the City two-thirds of the educational assistance for that course(s). If the last date of employment is after two years and within three years of completing a course(s), then the employee owes the employer one-third of the educational assistance for that course(s).



To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: March 15, 2023

Re: Recommendation for the Sale of a 5.22 Acre City-Owned Parcel to Antigo Holdings, LLC with the Transfer of 0.64 Acres held by Antigo Holdings to the City for a Net Exchange of 4.58 acres at a Sale Price of \$4,000 per acre including a Development Incentive for a Net-Zero Purchase

Antigo Holdings, LLC as represented by Michael Hunter expressed interest in the purchase of 5.22 acres located immediately west of their “Super Group” facility at the northwest quadrant of the intersection of Saratoga Street with STH 64 (Century Avenue). The sale would not only recognize their demonstrated history of economic development in the manufacturing sector but also respect their history of creating/retaining employment within the community.

The City Plan Commission learned of Antigo Holdings future desire to expand the existing building space including the potential for new job creation. City Plan subsequently advanced a recommendation for the sale of this City-owned parcel accordingly. In order to preserve a corridor for the expansion of the Springbrook Bicycle/Pedestrian Trail under a future WISDOT TAP Grant application Antigo Holdings has agreed to the transfer of 0.64 acres (located at the northern limits of their current site) to the City of Antigo.

Because this site is restricted by WisDOT’s designation of STH 64 (west of Saratoga Street) as a limited-access highway, this parcel has limited development potential. The highest and best use appears to be for the proposed expansion as envisioned by Antigo Holdings, LLC.

With these factors in mind, it is my recommendation that the FP&L Committee consider the sale of 5.22 acres City - 0.64 acres Antigo Holdings for a net sale of 4.58 acres at a cost of \$4,000 per acres for a total price of \$18,300. Additionally, I recommend that if Antigo Holdings, LLC expand their facility (with a component of job creation) within 10-years of the Council Resolution memorializing the sale that 100% of the purchase price be refunded accordingly.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: March 15, 2023
Re: Commitment of Matching Funds for a \$1,000,000 Community Development Block Grant - Public Facilities (CDBG-PF) Application Related to the Reconstruction of Edison St. (6th to 10th Avenues)

An authorizing Resolution needs to be advanced to the April Council for their consideration of providing the necessary matching funds for a CDBG-PF grant application that is being sought totaling \$1,000,000 for the reconstruction of Edison Street (6th to 10th Avenues).

Other sources of funding for the project will be sought through the Safe Drinking water Loan Program (SDWLP) and the Clean Water Fund (CWF) including any principal forgiveness amounts. Additionally, a BIL STP-Urban grant will be re-submitted for consideration by WisDOT under the new threshold of \$500,000. Additional resources include the water, storm and sanitary enterprise funds, Engineering CIP and potential bonding as necessary depending on grant application success.

A copy of the proposed Resolution for Council consideration is included in your agenda packets. More specific discussions regarding project funding will be included during the FP&L meeting.

Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Commit Match Funds & Certification of Match Secured **TEMPLATE**

TEMPLATE

(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and “Template” language above and below)

City of Antigo

Authorizing Resolution to Commit Match Funds & Certification of Match Funds Secured

RESOLUTION NO. [NUMBER]

A RESOLUTION OF THE COUNCIL OF THE CITY OF ANTIGO,
providing a Guarantee of Match Funds for the
2023 Community Development Block Grant Public Facilities (CDBG – PF) Application

Related to the City of Antigo’s participation in the Community Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG Annual Public Facilities competition, administered by the State of Wisconsin Department of Administration, for the purpose of “the provision or improvement of public facilities”; and

WHEREAS, the City Council of the City of Antigo has authorized the submission of a CDBG Public Facilities Application to the State of Wisconsin for the following project: Edison Street (6th Avenue to 10th Avenue) Reconstruction; and

WHEREAS, an adequate local financial match must be provided for the proposed CDBG Public Facilities project by the City of Antigo.

WHEREAS, the City of Antigo must certify that all matching funds required to complete the proposed project have been secured for and committed to the project prior to the submission of the CDBG application; and

WHEREAS, the City of Antigo must acknowledge that a delay in starting construction by July 1, 2024 and/or completing construction by October 31, 2025 due to the City not having the matching funds that are reported as committed and secured in the CDBG application documents, then the State of Wisconsin Department of Administration Division of Energy, Housing and Community Resources may deny a timeline extension and may rescind the CDBG award;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Antigo does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of \$ [Amount the UGLG is prepared to commit], from the following secured source(s):

[List Sources and Corresponding Amounts];

and the following pending or potential source(s):

[List Sources and Corresponding Amounts, if known – customize as necessary].

Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution to Commit Match Funds & Certification of Match Secured **TEMPLATE**

ADOPTED on this [DAY] day of [MONTH], [YEAR].

The governing body of the City of Antigo has authorized the above resolution to commit match and certify match funds secured for the CDBG project referenced within the resolution.

ATTEST:

Kaye Matucheski, Clerk/Treasurer/Finance Director

Bill Brandt, Mayor



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: March 15, 2023
Re: Updates to our Existing Citizen Participation Plan for Community Development Block Grant (CDBG) Projects as needed for the Edison Street (6th to 10th Avenues)
CDBG- Public Facilities Project Application

The City of Antigo first adopted its Citizen Participation Plan in 2017 under Resolution #37-17 (adopted 4/18/17) and subsequently updated it in 2021 under Resolution #19-21 (adopted 2/10/21). In conjunction with the submittal of a 2023 CDBG-PF grant application for Edison Street (6th to 10th Avenues) another update is required to the policy language.

A copy of the proposed Resolution and policy changes (highlighted in yellow) are included in your agenda packet. Adoption of the updates are recommended accordingly.

City of Antigo

Resolution to Update Existing Citizen Participation Plan

WHEREAS, the City of Antigo has applied for a Community Development Block Grant; and,

WHEREAS, the Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant funds to have in place a Citizen Participation Plan; and,

WHEREAS, the current Citizenship Participation Plan was adopted in 2017 and updated in 2021 and needs to be updated as the requirements have changed; and,

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for a complaint procedure, and establish a Citizen Participation Plan Committee.

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL, City of Antigo, to adopt the attached Citizen Participation Plan which replaces any previously adopted plan.

Mayor

Attest:

Clerk-Treasurer

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Plan TEMPLATE

TEMPLATE

(Print on Municipal Letterhead or Plain Sheets – Remove DEHCR header and footer text; and remove the “Template” language above and below. This template has the required sections and content for a CDBG Citizen Participation Plan. Contact DEHCR for approval if considering omitting any of this content from the UGLG’s CPP.)

CITY OF ANTIGO

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Antigo, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The City of Antigo shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the City Council. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The City of Antigo shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the City of Antigo shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The City of Antigo shall establish a committee composed of persons representative of the City of Antigo demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Plan **TEMPLATE**

responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the City of Antigo.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the *Antigo Daily Journal* as a 2-week (14 days) or class 2 notice prior to the hearing date. In addition, the public notice shall be posted at the City of Antigo City Hall. These notices will include the time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds.
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
5. The City will attempt to have at least one of the public hearings in the service area.

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Plan **TEMPLATE**

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by City of Antigo staff in the Community Development Department. A City of Antigo staff member will meet with citizens on request.
2. The City of Anigo will maintain, in City Hall, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The City of Antigo staff will respond to all such requests within 15 days after the City Council has met to discuss the request.

COMPLAINTS

The City of Antigo will handle citizen complaints about the program in a timely manner. By federal regulation the City will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to Kaye Matucheski, City Clerk-Treasurer/Finance Director.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
 Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources, 9th Floor
 P.O. Box 7970
 Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Plan **TEMPLATE**

- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

ACCOMMODATIONS

The [UGLG Name] will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

NON-ENGLISH SPEAKING PERSONS

The City of Antigo will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: March 15, 2023
Re: Updates to Resolution 39-17 Adopted to Create a Policy to Prohibit the Use of Excessive Force and the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations According to Community Development Act of 1974

As part of the requirements under the application policies for Community Development Block Grant for Public Facilities (CDBG-PF) for the Edison Street application (6th to 10th Avenues) updates to the City's Policy to Prohibit the use of Excessive Force

and to Enforce Applicable State and Local Laws Prohibiting Physically Barring Entrances/Exits for Non-Violent Civil Rights Demonstrations are required.

The document included in your agenda packet represents the required updates; adoption of the revisions are recommended.

Division of Energy, Housing and Community Resources

Community Development Block Grant – **SAMPLE** Resolution to Adopt Civil Rights Demonstration Policy

SAMPLE

*(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and “Sample” Language above and “Note” here. NOTE: The UGLG **must** have a policy adopted/in place prior to submission of the CDBG application that explicitly includes the specifications in items **I. and II.** in the sample language below. If this policy is contradictory to other existing local law enforcement policy, the local law enforcement policy must be updated to be consistent.)*

CITY OF ANTIGO

POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

RESOLUTION NO. [RESOLUTION #]

A resolution of the City Council of the City of Antigo, to adopt the policy to prohibit the use of excessive force and to enforce applicable state and local laws prohibiting physically barring entrances/exits for non-violent civil rights demonstrations:

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the City of Antigo to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ANTIGO:

- I. It is POLICY of the City to prohibit the use of excessive force by law enforcement agencies within the City's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.
- II. It is POLICY of the City to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the City's jurisdiction.

Division of Housing

Community Development Block Grant – **SAMPLE** Resolution to Adopt Civil Rights Demonstration Policy

- III. The officials and employees of the City shall assist in the orderly prevention of all excessive force within the City of Antigo by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.
- IV. The City of Antigo directs the City of Antigo Chief of Police to implement this Resolution by amending applicable City of Antigo Police Department procedures.

PASSED BY THE Mayor AND City Council OF THE City of Antigo.

 Chief Elected Official Signature
 Bill Brandt, Mayor

Date [DATE]

ATTEST:

 Municipal Clerk Signature
 Kaye Matucheski, Clerk-Treasurer

Date [DATE]