

AMENDED



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, March 20, 2024

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

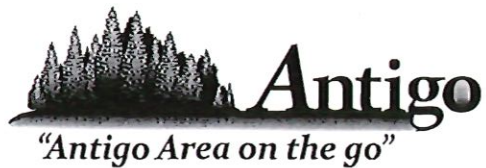
Discussion and Action May Occur on Any of the Following Agenda Items:

1. Minutes from the February 21, 2023 Meeting (pending completion)
2. Request by Jeff Marciniak to Delay Land Rent Payment
3. Accept \$1,600 Donation from the B.A. & Esther Greenheck Foundation for Replacement of the Fire Department Training Manikin
4. Accept Bid for Replacement of Fire Department Garage Doors in the amount of \$15,590 for Two Doors and \$38,975 for Five Doors from Garage Door Specialty of Two Rivers, WI
5. Request to Increase the Demolition Landfill Tipping Fees from \$33.50 to \$67
6. Update the Purchasing Policy from a \$6,000 limit to a \$25,000 (or \$50,000) limit and Add Language to Allow for Use of Cooperative Purchasing
7. Allow Carry Over of 161.50 Hours of Vacation Time for Deputy Clerk-Treasurer
8. Increase City Insurance Limits for Anyone Required to Provide a Certificate of Insurance to the City of Antigo
9. 2025 Proposed Library Budget and 2023-2024 Budgets and Actuals
10. Proposed Ordinance Changes to Sec. 14-1688 to Include Outdoor Storage Restrictions (such as Recreational Vehicles, Recreational Structures, Machine, and Heavy Equipment)
11. Options for Virtual Meeting Procedures
12. Review Administrative Assistant Position Opening in the Clerk's Office
13. Creation of a Human Resources Manager as a Department Manager Position (as referred by Alderperson Kassis)
14. Conduct Review of All of the City Ordinances (as referred by Alderperson Wagner)
15. Resume Department Manager Reports to Council (as referred by Alderperson Bugni)
16. Review Sections 8 Intergovernmental Cooperation and 6 Economic Development of the 2018 Comprehensive Plan

Any Other Matters Authorized by Law to be Considered

Adjournment

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



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: March 20, 2024
Re: Request by Jeff Marciniak to Delay Land Rent Payment

Included in your packet is a letter from Jeff Marciniak regarding the land leases that he has with the City and delaying the payment for the 2023 leases. His balance is \$3,117.08 which is past due. He is asking for an extension until November 30, 2024, when he receives proceeds from his contract chip potatoes.

Jeff has two land leases with the City. One is the land known as the Ourada Parcel which is next to the Wastewater Treatment Plant. The lease is \$110.00 per acre for a total of \$4,741.00. 2024 is the last year for this lease so Jeff is supposed to pay half by April 15, 2024 and the final payment by November 15, 2024.

The other lease was for the property where the solar farm is being located and the land on Highway 64 where the project to complete the road is being located. This lease expired on December 31, 2023.

To whom it may concern -

3/9/2024

Due to overproduction in most growing areas of the United States the market was flooded with cheap potatoes and I unable to sell my open-market russets making me short of money at the moment. I am asking The City to extend the due date for the remaining balance of the 2023 land rent in the amount of approximately \$3100.00 to November 30th of 2024. I will have recieved proceeds from my contract chip potatoes by this time. I am willing to pay interest on the extended amount.

Sincerely,



Jeff Marciniak

RECEIVED

MAR 11 2024

Attachment: Marciniak Land Rent Delay Request (6754 : Request to Delay Land Rent Payment)



To: Mayor and City Council
From: Corey Smith, Fire Chief
Date: March 20, 2024
Re: Accept \$1,600 Donation from the B.A. & Esther Greenheck Foundation for
Replacement of the Fire Department Training Manikin

Our training manikin has been around for many years and is showing its age. Linda Vollmar researched and successfully applied for a grant from the B.A. & Esther Greenheck Foundation to replace our Rescue Randy with a Ruth Lee Fire Rescue Manikin. These manikins are widely used at the REACT Center for training and have proven durable in many environments.



To: Mayor and City Council
From: Corey Smith, Fire Chief
Date: March 20, 2024
Re: Accept Bid for Replacement of Fire Department Garage Doors in the amount of \$15,590 for Two Doors and \$38,975 for Five Doors from Garage Door Specialty of Two Rivers, WI

We advertised for bids to replace overhead garage doors at the Fire Department. The bid specifications requested pricing include installation of an LED safety system, as well as pricing for replacement of up to five doors. Three bids were received, with the lowest bidder being Garage Door Specialty of Two Rivers, WI at \$15,590 for two doors and \$38,975 for five doors. All three bids are attached for your information.

This project is to be paid for with Capital Equipment/Improvement Plan Building Maintenance & Repair funds.

Specifications

MINIMUM SPECIFICATIONS for overhead garage doors:

- Door size: 14'2" x 14'
- Minimum 2" thickness, insulated
- Three Sections of full view or equivalent windows with 1/2" insulated clear glass and insulated rails

Total Price per door for 2 Doors with installation: \$ 13,190

Total Price per door for 5 Doors with installation: \$ 32,975

Bid is to include all set-up fees and any other additional fees in the total price.

LED OVERHEAD DOOR LIGHT KIT:

- Suggest Brink Alert CDLK Model or equivalent

Total Price per Light Kit: \$ 1200 /unit

* Liftmaster LED Traffic Light \$ 600/each

Bid is to include all set-up fees and any other additional fees in the total price.

Operator, Technical, and Parts Manuals must accompany purchase

Installation Date: _____

Total price, with installation, for two doors with light kits: _____

Total price, with installation, for five doors with light kits: _____

Please list any deviations to the above specifications: _____

Name of Supplier: Garage Door Specialty

Address: 8000 Hwy 147 Two Rivers, WI 54241

Phone: 920 794-1123

e-mail: jason@garagedoor-specialty.com

Signature: [Signature] Date: 2/28/24



City of Antigo Fire Department
700 Edison Street, Antigo, WI 54409
715.623.3633 extension 142 • www.antigo-city.org

Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)

Garage Door Specialty LLC

8000 Highway 147
Two Rivers, WI 54241
United States

Voice: 920-794-1123
Fax:

QUOTATION

Quote Number: m1261
Quote Date: Mar 1, 2024
Page: 1

Quoted To:

Antigo Fire Dept
700 Edison St
Antigo, WI 54409

Antigo Fire Dept
700 Edison St
Antigo, WI 54409

Customer ID	Good Thru	Payment Terms	Sales Rep
ANTIGOFIREDEPT	15 Days	Net 30 Days	

Quantity	Item	Description	Unit Price	Amount
5.00		Supply & Install 14'2" x 14' CHI #3216 White 2-Sided Steel Poly Urethane Insulated (R-17.5) Door With (3) Full View Sections & 2" Standard Lift Track	6,595.00	32,975
5.00		Supply & Install LiftMaster LED Traffic Light \$600/Each		
1.00		Brink Alert CDLK Traffic Light \$1200/Each		

Openings to be prepared by others in accordance with our specifications. The price does not include glass, glazing, painting or wiring for electric operator, unless included in above proposal. Above proposal is made for prompt acceptance and prompt payment upon completion.

Subtotal	32,975
Sales Tax	
TOTAL	32,975...

Specifications

MINIMUM SPECIFICATIONS for overhead garage doors:

- Door size: 14'2" x 14'
- Minimum 2" thickness, insulated
- Three Sections of full view or equivalent windows with 1/2" insulated clear glass and insulated rails

Total Price per door for 2 Doors with installation: \$13,530.⁰⁰

Total Price per door for 5 Doors with installation: \$33,825.⁰⁰

Bid is to include all set-up fees and any other additional fees in the total price.

LED OVERHEAD DOOR LIGHT KIT:

- Suggest Brink Alert CDLK Model or equivalent

Total Price per Light Kit: 1,425.⁰⁰

Bid is to include all set-up fees and any other additional fees in the total price.

Operator, Technical, and Parts Manuals must accompany purchase

Installation Date: 3 WEEKS (APPROX) FROM TIME OF ORDER.
ORDER CUT OFF EVERY THURS. @ 3pm

Total price, with installation, for two doors with light kits: 2,850.⁰⁰ KITS ONLY. - TOTAL
W/ DOORS 16,3

Total price, with installation, for five doors with light kits: 7,125.⁰⁰ KITS ONLY
W/ DOORS TOTAL = 40,950.⁰⁰

Please list any deviations to the above specifications:

Name of Supplier: BADGERLAND OVERHEAD DOOR L.L.C.
Address: 8808 PROGRESS WAY WESTON WI 54476
Phone: 715-298-5901
e-mail: bdgrland@yahoo.com
Signature: [Signature] Date: 2/29/24



City of Antigo Fire Department
700 Edison Street, Antigo, WI 54409
715.623.3633 extension-142 • www.antigo-city.org

Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)

INVITATION FOR BID

The City of Antigo will accept sealed bids for
Overhead Garage Doors with indicator light system

Bids will be accepted until **Friday, March 1, 2024 at 10:00 am**
and read at **10:10am**

Bids can be submitted online or at City Hall:
<https://www.antigo-city.org/antigo-city-bids-quotes-rfps/>

Please refer any questions to:
Telephone: 715.623.3633 extension-142 or e-mail: csmith@antigo-city.org

The City of Antigo reserves the right to reject any or all bids and to accept the bid deemed the most advantageous to the City of Antigo.



City of Antigo Fire Department
700 Edison Street, Antigo, WI 54409
715.623.3633 extension-142 • www.antigo-city.org

GENERAL SPECIFICATIONS

The following specifications are intended to serve as general guidelines to obtain bids on comparable equipment. It is the intent of these specifications to describe a unit that we feel best meets our requirements. These specifications are to be considered minimum specifications unless stated otherwise. The machinery will include all necessary equipment and shall be furnished and delivered complete and ready for immediate use. The bid information shall itemize in detail all standard and accessory equipment. The equipment shall be equal to or exceed the following specifications, and shall conform to all safety and OSHA regulations. All parts not specifically mentioned which are necessary to provide a complete operating piece of equipment shall be included in the bid and shall conform in strength, quality of material, and workmanship to what is usually provided by the manufacturer and generally accepted by industry.

The supplier shall describe in detail those areas where their equipment does not comply with these specifications. Any alternate equipment or material deviating from the specifications must be noted with the bid proposal. Deviations may or may not be considered informalities in bidding. Deviations that may or may not be accepted by the City shall also be described in detail. Failure to do so may result in disqualification of the bid.

The term "standard" is defined as that equipment listed or shown as standard equipment at no extra cost in the manufacturer's current publications.

The City of Antigo reserves the sole discretion in determining the best and most qualified bid. The decision to purchase will be based on price, performance, maintenance history, availability of parts and service, equipment warranty (if any), evaluation of quality, past operating experience and delivery date.

The City of Antigo reserves the right to reject any and all bids, and determine the choice of equipment in the best interests of the City after considering those criteria mentioned in the preceding paragraph.

WARRANTY & RECALLS

Warranty work or recalls must be fully explained to the Fire Chief at delivery. If warranty work or recall work needs to be performed on unit successful bidder shall perform all work at bidders cost, or complete work in our facility.

INTENT

It is the intent of these specifications to describe a unit, which will consist of the manufacturer's new model. The overhead doors will include all necessary equipment and shall be furnished and delivered new, complete and ready for immediate use. All parts not specifically mentioned but which are necessary for the complete unit shall be supplied and installed by the vendor even though such work or materials are not specifically outlined and shall conform in strength, quality of material and workmanship to the best practice known to the industry.

Specifications

MINIMUM SPECIFICATIONS for overhead garage doors:

- Door size: 14'2" x 14'
- Minimum 2" thickness, insulated
- Three Sections of full view or equivalent windows with ½" insulated clear glass and insulated rails

Total Price per door for 2 Doors with installation: \$6,578.50

Total Price per door for 5 Doors with installation: \$6,819.40

Bid is to include all set-up fees and any other additional fees in the total price.

LED OVERHEAD DOOR LIGHT KIT:

- Suggest Brink Alert CDLK Model or equivalent

Total Price per Light Kit: \$934.00 If only 2 - \$869.00 If 5 – (Discounted rate for 5 or more)

Bid is to include all set-up fees and any other additional fees in the total price.

Operator, Technical, and Parts Manuals must accompany purchase

Installation Date: Once bid is approved and contract offered we would order and have a lead time of 3-6 weeks. Can install as soon as we have materials on hand.

Total price, with installation, for two doors with light kits: \$18,225.00

Total price, with installation, for five doors with light kits: \$45,884.00

Please list any deviations to the above specifications:

Name of Supplier: Doors: Overhead Door Model 592 – Light Kits: Brink Alert Model CDLK10-2
Re-Hook current Raynor Control Hoist Operators

Address: 8325 Highland Dr. Wausau WI 54401

Phone: 715.573.6432

e-mail: tbraaten@ohdvwausau.com

Signature: _____

Date: 3-1-2024



City of Antigo Fire Department

Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)

INVITATION FOR BID

The City of Antigo will accept sealed bids for
Overhead Garage Doors with indicator light system

Bids will be accepted until **Friday, March 1, 2023 at 10:00 am**
and read at **10:10am**

Bids can be submitted online or at City Hall:
<https://www.antigo-city.org/antigo-city-bids-quotes-rfps/>

Please refer any questions to:
Telephone: 715.623.3633 extension-142 or e-mail: csmith@antigo-city.org

The City of Antigo reserves the right to reject any or all bids and to accept the bid deemed the most advantageous to the City of Antigo.



City of Antigo Fire Department
700 Edison Street, Antigo, WI 54409
715.623.3633 extension-142 • www.antigo-city.org

GENERAL SPECIFICATIONS

The following specifications are intended to serve as general guidelines to obtain bids on comparable equipment. It is the intent of these specifications to describe a unit that we feel best meets our requirements. These specifications are to be considered minimum specifications unless stated otherwise. The machinery will include all necessary equipment and shall be furnished and delivered complete and ready for immediate use. The bid information shall itemize in detail all standard and accessory equipment. The equipment shall be equal to or exceed the following specifications, and shall conform to all safety and OSHA regulations. All parts not specifically mentioned which are necessary to provide a complete operating piece of equipment shall be included in the bid and shall conform in strength, quality of material, and workmanship to what is usually provided by the manufacturer and generally accepted by industry.

The supplier shall describe in detail those areas where their equipment does not comply with these specifications. Any alternate equipment or material deviating from the specifications must be noted with the bid proposal. Deviations may or may not be considered informalities in bidding. Deviations that may or may not be accepted by the City shall also be described in detail. Failure to do so may result in disqualification of the bid.

The term "standard" is defined as that equipment listed or shown as standard equipment at no extra cost in the manufacturer's current publications.

The City of Antigo reserves the sole discretion in determining the best and most qualified bid. The decision to purchase will be based on price, performance, maintenance history, availability of parts and service, equipment warranty (if any), evaluation of quality, past operating experience and delivery date.

The City of Antigo reserves the right to reject any and all bids, and determine the choice of equipment in the best interests of the City after considering those criteria mentioned in the preceding paragraph.

WARRANTY & RECALLS

Warranty work or recalls must be fully explained to the Fire Chief at delivery. If warranty work or recall work needs to be performed on unit successful bidder shall perform all work at bidders cost, or complete work in our facility.

INTENT

It is the intent of these specifications to describe a unit, which will consist of the manufacturer's new model. The overhead doors will include all necessary equipment and shall be furnished and delivered new, complete and ready for immediate use. All parts not specifically mentioned but which are necessary for the complete unit shall be supplied and installed by the vendor even though such work or materials are not specifically outlined and shall conform in strength, quality of material and workmanship to the best practice known to the industry.

The Genuine. The Original.



Job:

Antigo Fire Dept

Prepared For:

City of Antigo

By:

Overhead Door Company of Wausau
Marathon, WI

Contact:

Thor Braaten

Name: Thor Braaten

Phone: +17153598889

Email: tbraaten@ohdwausau.com

*This proposal is valid until **Thursday, March 21, 2024***

Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)

Overhead Door Company of Wausau
PO Box 426
Marathon, WI 54448-0426



3/1/2024 7:19 AM

City of Antigo

Subject: Proposal for Antigo Fire Dept

Best Regards,

Thor Braaten | Phone: +17153598889

Reference: SQPD003561-1 was modified Friday, March 1, 2024 and is valid till Thursday, March 21, 2024.

Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)

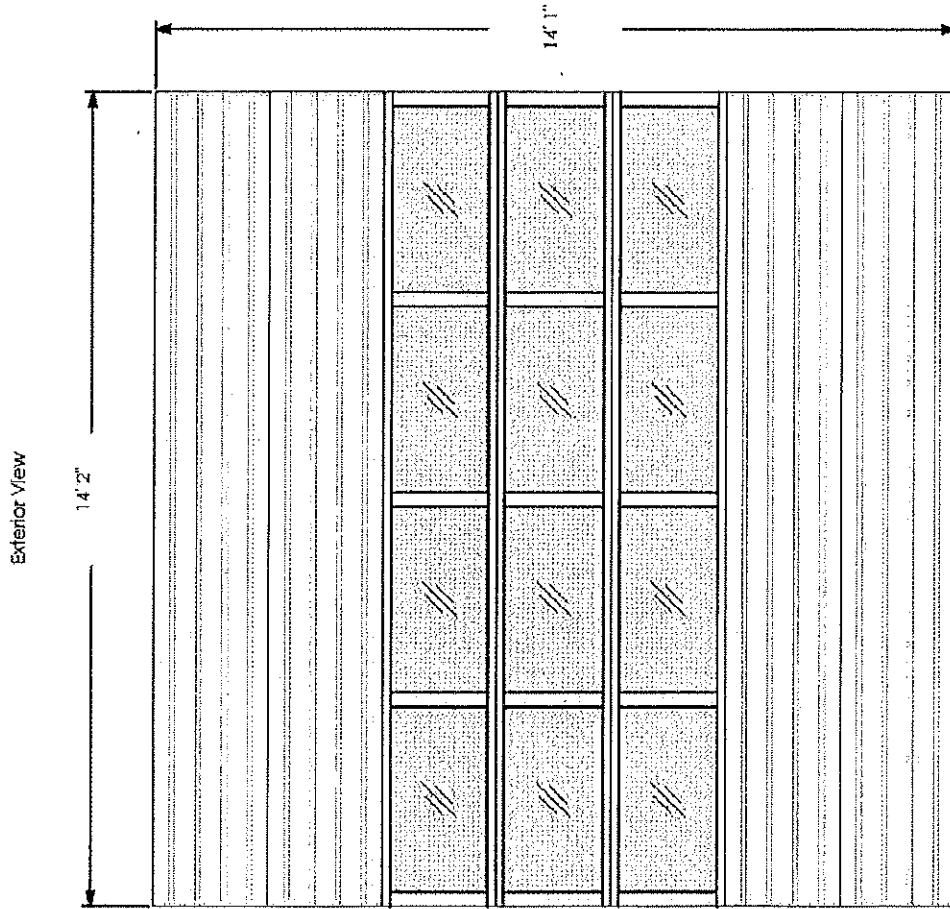
SPECIFICATIONS	
SECTIONS	OUTSIDE MATERIAL IS 0.015" (MINIMUM) THICK HOT-DIPPED, ROLL-FORMED, GALVANIZED STEEL. INSIDE MATERIAL IS HOT-DIPPED, ROLL-FORMED, GALVANIZED STEEL. CORE MATERIAL IS CFC-FREE POLYURETHANE FOAM. U-FACTOR: N/A AIR INFILTRATION 0.08 CFM PER SQUARE FOOT AT 15 MPH AND 0.13 CUBIC FEET PER SQUARE FOOT AT 25 MPH DEFLECTION OF DOOR IN THE HORIZONTAL POSITION WILL NOT EXCEED 1/120 OF DOOR WIDTH. EXTERIOR COLOR: WHITE
NUMBER OF WEATHERSEAL	SECTIONS: 7 PANELS: 4 BOTTOM: YES TOP: YES SIDES: YES
GLAZING	ALUMINUM FULL VIEW, 1/2" IGU, TEMPERED, CLEAR, DSB SECTION: 3,4,5 REFER TO EXTERIOR VIEW (DEPICTION) FOR WINDOW PLACEMENT
LOUVERS / PANELS	NONE
HARDWARE	HINGES AND FIXTURES GALVANIZED STEEL
OPTIONAL HARDWARE	METAL STEP PLATE, LIFT HANDLE
WINDLOAD RATING	NON-RATED
STRUTS	TOP SECTION: HS3 X2 SECTION 6: HS3 X2 SECTION 5: NONE SECTION 4: NONE SECTION 3: NONE SECTION 2: HS3 X2 BOTTOM SECTION: HS3 X2
TRACK	15" RADIUS 2" TRACK ANGLE MOUNT IN TO STEEL WITH OVERLAP
SPRINGS / DRUMS	CYCLES: 10,000 CYCLES SPRING QUANTITY: 2 0.363 WIRE, 3-3/4" ID, 46.5 LONG TURNS: 10.97 DRUM: D525-216
TORSION SHAFT	SINGLE SHAFT, 1" SOLID
BALANCE WEIGHT OPERATION	747.07 POUNDS TROLLEY, NO DRAWBAR PLATE
RELATED WORK	ALL PAD SURFACES MUST BE FLUSH WITH JAMBS. DOOR JAMBS, SPRING PADS, OPERATOR PAD, TRACK BACK HANGERS, AND CENTER HANGERS BY OTHERS.

MOTOR UNIT
 OPERATOR BY OTHERS. AN OPERATOR MOUNTING PAD IS REQUIRED.
 HEADROOM AND SIDE ROOM DIMENSIONS SHOWN ARE AN ESTIMATE.
 CONSULT THE OPERATOR MANUFACTURER FOR EXACT REQUIREMENTS.

DEL 592 SECTIONAL		DOOR MARK:	DOOR WIDTH: 14'-2"	DOOR HEIGHT: 14'-1"	QUANTITY: 5
The Genuine. The Original.		JOB NAME: ANTIGO FIRE DEPT	NOTES:		SHEET 2 OF 2
		ARCHITECT: -	DATE: 02/20/2024 11:17 AM CS		2.4.a
		CONTRACTOR: -	QUOTE/ORDER#: 1		
Packet Pg. 11 Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)					



Last Change: 2/20/2024 11:17 AM
CST



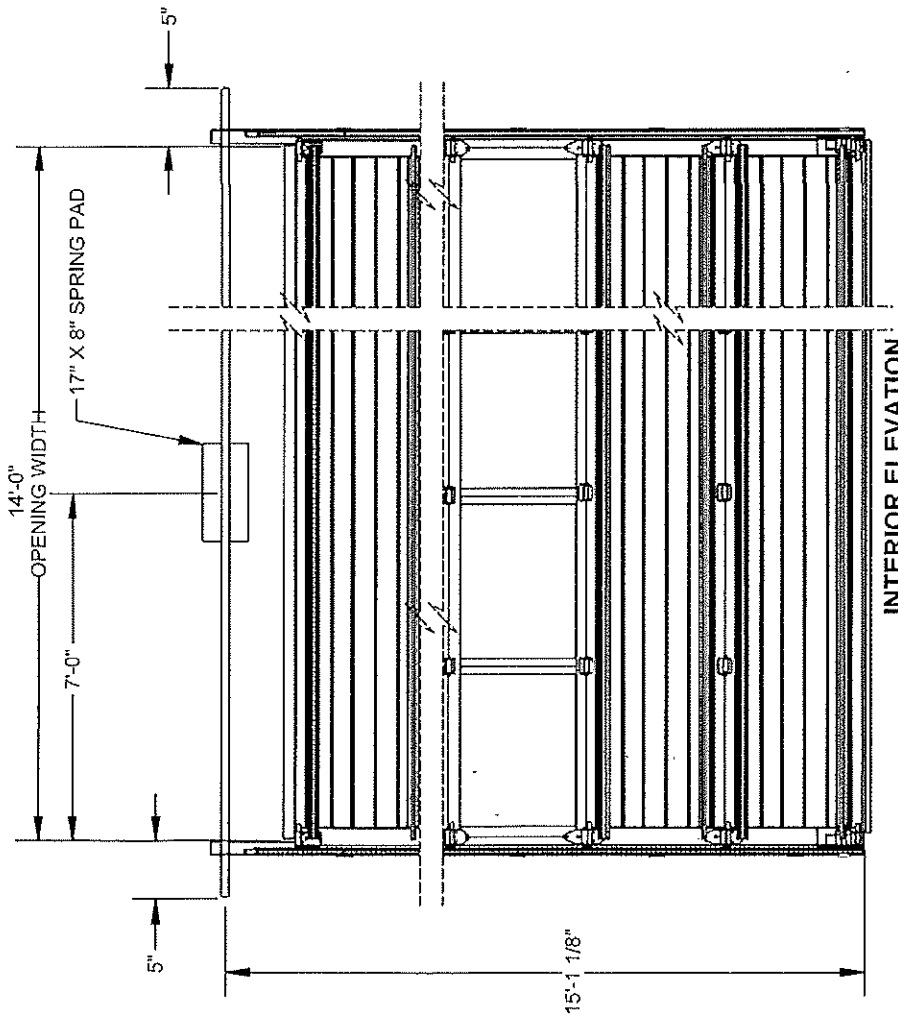
Model: 592 - Thermacore Heavy Duty 2" Ribbed

Design: Ribbed Panel

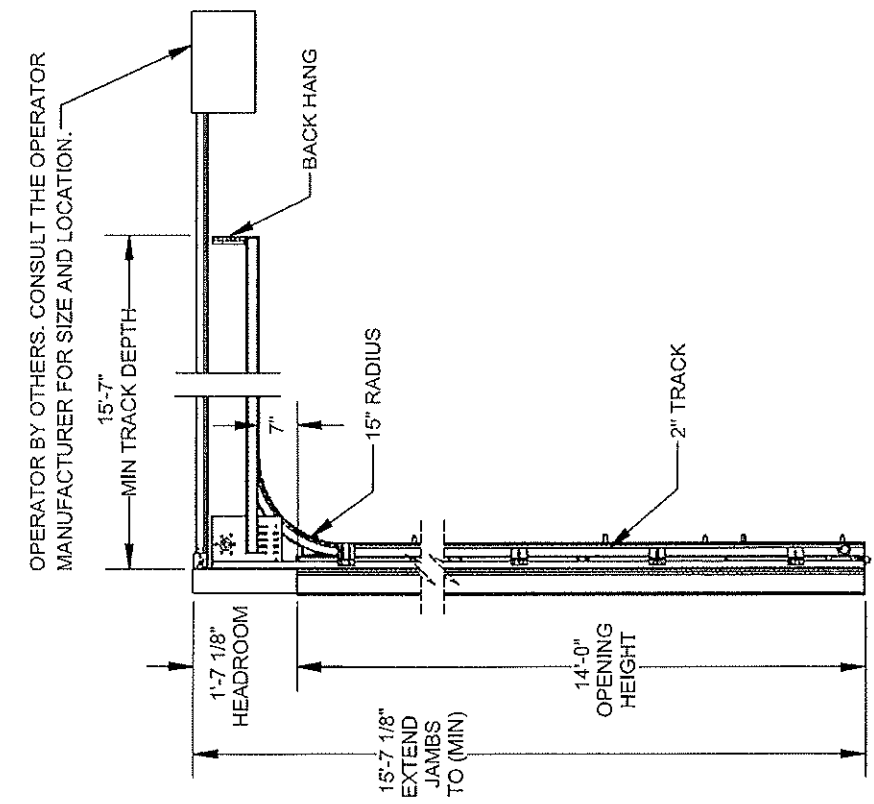
Window Style: Aluminum Full View

Options:

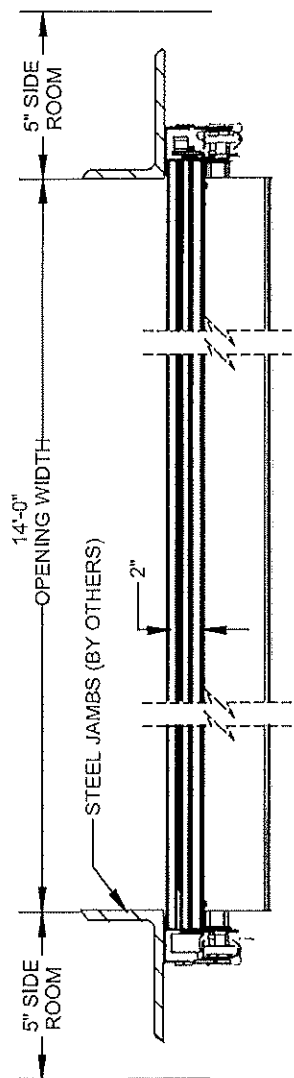
2.4.a



INTERIOR ELEVATION



TRACK DETAIL



JAMB DETAIL

DEL 592 SECTIONAL	DOOR MARK:	DOOR WIDTH: 14'-2"	DOOR HEIGHT: 14'-1"	QUANTITY: 5
The Genuine. The Original.	JOB NAME: ANTIGO FIRE DEPT	NOTES:	SHEET 1 OF 2	DATE: 02/20/2024
OVERHEAD DOOR	ARCHITECT: -	CONTRACTOR: -	11:17 AM CS	QUOTE/ORDER#: SQPD003561-1
Packet Pg. 13	DISTRIBUTOR: OVERHEAD DOOR COMPANY OF	Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)		2.4.a

Overhead Door Company of Wausau

2.4.a



PO Box 426
Marathon, WI 54448-0426

Contact: Thor Braaten
Phone: +17153598889
Email: tbraaten@ohdwausau.com

This proposal is valid till Thursday, March 21, 2024

Quote: SQPD003561-1 | Created: 2/20/2024 9:57

Job:

Antigo Fire Dept

Prepared For:

City of Antigo

Item	Qty	Unit (USD)	Extended (USD)
1 592.CS 592, 14' 2" x 14' 1", White	5	\$6,819.40	\$34,097.00
DOOR: 592, 14' 2" x 14' 1", Ribbed Panel, White, 7 Sect, 4 Pnl, SES, Std Btm Seal, Dual Flap			
WEATHERSTRIP: Sides Only, Side: Saverstrip, Black, Black			
LITES: Custom, AFV, 1/2" IGU, Tempered, Clear, DSB, Paint, White, S3: AFV, S4: AFV, S5: AFV			
STRUTS: Balancing, S1: HS3 x 2, S2: HS3 x 2, S3: NONE, S4: NONE, S5: NONE, S6: HS3 x 2, S7: HS3 x 2			
TRK/HDW: 2", 15"R, Angle In, Steel, 0.067 V.Trk, 0.083 H.Trk, 1.375" x 2.375" x .099" H.Ang, 181.125 FTSC			
SPRING: Torsion, Qty: 2, Front, 10K, 1" Solid, Two-Piece Split Solid Shaft w/Coupler, 3-3/4" x 0.363 x 46.5, 10.97 Turns, D525-216, 5/32" x 191", Bal Wt: 747.07			
OPERATION: Trolley			
Last Changed: 2/20/2024 11:17 AM CST			
2 Commercial Door Light Kit	5	\$2,357.40	\$11,787.00
Details: Commercial Door Light Kit for Commercial Door Operators (2-sided) - LED10 X2, HARNESS30			
X2, 10ft 22-4 signal cable, 5ft LED Track X4, LED Controller, DC Power Supply - Red on Down,			
Flashing in Motion, Green on Up, Amber-flash Preannounce			
Total (USD):			\$45,884.00

Terms and Conditions

Payment Terms: Net 30 Days

By Others: Jambs, spring pads, all wiring to motors, control stations, photo eyes, and all other low voltage wiring, unless otherwise stated above, are not included.

This proposal is based on working off concrete floors in an opening clear of obstructions. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including attorney's fees. As required by the Wisconsin lien law Overhead Door hereby notifies owner that by furnishing labor and or materials for the installation on the owner's land could have lien rights on owner's land and buildings if not paid. The Seller shall be entitled to full and final payment on the

Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)

Overhead Door Company of Wausau

2.4.a



PO Box 426
Marathon, WI 54448-0426

Contact: Thor Braaten
Phone: +17153598889
Email: tbraaten@ohdwausau.com

Purchase. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.) All returned checks subject to a \$50.00 fee. Minor scratches & dents are not considered a defect. All credit card transactions will be charged a 3% processing fee.

Please Note: Prices subject to change up to order placement. Order cancellation cost subject up to 100% of order total. Order placement on all orders cannot occur until signed contract, color selection, shop drawing approval (if required), and down payment (if required) is received.

Acceptance:

Terms, price, and specifications on all pages of this proposal are hereby accepted.

Authorized By (Buyer): _____ Date: _____

Print Name (Buyer): _____

Purchase Order: _____

Attachment: Garage Door Bids (6744 : Accept Bid for Replacement of Fire Department Garage Doors)

Date of Opening: 3/1/2024

Present at Opening:

Tom Backlund
Carroll

4th Ward
APD

[illegible]

OVERHEAD DOOR BIDS CITY OF ANTIGO FIRE DEPARTMENT

BIDDER	COST FOR 2 DOORS WITH LIGHTS	COST FOR 5 DOORS WITH LIGHTS
Badgerland Overhead Door	\$16,380.00	\$40,950.00
Overhead Door of Wausau	\$18,225.00	\$45,884.00
Garage Door Specialty	\$15,590.00	\$38,975.00

Quotes with lights include Brink Alert LED system.



To: Mayor and City Council
From: Charley Brinkmeier, Land Surveyor/Project Manager
Date: February 21, 2024
Re: Request to Increase the Demolition Landfill Tipping Fees from \$33.50 to \$67

The Demo Landfill was opened in 2007 with tipping fees set at \$32.50 per ton; these fees were increased to \$33.50 several years ago. We have calculated the volume in 2023 and have 30% remaining before reaching capacity.

The closest landfills, Ringle & Lincoln County's, tipping fees are at \$54 & \$69, respectively.

We are recommending doubling our tipping fee rate to \$67.

We anticipate by increasing the tipping fee rate to \$67 we will extend the life of our Demo Landfill by making it more advantageous for contractors, outside our area, to utilize Ringle or Lincoln County.

I had conversations with our contractor and the billing dept regarding different fee rates for tipping fees at the demo landfill. Both had concerns regarding tracking, extra efforts and accountability. We are recommending keeping the tipping fees at the same rate no matter where the structure is located.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 20, 2024
Re: Update the Purchasing Policy from a \$6,000 limit to a \$25,000 (or \$50,000) limit and Add Language to Allow for Use of Cooperative Purchasing

The current purchasing policy has a \$6,000 limit to purchase without bidding.

We are requesting to increase the limit to \$25,000, or if approved at the state level, \$50,000.

We are also adding language to allow for the use of cooperative purchasing agencies when making purchases.

CITY OF ANTIGO PURCHASING POLICY

Revised 2024

General Explanation

To provide the services approved by the Common Council through the budget authorization process or other action of Council or committee, each department will purchase various goods or services each year.

Department Managers and assistants should utilize this instruction in guiding purchasing decisions. If a specialized area has been omitted or you have questions regarding the procedure outlined, please contact the City Administrator for clarification.

Whenever possible, offices should combine purchasing efforts to obtain the lowest unit costs.

Standard Operating Procedures

- Department managers are responsible for notifying the City Clerk's office of solicitation of bids.
- All paper bids, without exception, are to be directed to the City Clerk-Treasurer's office.
- The Clerk's office shall time/date stamp all bids received and maintain custody until opened.
- Bid openings shall generally occur prior to committee meetings with location and time noted.
- One member of the Council must be present at bid openings.

Advertising Requirements & Waiver Criteria

We have a precise bid notification format that must be followed. If you are unfamiliar with the format, contact the City Clerk or Deputy Clerk-Treasurer for assistance.

- **Advertising Requirements**
 - Bids shall be published in the official vehicle of the City as approved by Common Council, and as required by state statute.
 - Bids for construction projects or equipment acquisitions greater than \$25,000 or \$50,000 if AB-723 is approved at the state level must follow guidelines for a Class I notice/public advertisement (ie advertising once) unless they meet the listed waiver criteria.
- **Waiver Criteria**
 - The policy/practice of advertising for bids greater than \$25,000 or \$50,000 if AB-723 is approved at the state level may be waived by the presiding committee when purchasing via another governmental entity, or meeting criteria listed in Statutes 16.73 regarding cooperative purchasing, or meeting listed exceptions in the Purchasing Policy.

Bid and Contract Review and Insurance Requirements

- The City Attorney must review all contracts.
- The purchase of services must be accompanied by a contract.
- Proof of insurance must be provided per City requirements.

Selection Criteria & Committee Review

- Upon selection, the department must document the criteria used to make the selection and why the selection is in the best interest of the City.
- Additionally, when required, the department must provide the committee with the proposed contractual agreement defining the services to be delivered, conditions of payment, and total cost of the service.

Attachment: Bidding Purchasing Policy 2024_Proposal_DRAFT1 (6749 : Purchasing Policy)

Purchasing Classifications

Purchasing will fall into one of several classifications. Exceptions may exist, and when encountered, procurement should follow the more open procedure, e.g., bidding is more open than telephone quotes.

Planned, budgeted, and approved items over \$25,000 will be approved at the committee level.

Items requiring fund transfers require committee / commission and council approval.

Less than \$25,000

- A. Open Purchase for Consumables
- B. Quotation for Procurement of Services or Equipment

Anticipated to exceed \$25,000 or \$50,000 if AB-723 is approved at the state level

- C. Bids for Services or Equipment and Capital Equipment/Improvements
- D. Exception to Bidding Requirements

PURCHASING THRESHHOLDS & CLASSIFICATION DEFINITIONS:

Less than \$25,000

A. Open Purchase for Consumables

- Little or no residual value after use i.e. paper towels, office paper, water, supplies, etc.
- Department managers shall have authorization to purchase items previously approved within their budgets.
- Verbal or written quotations are generally an acceptable format for purchasing.
- As the dollar values increase, manager should require a written quotation.

B. Quotation for Procurement of Services, Equipment and Capital Equipment / Improvements

- Department managers should solicit quotations and shall have authorization to purchase those items previously discussed/approved within their budgets.
- Quotations should be in a written format.
 - Written quotes demonstrate a fair and open purchasing format.

Exceeds \$25,000 or \$50,000 if AB-723 is approved at the state level

C. Bids for Services or Equipment and Capital Equipment/Improvements

- We have a statutory obligation to bid construction projects where the value will, or is anticipated, to exceed \$25,000 or \$50,000 if AB-723 is approved at the state level
- The City of Antigo requires bidding of new equipment with a value greater than \$25,000 or \$50,000 if AB-723 is approved at the state level except as provided under the exceptions provisions.
- Cooperative purchasing per Statutes 16.73 will fulfill the bidding requirements.

D. Exceptions to Bidding Requirement

1. State Contracts, Intergovernmental Purchases & Cooperative Purchasing per Statutes 16.73

State, Federal government, and Cooperative Purchasing Agencies that utilize a bidding policy fulfilling our bidding requirements, and Statutes 16.73 may be used to purchase equipment, supplies, etc.

The City may acquire equipment, services, or consumables from another agency or branch of government, and bidding requirements may be waived by the presiding committee.

2. Used or Special Purpose

In the event that a department wishes to purchase used, one of a kind, or special purpose equipment or product, the bidding requirements may be waived by the presiding committee. To maintain accountability, the requesting department must demonstrate to the committee that it has performed due diligence in its efforts to research the availability of the item being requested and that the selected choice is in the best interest of the City.

3. Professional Service (Qualification Based)

In the event a department has the need of professional or consulting service such as, but not limited to engineering, accounting, legal, or other service, the committee may waive the bidding requirement. The department may select an individual or firm on a combination of the following criteria:

- Technical Qualifications to perform the work being requested
- Special Expertise in the area of service being requested
- Demonstrated Performance for similar type work with other entities
- Negotiated Price and level of service
- Past Performance and working relationship with the city



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: March 20, 2024
Re: Allow Carry Over of 161.50 Hours of Vacation Time for Deputy Clerk-Treasurer

The Council previously approved the City Administrator being able to authorize a pay out of one week of vacation time for anyone that is at the top bracket (6 weeks) of earned vacation. There was also a resolution approved allowing the Mayor to be able to authorize a pay out of other vacation time if there were extenuating circumstances as to why an employee did not get the time used. Using vacation time is important in order to get away from the office and get recharged. However, sometimes it is just not possible to do this and still maintain a high-level of quality work.

The Deputy Clerk-Treasurer, Jeanne Jensen, was unable to use much vacation time during 2023 due to the additional duties of payroll that she had to do because of the vacancy of the HR Specialist position for four months and then training the new employee. This was in addition to her already full plate of job duties that needed to be kept up with. She has 161.50 hours of time that had not been used.

Mayor Brand denied the payout of vacation time, so I am asking the FP & L Committee to approve the 161.50 hours of vacation time to be carried over to be used by her anniversary date of January 2025. This will give the Deputy about ten weeks of vacation to use which I do not see happening due to another vacancy in our office and the Presidential Election. However, I do not think it is fair for her to lose this vacation time that she earned as she was working 55 - 60 hours a week for many weeks to get everything completed that needed to be done.

I am requesting approval to allow the carry forward of 161.50 hours of vacation time for the Deputy Clerk-Treasurer due to the pay out not being approved. I do think this will come up again as I do not foresee that she will be able to get that much vacation time used and still keep up with the work, but we will see what happens.

		2023 Budget Passed on 11/15/22		2024 Budget Passed on 11/28/23
550 - LIBRARY AND LIBRARY OUTREACH		2023	2023	2024
55110	GENERAL BUDGET	BUDGET	ACTUAL	BUDGET
51100	SALARIES AND/OR WAGES FT	\$ 262,818.90	\$ 225,409.58	\$ 264,928.06
51120	SALARIES PT AND SEASONAL	\$ 129,621.66	\$ 113,428.37	\$ 137,629.93
51160	SALARIES OVERTIME		\$ 1,021.73	
51190	SALARIES SEVERANCE PAY		\$ 5,259.61	
51200	SALARIES HOLIDAY #5110		\$ 12,291.69	
51230	SALARIES VACATION #5110		\$ 10,098.75	
51240	SALARIES SICK LEAVE #5110		\$ 4,825.70	
51460	EMPLOYER CONT-RET PD BY EMPLOY (51440)	\$ 23,495.56	\$ 21,798.80	\$ 21,983.56
51480	EMPLOYER CONT.SOCIAL SECURITY	\$ 30,021.72	\$ 27,391.87	\$ 30,869.63
51500	EMPLOYER CONT.HEALTH INS.	\$ 98,692.43	\$ 108,742.62	\$ 118,788.54
51520	EMPLOYER CONT.LIFE INS.	\$ 63.68	\$ 66.14	\$ 129.36
51530	DENTAL INSURANCE	\$ 4,164.00	\$ 4,868.81	\$ 4,656.00
51540	EMPLOYER CONT 125 PLAN	\$ 53.40	\$ 125.00	\$ 55.80
51550	HEALTH INSURANCE-RETIREE BUYOUT			
51560	ADMINISTRATIVE COSTS/ #59010	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
51590	PHYSICAL EXAMINATIONS	\$ 160.00	\$ 642.00	\$ 350.00
51660	EMPLOYEE REIMBURSABLE EXPENSES			
52110	OUTSIDE LEGAL SERVICES	\$ -	\$ 2,600.00	
52130	TELEPHONE	\$ 2,000.00	\$ 2,009.64	\$ 2,000.00
52150	ELECTRICITY	\$ 15,000.00	\$ 13,959.03	\$ 15,000.00
52170	HEATING	\$ 8,500.00	\$ 6,596.79	\$ 8,500.00
52190	WATER AND SEWER	\$ 4,000.00	\$ 2,637.64	\$ 4,000.00
52200	WORK PERMITS	\$ -		
52210	ACCOUNTING & AUDITING	\$ 1,200.00	\$ -	\$ 1,200.00
52220	STOP LOSS & ADMIN CHARGES			
52270	COMPUTER CONTRACT			
52280	CONTRACTUAL SERVICE	\$ 31,000.00	\$ 29,639.86	\$ 34,000.00
52290	ENGINEERING/ ARCHITECT FEES			
52450	COMPUTER SOFTWARE			
52480	DATABASES			
53040	EQUIPMENT LEASE PURCHASE			
53100	OFFICE SUPPLIES	\$ 7,500.00	\$ 10,529.06	\$ 7,500.00
53120	SUBSCRIPTIONS & DUES	\$ -		
53140	ADVERTISING	\$ 400.00	\$ 597.96	\$ 400.00
53160	TRAVEL & TRAINING	\$ -		
53180	POSTAGE	\$ 800.00	\$ 119.83	\$ 400.00
53220	COMPUTER SUPPLIES & REPAIR	\$ -		
53260	OTHER OPERATING SUPPLIES			
53280	FUEL	\$ 750.00	\$ 437.66	\$ 750.00
53300	EQUIPMENT REPAIR & MAINT	\$ 5,000.00	\$ 4,792.30	\$ 5,000.00
53540	BUILDING REPAIR & MAINT	\$ 5,000.00	\$ 3,951.32	\$ 5,000.00
53630	LIBRARY BOOKS - OUTREACH	\$ 2,000.00	\$ 3,945.18	
53640	LIBRARY BOOKS - ADULT	\$ 21,000.00	\$ 21,294.69	\$ 40,000.00
53650	LIBRARY BOOKS - CHILDRENS	\$ 9,000.00	\$ 8,138.84	
53660	LIBRARY PERIODICALS	\$ 2,600.00	\$ 2,533.64	
53670	LIBRARY BOOKS - REFERENCE			
53680	LIBRARY NEWSPAPERS	\$ 300.00	\$ 488.68	
53690	LIBRARY BOOKS - YA	\$ 2,000.00	\$ 2,115.69	

Attachment: 2023-2024 Budgets and Actuals (6755 : 2025 Library Budget)

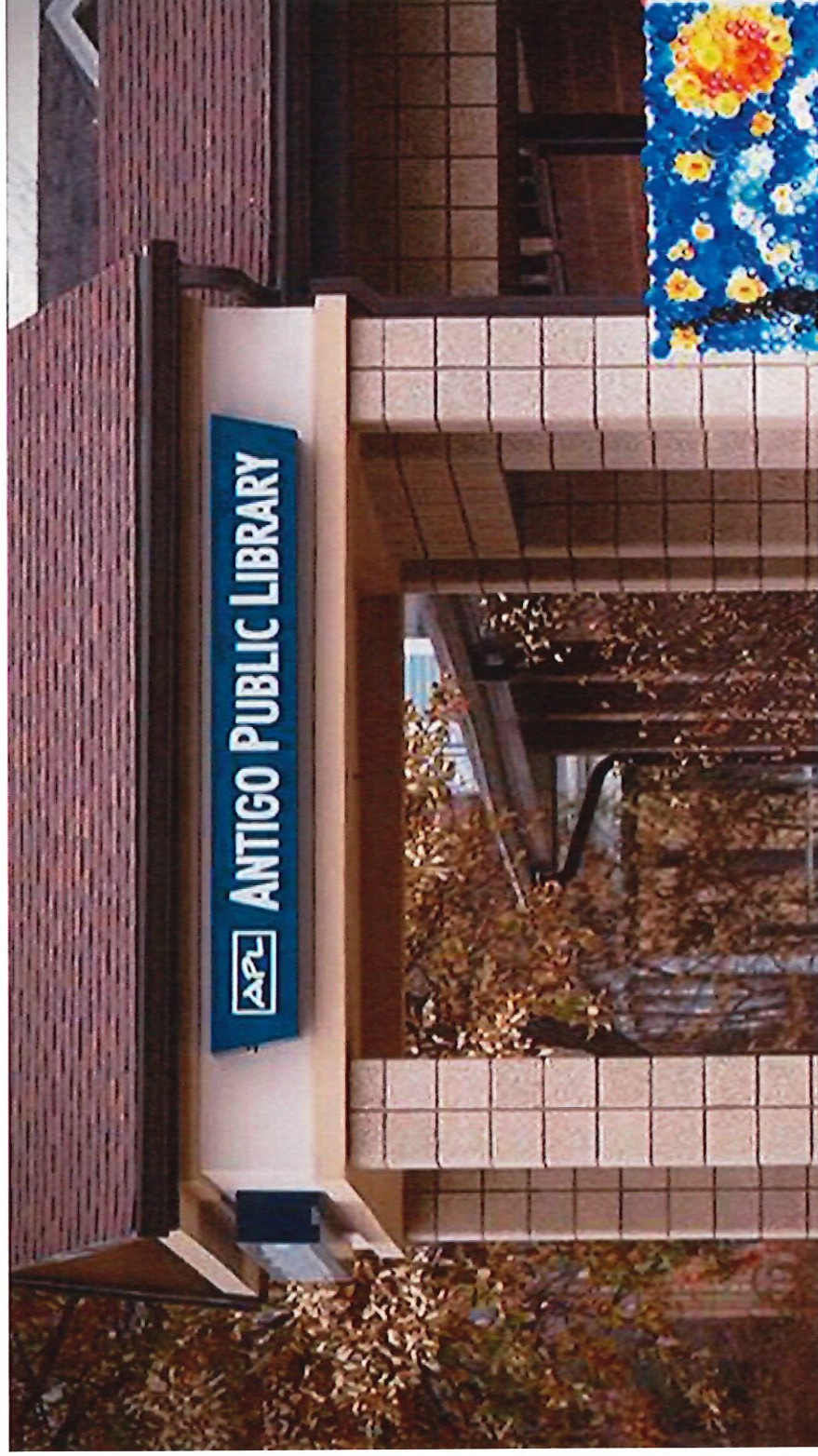
53700	LIBRARY BINDING & MICROFILM	\$ 2,075.00	\$ -		2.9.a
53710	LIBRARY PROGRAMMING	\$ 500.00	\$ 728.77		
53720	LIBRARY AUDIOBOOKS	\$ 3,000.00	\$ 951.28		
53740	LIBRARY AV/ELECTRONIC	\$ 5,000.00	\$ 4,122.96		
53750	CHILDREN'S PROGRAMMING	\$ 2,000.00	\$ 1,752.96		
53900	BRANCH LIBRARIES	\$ -			
53920	LOST BOOK FEE TO OTHER LIBRARY	\$ 300.00	\$ 183.33	\$ 300.00	
54110	LIABILITY INSURANCE PREMIUMS	\$ 815.00	\$ 742.87	\$ 815.00	
54130	WORKERS COMP INSURANCE PREM.	\$ 1,600.00	\$ 1,851.20	\$ 1,600.00	
54150	PROPERTY INSURANCE PREMIUMS	\$ 7,188.00	\$ 7,040.18	\$ 7,300.00	
54190	UNEMPLOYMENT BENEFITS				
55000	CASH SHORT/ OVER				
57050	CAPITAL EQUIPMENT				
57070	CAPITAL IMPROVEMENTS				
57120	CAPITAL EQUIPMENT REPLAC RESERVE				
	TOTAL EXPENDITURES	\$ 694,619.35	\$ 674,732.03	\$ 718,155.88	
	REVENUE				
	Taxes				
41110	CITY INCOME	\$ 306,690.00	\$ 306,690.00	\$ 306,690.00	
	Intergovernmental				
43720	COUNTY INCOME	\$ 306,690.00	\$ 306,690.00	\$ 306,690.00	
	Public Charges for Services				
46710	LIBRARY FEES & FINES	\$ 6,000.00	\$ 10,164.45	\$ 8,000.00	
46715	LIBRARY DONATIONS/ CONTRIBUTIONS				
46716	ONEIDA COUNTY	\$ 1,915.14		\$ 2,433.05	
46716	FOREST COUNTY	\$ 10,109.38		\$ 8,584.41	
46716	LINCOLN COUNTY	\$ 3,716.41		\$ 2,971.07	
46716	SHAWANO COUNTY				
46716	OCONTO COUNTY	\$ 461.48			
46716	TOTAL S.43.17 PAYMENTS (cross county)	\$ 16,202.41	\$ 15,740.55	\$ 13,988.53	
	Miscellaneous Revenue				
48100	INTEREST INCOME	\$ 500.00	\$ 3,746.86	\$ 500.00	
48130	REIMB PRIOR YEAR EXPENSES				
48220	LOST BOOK PAYMENTS	\$ 259.52			
48300	PROPERTY SALES				
48410	INSURANCE DIVIDENDS	\$ 176.38			
48515	Misc Reim Revenue – White Lake Branch Manager	\$ 7,000.00	\$ 7,403.04	\$ 8,000.00	
48516	WVLS Partnership	\$ 2,000.00	\$ 1,550.00	\$ -	
	White Lake School Partnership			\$ 6,000.00	
	ALA- TLC grant				
	focus on energy- grant hvac				
	Other Financing Sources				
	Building reconstruction				
	TOTAL REVENUE	\$ 645,082.41	\$ 651,984.90	\$ 649,868.53	
49225	LIBRARY FUND BALANCE APPLIED (carryforward from prior year)				
49300	TRANSFER FROM GENERAL FUND				
49446	TRANS FROM LIBRARY EXP. TRUST				
49472	TRANS FROM CAP IMP/EQUIP FUND				

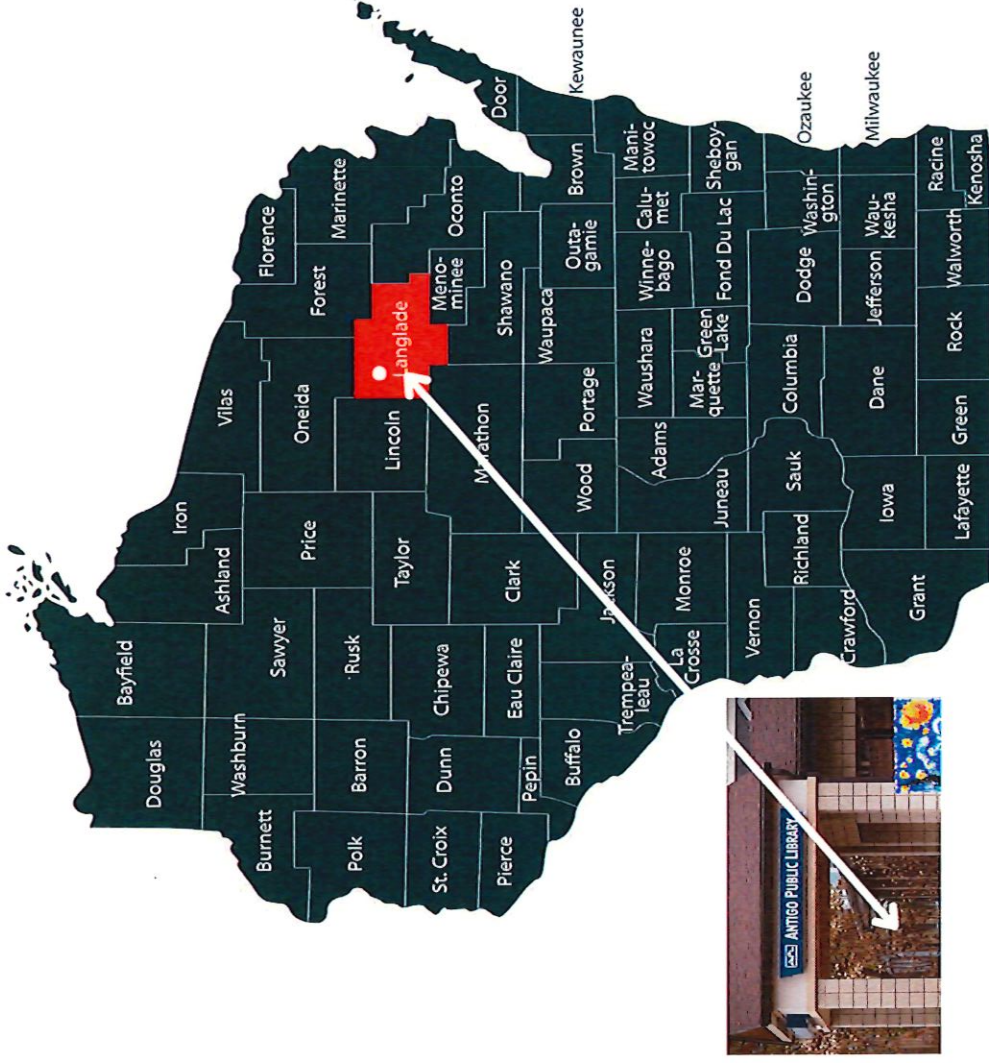
Attachment: 2023-2024 Budgets and Actuals (6755 : 2025 Library Budget)

	difference in revenue vs expenses	\$ (49,536.94)	\$ (22,747.13)	\$ (68,	2.9.a
49225	LIBRARY FUND BALANCE REMAINING	\$ 120,257.00	\$ 97,509.42	\$ 29,222.07	
		(audited)	(not audited)	(projected)	

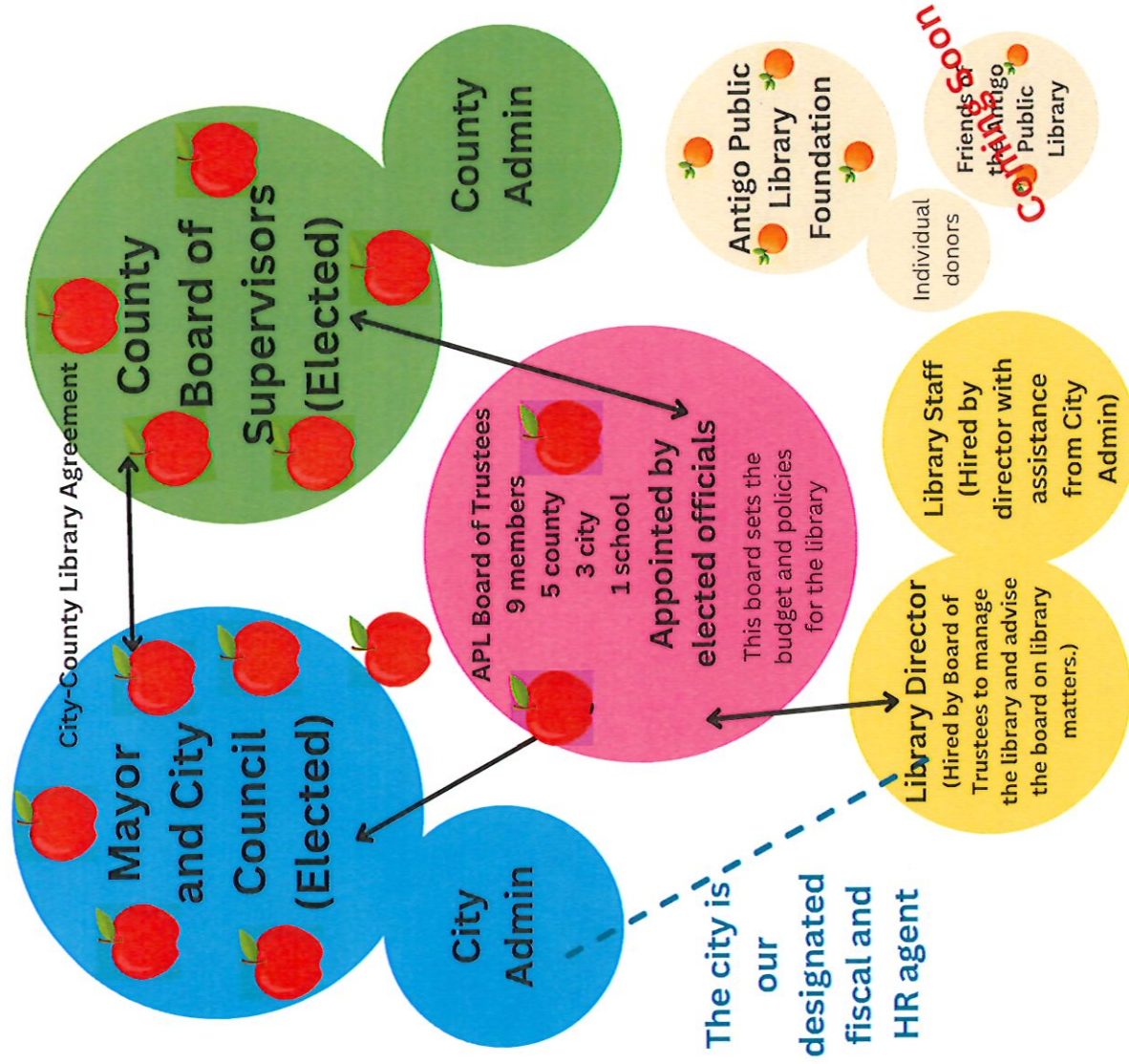
What Kind of Library Do YOU Want?

A Budget Proposal and Community Conversation



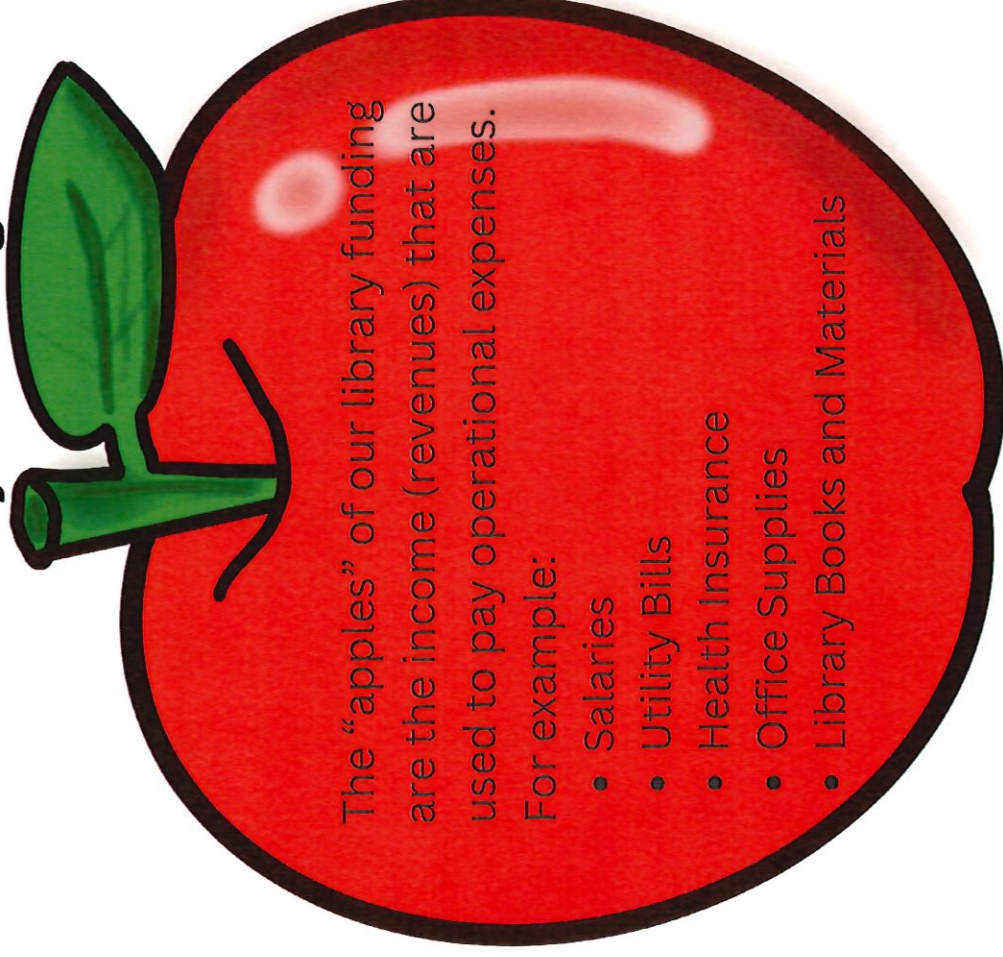


In the state of Wisconsin, in the county of Langlade, on a downtown street in Antigo sits a public library that supports and provides service to all residents of Langlade County. It is called the Antigo Public Library and it is our community library. The Antigo Public Library has branches in Elcho and White Lake.



The Antigo Public Library exists due to an agreement made between the city of Antigo and Langlade County to operate the library. This agreement includes payments of income (revenues) to the Antigo Library Board of Trustees, the governing body of the library made up of city and county appointees. These revenues (income), shown here in apples, are used to operate the library. This agreement also states that the library will be operated according to the Antigo Public Library Bylaws.

The Apples of the APL Library Funding



Attachment: 2025 Antigo Public Library Proposed Budget (6755 : 2025 Library Budget)

Because the library is a taxpayer supported government entity, it receives most of its "apples" from taxes paid to the city and county who each agreed to give the library the same number of "apples." Other "apples" come from fees the library charges for some services like copying, faxing, etc. If we have extra "apples" at the end of the year they go into an "apple" savings to pay future expenses.

Coming Soon

Friends of

Antigo Public

Library

Foundation

the Antigo

Public

Library

Individual
donors



"Oranges" recently allowed us to replace the rusted out bookdrops at our two branches. In 2008 oranges purchased the library outreach vehicle which is still in use today.

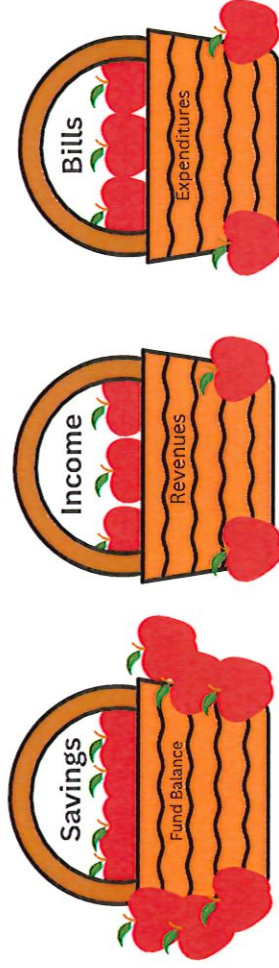
It takes more than apples to run the Antigo Public Library. The Library offers quality programs, interactive experiences, furnishings, outreach and much more that require funding outside the realm of your public tax dollar. Funding for these items comes from individual donors and the Antigo Public Library Foundation. We are also in the process of starting a Friends of the Library group to assist with both advocating and raising oranges to support the library.

The Oranges of the APL Library Funding



The APL Library “oranges” come from individual and organizational donors. Because we are a taxpayer supported government entity, the purpose of these gifts and funds to enhance the library building, services and programs rather than to pay operational expenses. The library needs both apples and oranges to fund the library but they are different in origin and purpose.

How Do the Apples Work?



Let's look at how the budgeting process works for the library board apples.

Just like in a household budget, there are bills, income and, sometimes, savings.

In order to pay all your bills you have to have income to do so. If your income one year doesn't cover the bills and you are fortunate to have money in your savings, you can use that to help you. If you are out of savings and don't have enough income, you either have to cut your bills or find more income. If one year you find that you have income left after paying your bills, you have the opportunity to save those funds for future use.

The library board budget is really no different than this.

There is one difference the library has in comparison to other county or city departments. A city department that doesn't have its own board does not have its own savings account (fund balance). Instead, if that department has leftover funds at the end of its year, it returns them to a general fund which is shared by all the departments. The reason for this difference is a state law that requires library boards to manage library income. These savings accounts work in similar ways, but the library board has its own.

Struggle #1

2.9.b

The Library Savings Account (Fund Balance) has been one of the big struggles for the Antigo Library Board for much of the library's history.

There have been no rules or policies about this library board savings account. How big should grow? What can it be used for?

This has led to tensions in the city/county/library board relationships. Elected officials ask “what do we need to increase funding if the library has some money in savings?” Library directors wonder when this account grows if there is something specific they should do with the funds. When it starts to decrease they wonder what will happen when it is gone. “Will the county and city increase our funding when the time comes where we can no longer make things work?”

As questions rage, problems with library funding grow. Because the library has had this savings account, the library has received no increases in apple income from the city and county since 2011.

Fortunately the fund balance struggle is finally on its way to being resolved. In a recent meeting with leaders from the library, city and county an agreement was made to create a fund balance policy to guide our future steps during the budget creation and approval process. This policy will guide how big the savings should be, what it can be used for, and how it can or should affect requests for funding increases.

A proposed fund balance policy will be part of this presentation.



Struggle #2

Unfortunately, the second struggle is much larger and more difficult to resolve. It is connected to the first struggle.

Struggle #2 is that the library is facing a serious funding crisis for 2025. If not resolved there will be deep cuts to hours and services at our library.

Imagine if you were working a job where the pay didn't come anywhere close to supporting the family and the household bills. Imagine that they never gave you a raise. Imagine that you tried so many ways to get a job with better income or to get where you worked to increase your pay but nothing worked. The only way you would survive was if you had another source of funds to pay the bills. So imagine you did have a savings account and you used that to keep you from falling behind on bills. As the cost of your food, clothes and healthcare increases, the amount of savings you must use starts to increase at a faster and faster rate to keep those bills paid. You cut all the extras out to make that savings last as long as you can, but at some point it is inevitable that you will run out of savings and be faced with a huge gap between your bills and your income.



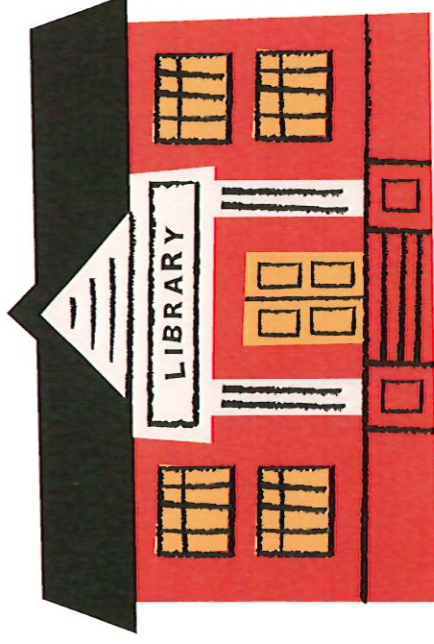
This is where the library sits. For well over a decade when the city and county have developed their budgets, they have kept the amount of apple income for the library the same.

This wasn't because our bills were staying the same. It was because the leadership in the city and county wished for us to use our savings up BEFORE requesting additional funds.

Some leaders offered assurances that once our savings had shrunk, they would resume increases in funding. Others did not make those promises. Leaders and library directors come and go and uncertainty rules.



**No increases in funding +
increases in bills = Budget Cut**



Did you know that the Antigo Public Library and its three branches offer 86 hours of service each week? The library welcomes 950 visitors each week and offers 20-25 programs each month?

Staff are out of the library 5-8 times each week visiting schools, daycares, assisted living centers and more to provide outreach to even more citizens.

All of this is achieved with 5 full-time and 8 part-time staff.

The library has had to use a combination of budget cuts and usage of its apple savings to continue operating and offering services to the community despite not receiving any increases in its apple income for 14 years. Our savings alone would not have gotten us through even half of that time period, changes had to be made.

Not all of the cuts were bad. The library was able to do some strategic cutting based on usage trends. For example, weekday evening usage of libraries dropped in the internet age. Cutting evening hours was a logical choice for keeping costs low. Our connection to Wisconsin Valley Library Service has allowed us to bring our patrons additional resources and services without big impacts on our budget.

We also started using "orange" income for programs and program materials. This is also a trend happening across the country and works well with most donors. Donors want to give in ways that enhance the library and programs do just that. Today every single program at the library from magic shows, to take and make bags to free book prizes are ALL made possible by "orange" income. We are grateful for our donors who make these programs possible and who are happy to give for the cause of quality library programs.

We no longer hire student pages and have volunteers and front desk staff do the shelving at the library. This helps staff be more aware of the collection and also provides a wonderful way for community members to contribute their time to the library.

All of these things and more helped to keep the library vital during times of uncertain apple income.

It is the costs of health insurance that has become the tipping point of our current crisis. Health insurance costs for the library have risen from 72,000 to 119,000 in four years. This is not a cost the library can control as our employees are city employees and we pay the insurance policies and rates offered to all city employees.

At the beginning of 2023, our apples savings account was 120,000. Although the final numbers have not been tallied for 2023, the estimate is that we will have used 23,000 of that amount to balance last year's budget.

This year (2024) we had another rise in insurance and had to balance the budget with 68,287.35 dollars of the approximately 97,000 we have in apple savings. The only way we won't use all of the 68,287.35 is if an employee leaves and there are gaps just as there were in 2023. While this is always possible, it is never guaranteed.

If we don't have any employee changes in 2024, our apple savings will dwindle to 30,000 by the end of 2024. This will not be enough to balance the 2025 budget. We have to act NOW to avoid a major crisis. The choices are for the library to be given an increase in funding or for there to be deep cuts to services and hours beginning in 2025.



Year	Budget Expenses	Total Budget Revenues	City and County Revenues (Part of Total)	Fund Balance (Savings)Used	Fund Balance for Next Year	Health Insurance Costs for the Library
2011	687,509.05	655,995.57	613,380	36,618.90	64,624.00	69K
2012	637,212.35	645,470.18	613,380	0	83,165.61	67K
2013	637,484.02	652,683.10	613,380	0	108,339.00	68K
2014	591,191.08	641,649.87	613,380	0	169,893.00	64K
2015	628,398.40	641,933.07	613,380	0	183,468.00	57K
2016	726,968.79	650,235.10	613,380	76,733.69 (furnishings were purchased)	106,733.00	56K
2017	638,107.18	667,916.51	613,380	0	136,543.00	59K
2018	640,325.52	662,868.16	613,380	0	159,085.53	66K
2019	687,944.55	647,423.04	613,380	39,621.51 (Part of this is HVAC repair)	119,464.42	66K
2020	622,094.42	627,653.03	613,380	0	125,023.00	71K
2021	640,620.11	646,150.21	613,380	0	130,624	72K
2022	653,528.40	643,160.98	613,380	10,367	120,257	82K
2023	673,000	650,000	613,380	23,000	97,000	99K
2024	718,155.88	649,868.53	613,380	70,000	25,000-30,000	119K
2025 (Projected)				25,000-30,000		

Black=actual expenses Red= Estimate waiting on final amount Green= Budgeted

Black=actual expenses Red= Estimate waiting on final amount Green= Budgeted

The chart above shows expenses, revenues, savings used and health insurance costs for the past 14 years. You can link to the budgets and recaps for these years by visiting: <https://www.antigopubliclibrary.org/fundthelibrary>

For some of the years below there were expenses and revenues associated with insurance claims or grants for a specific purpose that were not included in the budget. If the amounts going in and going out matched each other and did not impact the budget, they have not been included in this chart. For example, in 2023 we had damage done to the library due to a car driving into the wall. We paid 36K to get the damages repaired, but were reimbursed 35K. The 35K that went in and out the same year is not reflected on this chart. If you have any questions about this chart, please reach out to director@

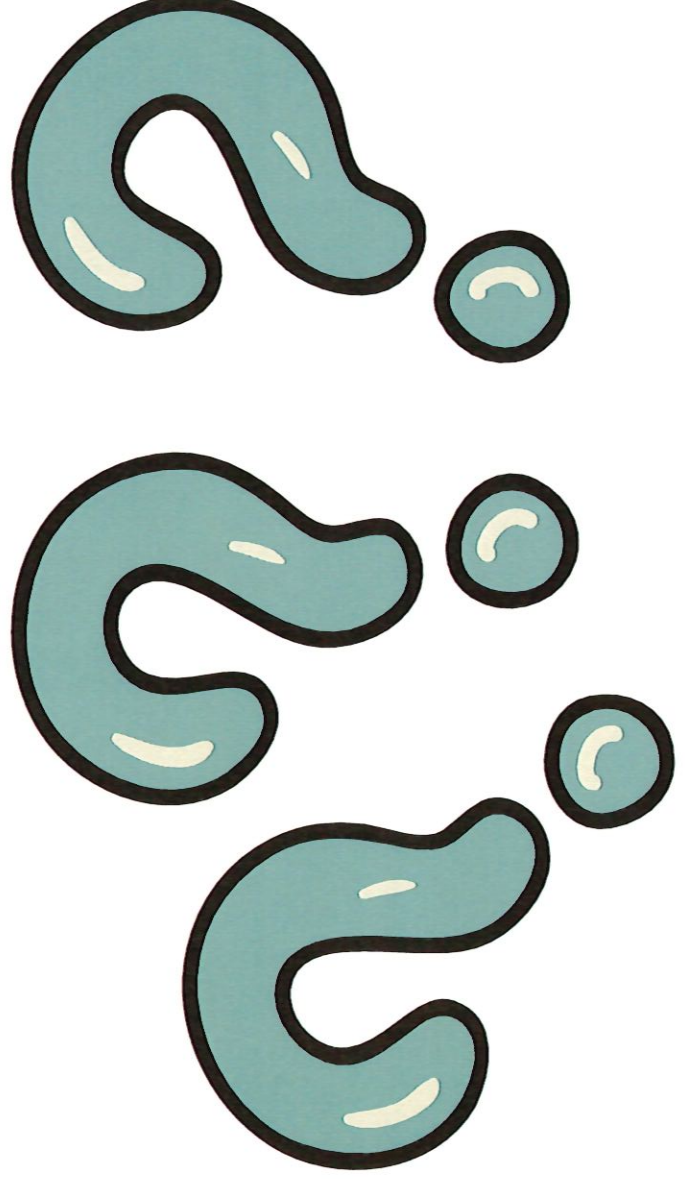
There is a lot of history buried in the table on the previous page. However, there is no reason now to look back and point fingers or blame anyone. The time has come to figure out the answer to these three questions:

2.9.b

How can we get through this crisis?

How can we prevent this kind of crisis from happening again?

What kind of library does the community want?





Getting Through the Crisis

2025-2027 Budget Requests



2.9.b

The actual increase in our budget is estimated to be less than 3%. However, because of the depletion of our savings (fund balance) we will have a gap of close to 100K between our revenues and expenditures. This can't be fixed in one year. In addition, the library must pay one-third of capital repairs and expenditures and we need to establish a fund for that since we no longer have savings.

Recommendations for 2025:

- Request an increase of 30K plus 2% from both the city and the county..
- This would mean a total of 336,609 plus 6732 each from the two entities for a total funding of 686,682.
- Use the remainder of our fund balance to get through 2025.
- Do a one year cut of 15K from our materials budget so that we can start a capital expenditure line in our budget of 15K.

Recommendations for 2026

- Request an additional 15,000 plus 2 percent from each entity.
- This would mean a total of 358,341. plus 7167 from each of the two entities for a total of 731016.
- Restore Materials budget and begin adding 2K-5K to our capital fund each year.

Recommendations for 2027

- Request an increase of 5,000 plus 2 percent from each entity.
- This would mean a total of 370,508 plus 7410 from each of the two entities for a total of 755,836

Preventing Future Crises

Create a Fund Balance Policy

- Designates a certain percentage of your annual budget that you will keep as a contingency.
- Should never be used for recurring expenses.

(This is what has gotten us to the place we are now. We used our fund balance for operating costs because this is what was asked of the Library Board of Trustees.)

- Amounts above that percentage should be used for one-time expenditures that do not add an extra financial burden to the library.
- Because according to State Law 43.58, library boards have exclusive control of the expenditure of library funds, a fund balance policy for the library must come from the library board of trustees and not another body.

The Antigo Public Library Fund Balance Policy

Proposal: Currently in Committee

The Antigo Public Library Board of Trustees believes that sound financial management principles require that all public funding received should be expended on providing library services to the community. Fund balance is defined as the difference between the assets and liabilities of the library fund. Excess funds for any given fiscal year are determined by the following formula: total revenues minus total expenditures.

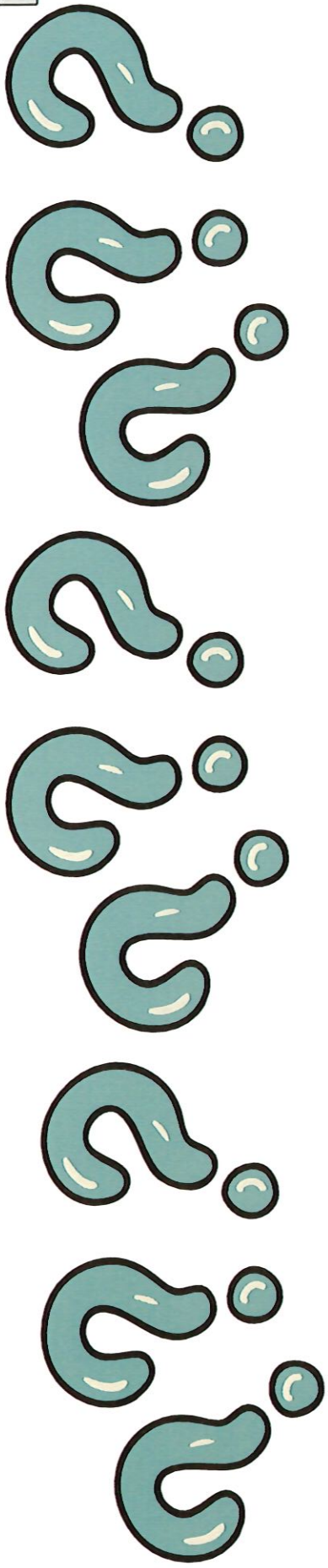
The Board of Trustees will make every reasonable effort to use all funds as budgeted. However, the Board will keep a portion of funds carried forward from a previous year as a contingency. The Board will keep a fund balance target of 10% of the Library's operating budget. Should the fund balance exceed 10% of the operating budget, the Library Board may determine to allocate spending from the Library's fund balance for non-recurring expenditures or to grow our capital funds budget, whichever need is greater.

Beyond 2026: City-County Library Agreement

If you go back to the chart at the beginning of this presentation, you will remember that the library exists through an agreement with the city and the county. The library is not a party to this agreement, we are a result of it. It renews every 10 years. The next renewal will be at the end of 2026, and the city and county are already discussing potential changes as part of the next renewal.

We would very much like to see the renewed agreement include language that ensures the library will receive automatic increases of 2% unless there are extenuating circumstances. For example, if BOTH the city and county were faced with making an overall budget cut that impacts most of their departments, it makes sense that the library might not get the 2% and might even be asked to cut if others are doing the same. On the flip side, there might be a reason on a particular year that the library needs to request a higher amount and if the economic climate allows for it, we would wish for these to be respectfully considered.

Right now a 2% increase would be about 15,000 meaning each entity would need to give us an increase of 7500. Doing something like this on a consistent basis is better for our citizens than allowing resources to run dry and then having to find larger amounts.



This leaves us all with an important question:

What Kind of Library Do YOU Want?

We want community voices to be part of the decision-making process for the future of the library

Visit <https://www.antigopl.org/fundthelibrary>

- Learn how the library is funded and operated
- Fill out a survey about what kind of library you want
- Get times for local meetings you can attend to support the library
- Find out the names of local stakeholders you can contact to advocate for the library



To: Mayor and City Council
From: Beth McCarthy, Building Inspector/Zoning Administrator
Date: March 20, 2024
Re: Proposed Ordinance Changes to Sec. 14-1688 to Include Outdoor Storage Restrictions (such as Recreational Vehicles, Recreational Structures, Machine, and Heavy Equipment)

Outdoor storage for recreational vehicles, recreational structures, machinery, and heavy equipment is viewed by some citizens as blight in the community. The City ordinances do not list any restrictions limiting the number of recreational vehicles and structures allowed to be stored in a resident's yard or an ordinance preventing machinery and heavy equipment from being stored outdoors in a residential zoning. Attached is a copy *Sec. 14-1688 Housing Appearance*, which includes proposed changes to battle these two issues. Also attached are pictures of yards throughout the city, providing a visual example of what the ordinance changes would be addressing.

Sec. 14-1688. - Housing ~~appearance, yard, and property appearance.~~

(a) *Minimum standards.* No person shall let or hold out to another for occupancy any dwelling or family unit for the purpose of living therein or own or be in control of any vacant dwelling or dwelling unit which is not safe, clean, sanitary and fit for human occupancy and which does not comply with the particular requirements of this section.

(b) *Foundations, exterior walls and roofs.* No person shall let to another for occupancy any dwelling or dwelling unit for the purpose of living therein or own or be in control of any vacant dwelling or dwelling unit, which does not comply with the following requirements:

(1) Every exterior wall shall be free of deterioration, holes, breaks or loose or rotting board or timbers.

(2) Structures that require paint or stain shall have paint or stain applied at regular intervals to exterior building surfaces.

(3) All cornices, moldings, lintels, sills, oriel windows and similar projections shall be kept in good repair and free from cracks and defects which make them hazardous.

(4) Roof surfaces shall be tight and shall have no defects which admit water. All roof drainage systems shall be secured and hung properly.

(5) Chimneys, antennas, air vents and other similar projections shall be structurally sound and in good repair. Such projections shall be secured properly, where applicable, to an exterior wall or exterior roof.

(c) *Grading and drainage of lots.* Every yard, court, vent passageway, driveway and other portion of the lot on which the dwelling stands shall be graded and drained to prevent the accumulation of water on any such surface or on adjacent property. Driveways shall be maintained in good repair.

(d) *Accessory structures.* All accessory structures shall be maintained in a state of good repair and vertical alignment. All exterior appurtenances or accessory structures which serve no useful purpose, and which are in a deteriorated condition, which are not economically repairable, shall be removed. Such structures include but shall not be limited to porches, terraces, entrance platforms, garages, driveways, carports, walls, fences and miscellaneous sheds.

(e) *Abandoned dwellings.* The owner of any abandoned dwelling or his/her authorized agent shall:

(1) Cause all services and utilities to be disconnected from or discontinued to such dwelling.

- (2) Lock all exterior doors and windows of such dwelling.
- (3) Maintain such dwelling so that its foundation, floors, windows, walls, doors, ceilings, roof, porches and stairs shall be reasonably weathertight, waterproof, rodentproof, structurally sound and in good repair such that they comply with subsection (b) of this section.
- (4) Maintain the yard and accessory structures such that they comply with subsections (c) and (d) of this section.
- (f) *Nuisances.* The interior and exterior of vacant and abandoned dwellings shall be maintained in a nuisance-free condition.

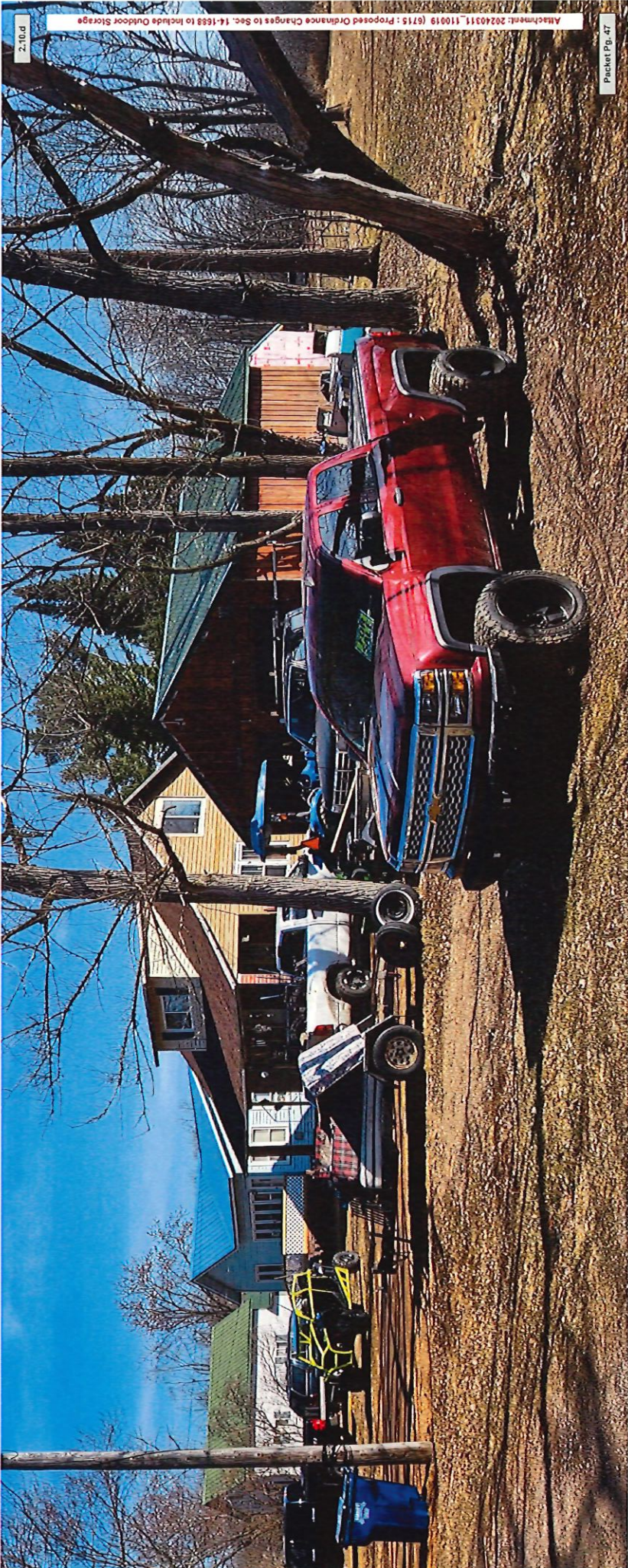
(g) Outdoor Storage

(1) **Recreational vehicles and structures.** Outside storage is permitted for not more than four (4) total combination of accessory vehicles of the following, per residence: buildings for ice fishing, campers, recreational vehicles, snowmobiles, boats, all-terrain vehicles, personal watercrafts, off-road bikes, go-carts, and lawn mowers. Only one camper shall be stored outside at any given time, per residence, with the exception of temporary camping, see Sec. 14-42. No storage is permitted in front yards or side yards adjacent to the street, except in the owner's driveway.

(2) **Machinery and Heavy Equipment.** Outside storage is not permitted for the following: tractors, farm equipment, logging equipment, heavy equipment, skisteers, bulldozers, backhoes, bucket trucks, commercial/industrial equipment trailers, lifts, forklifts, amusement rides and similar other vehicles.



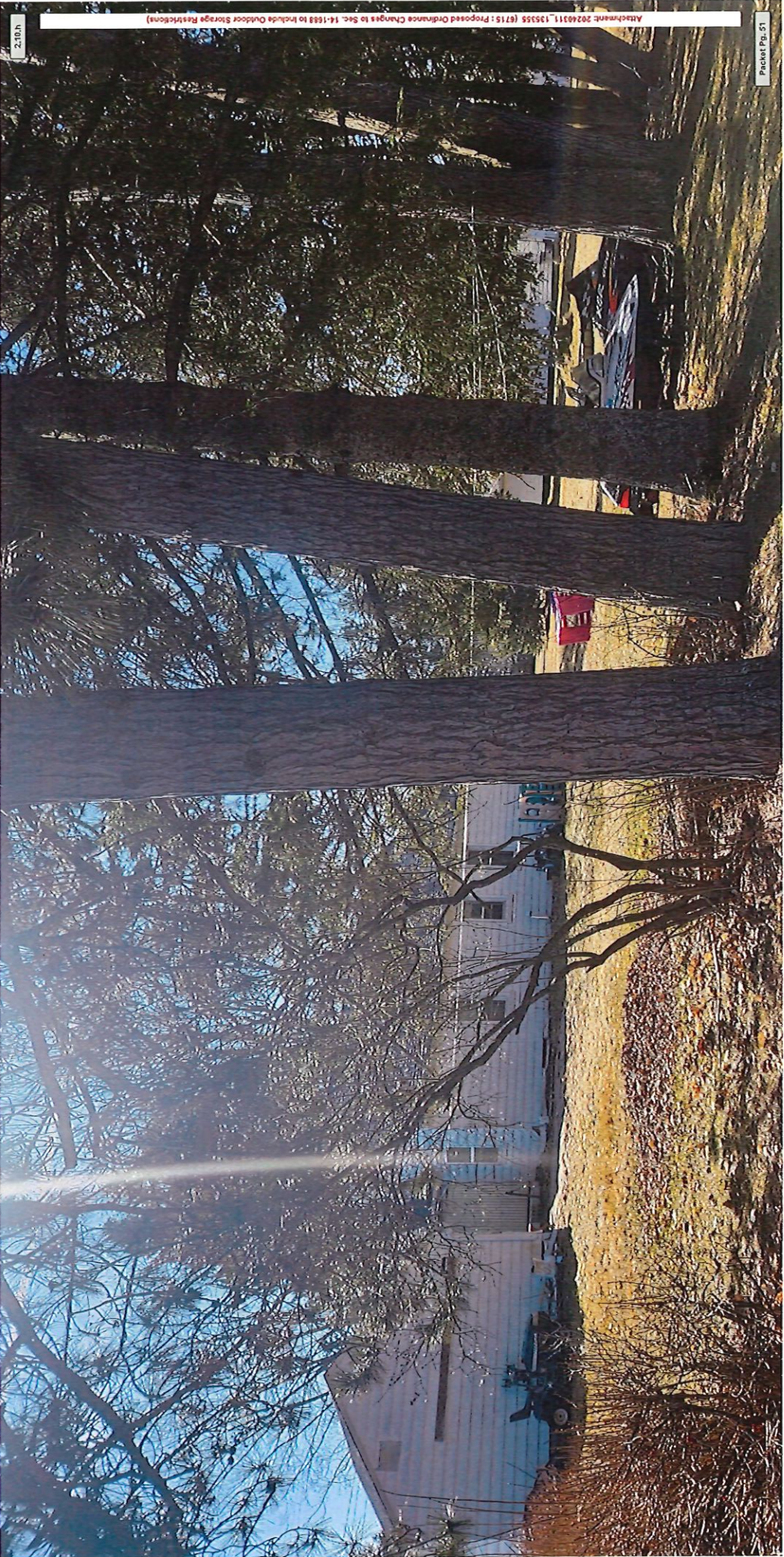


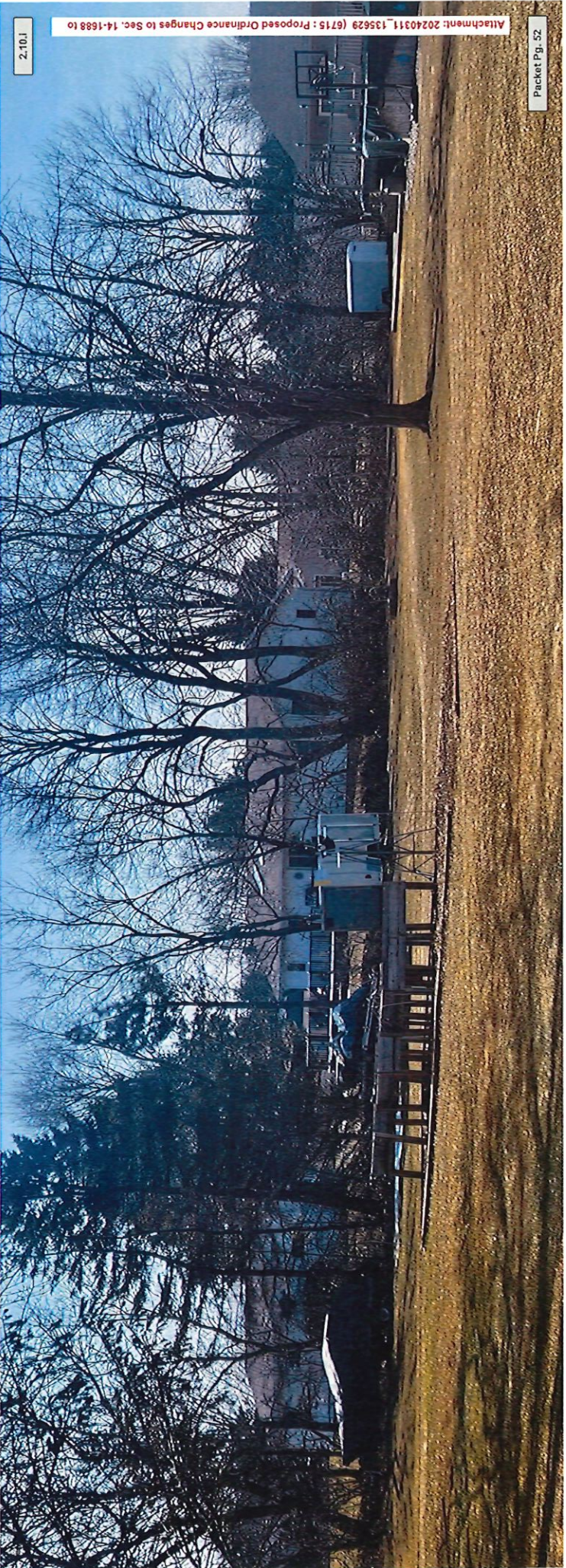












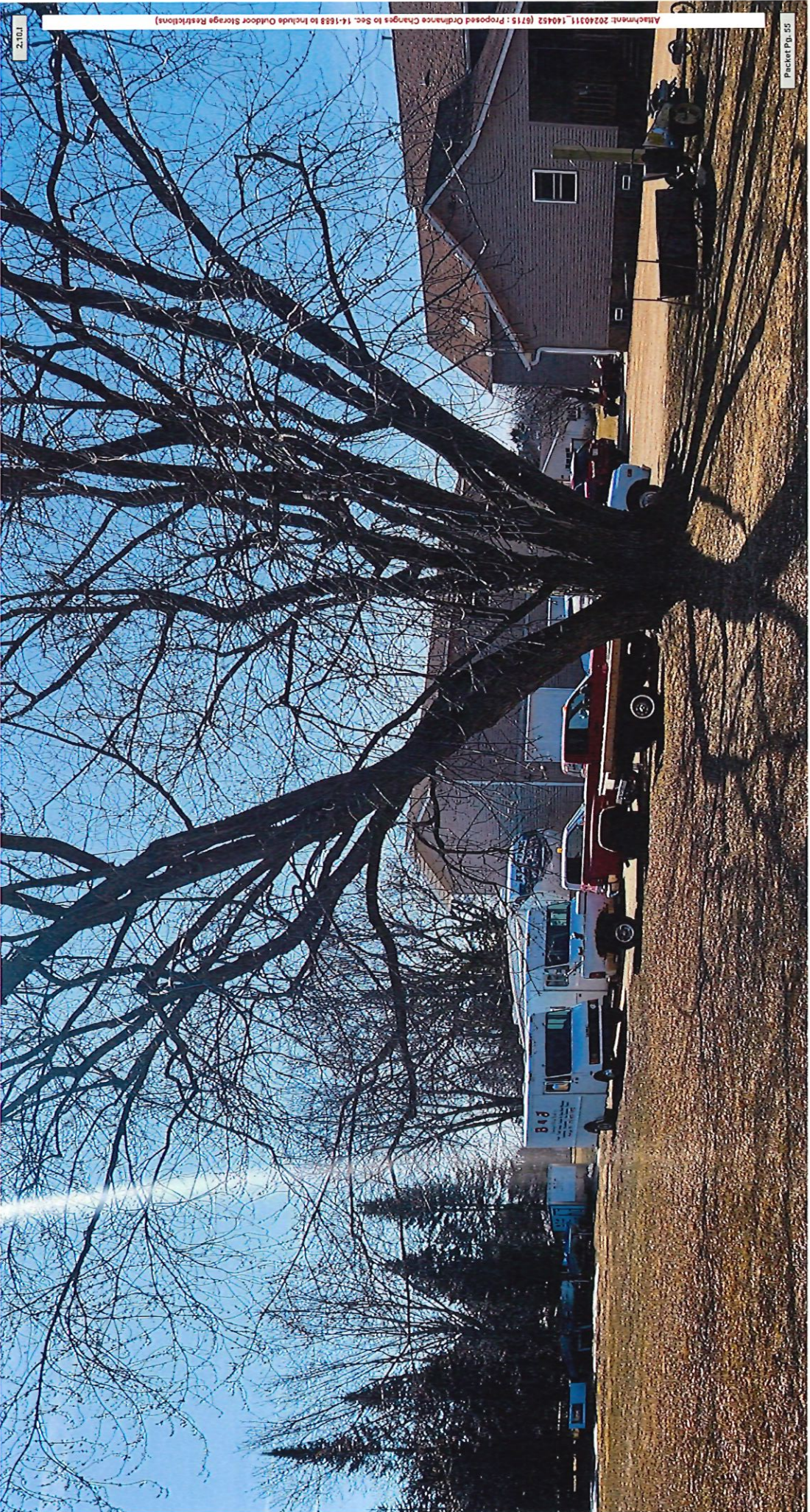


2-10a.j

Attachment: 20240311_140222 (8715 : Proposed Ordinance Changes to Sec. 14-168 to Include Outdoor Storage Restrictions)

Pocket Pg. 53











To: Mayor and City Council
From: AJ Jansen, Comm. & Tech.
Date: March 20, 2024
Re: Options for Virtual Meeting Procedures

I'm exploring various options for virtual meeting procedures and will present them at the meeting.