



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, October 18, 2017

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

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

1. Approval of the Minutes from the September 20, 2017 meeting
2. Approval to hire 2 year-round part-time positions for the Park, Recreation and Cemetery Department
3. Rental of Billboard South of Antigo
4. Consideration of a Service Agreement with the Langlade County Economic Development Corporation for the Administration of a \$500,000 Community Development Public Facilities Block Grant Associated with the 2018 Field Street (7th to 8th Ave.) and Gowan Road (10th Ave. to Springbrook) Construction Projects
5. Service Contract for Police Vehicles
6. Correct Ordinance to Include Section 18-41(b)(3) to Prohibit All Pitbulls
7. Correction of Ordinance 22-153 (h)(2) of the Truancy Ordinance

Any Other Matters Authorized by Law to be Considered

Adjournment

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

DATE MAILED: October 12, 2017

BILL BRANDT



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: October 18, 2017
Re: Approval to hire 2 year-round part-time positions for the Park, Recreation and Cemetery Department

I am requesting approval to hire 2 year-round part-time employees for the Park, Recreation and Cemetery Department.

Anticipated Positive Results:

I am hoping that the hiring of two year-round part-time positions to cover evenings and weekends will result in the following:

- Smoother transition from winter to spring.
- Ability to clear snow from trails, rinks, and parking lots in the evenings and on weekends (the majority of our ice rink usage is in the evenings or on weekends).
- Reduction in training and learning time during our busy season, which will result in better services for the public and more knowledgeable and comfortable staff.
- Provide dispatch with 2 consistent evening and weekend park staff that can be contacted should issues or questions arise.
- Reduction in staff burn-out from covering weekends in the off-season before our seasonal staff returns, or after they leave.

I am anticipating an average savings of approximately \$5,000.00 in overtime. I am also reducing the number of seasonal staff by one to two positions, so both positions can be funded within the existing budget.

Below is my proposed schedule for the 2 year-round part-time positions (this schedule may vary based on need):

- **Saturday and Sunday (2 shifts - 8 hours/shift):**
 6:00am - 2pm (morning)

1:30pm - 9:30pm (evening)

- **Monday & Tuesday** - 2:45pm - 9:30pm (6.75 hours/shift)
- **Wednesday & Thursday** - 2:45pm - 9:30pm (6.75 hours/shift)

Total weekly hours/employee: 28-29.5

Friday would rotate between the seasonal day-shift employees.

City of Antigo

Memo

To: FP&L Committee

From: Mayor Brandt

Date: 10/4/2017

Re: Billboard

I was contacted by two area businessmen about space being available on a large billboard south of town on the east side of Hwy.45. Both thought it may be a good idea for the City of Antigo to rent this space to try and promote our downtown area to travelers. I tend to agree that we could try this approach for a year or two to see if we generate any results. I have contacted the owner and negotiated a very fair price of \$250.00 @ month for the rental. I have asked Sarah Repp to come up with some concepts for the billboard. If approved Sarah would work with the company design team to come up with a concept that she and I agree would promote our downtown. I would ask that the committee forward the rental of the billboard for 1 year to the City council for approval. The funding would come from the City portion of Hotel/Motel funds.

Thank You for your consideration.

Bill

Attachment: Billboard Memo (1782 : Billboard)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: October 18, 2017
Re: Consideration of a Service Agreement with the Langlade County Economic Development Corporation for the Administration of a \$500,000 Community Development Public Facilities Block Grant Associated with the 2018 Field Street (7th to 8th Ave.) and Gowan Road (10th Ave. to Springbrook) Construction Projects

As part of our compliance requirements for the \$500,000 Community Development Block Grant for Public Facilities we have reached out to the Langlade County Economic Development Corporation for administrative oversight and project submittals for the Gowan Road and Field Street projects to be constructed in 2017.

The LCEDC has performed similar work for us in the past and has been a valuable team member in the administration of these projects. During our most recently completed CDBG-PF projects in 2015, I asked Angie Close to track their expenses so that a more realistic budget could be established for future projects. Based on that data, the total amount projected for their services for these 2018 construction projects is based on an amount not-to-exceed \$10,000.

Kaye Matucheski and LCEDC staff attended CDBG administration training on October 4th & 5th as required for all grant recipients.

It is my recommendation to enter into this Service Agreement with LCEDC and to waive any bidding requirements based on the criteria established within the City's existing Purchasing Policy. My recommendation is based on the past quality services, familiarity with the type of work and the reduced costs associated with LCEDC performing these services.

**PURCHASE OF SERVICE AGREEMENT FOR
MANAGEMENT AND ADMINISTRATIVE SERVICES BETWEEN
LANGLADE COUNTY ECONOMIC DEVELOPMENT CORPORATION
AND
CITY OF ANTIGO**

**STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION
2017 AGREEMENT #PF 17-01**

This agreement is made and entered into by and between the City of Antigo Community Development Block Grant-Public Facilities Economic Development ("Grantee") and the Langlade County Economic Development Corporation ("The Management Agent"). This contract is effective as of _____, and after signature of all parties.

1. Appointment and Acceptance. The Grantee appoints the Management Agent as consulting agent for the management of the grant described in this Agreement, and the Management Agent accepts the appointment, subject to the terms and conditions set forth in this Agreement.
2. Description of Project. The Project to be managed by the Management Agent under this Agreement (the "Project") is a Community Development Block Grant –Public Facilities for Economic Development (Grant Number – PF 17-01) awarded by the Wisconsin Department of Administration.

The Project further described as follows:

Name: 2017 – Funded State of Wisconsin - Small Cities Community
Development Block Grant-Public Facilities Economic Development Grant

Location: City of Antigo, Langlade County, Wisconsin

3. Definitions. As used in this Agreement:
 - A. "HUD" means the U.S. Department of Housing and Urban Development including any successor agencies.
 - B. "DOA" means the State of Wisconsin Department of Administration, including any successor agencies.
 - C. "Grantee" means the City of Antigo, Wisconsin.
 - D. "Management Agent" means the Langlade County Economic Development Corporation.
 - E. "Principal Parties" means the Grantee, Department of Administration and the Management Agent.
4. DOA Requirements. In performing its duties under this Agreement, the Management Agent will comply with pertinent requirements of the DOA.

5. Employees. The Management Agent prescribes the number, qualifications, and duties of the personnel to be regularly employed in conjunction with this management Agreement, Including the Economic Development Corporation Director and the Assistant Director. All such personnel will be employees of the Management Agent and will be hired, paid, supervised, and discharged by the Agent in accordance with Management Agent policies and procedures.
6. Legal, Insurance, Accounting and Auditing. The Grantee will provide such legal, accounting and insurance services as may be required by the Project and such auditing service as the grantee and/or DOA may require.
7. Compliance with Government Orders. The Management Agent will take such action as may be necessary to comply on a timely basis with any and all governmental orders or other requirements affecting the Grant, whether imposed by Federal, State, or Municipal authority, subject, however, to the limitations stated in this Agreement. Nevertheless, the Management Agent shall take no such action so long as the Grantee is contesting, or has affirmed its intention to contest, any such order or requirement. The Management Agent will notify the Grantee in writing of all notices of such orders or other requirements.
8. Nondiscrimination. In connection with the performance of work under this contract, the Management Agent agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, or developmental disability as defined in s. 51.0(5), sexual orientation, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Management Agent further agrees to take affirmative action to insure equal employment opportunities. The Management Agent agrees to post in a conspicuous place, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
9. Management Agent's Compensation. The Management Agent will be compensated for services provided under this Agreement by management fees. Any other administrative or management costs attributable to the Project are not part of this contract and will be billed directly to the Grantee. The Grantee shall be billed by written invoice at and fees shall not be prorated. The total amount billed shall not exceed \$10,000.00 for this contract. In the event that the contract is not completed within twelve months, the Management Agent will continue to manage the grant until completed.
10. Term of Agreement. This Agreement shall be in effect for the period, beginning _____ through the "close-out" of the grant, subject, however, to the following conditions:
 - A. This Agreement will not be binding upon Principal Parties until approved by the Mayor of the City of Antigo, President of the Economic Development Corporation , Clerk/Treasurer of the City of Antigo and the Director of the Economic Development Corporation .

- B. Any and all amendments made to the DOA Contract PF 17-01 shall apply to this Agreement as appropriate.

11. Interpretive Provisions.

- A. This Agreement constitutes the entire Agreement between the Grantee and the Management Agent with respect to the management and the operation of the Project.

12. Termination. In the event of unsatisfactory work by the Management Agent, as judged by the Grantee, the Grantee shall give written notice to the Management Agent identifying the deficiencies. If unsatisfactory work continues, the Grantee upon second written notice, may declare this agreement null and void. The Grantee may also terminate this agreement for any reason upon a 90-day written notice.

IN WITNESS WHEREOF, the Principal Parties (by their duly authorized officers) have executed this Agreement on the date first written above.

GRANTEE SIGNATURE

By: Bill Brandt
Mayor

GRANTEE SIGNATURE

By: Kaye Matucheski
Clerk/Treasurer

MANAGEMENT AGENT

By: Brady Koss
President

MANAGEMENT AGENT

By: Angela Close
Director

LCEDC Administrative Cost for Adminstrating CDBG Grants

CDBG Application Training

Mileage	(86 miles * \$.535)	\$ 86.54
Conference Fee	(2*\$25)	\$ 50.00
Hours	(14 hours * \$46.49)	\$ 650.86

CDBG Manditory Training

Hotel	(2 rooms * \$93.07)	\$ 186.14
Rental Car	(2 days * \$47)	\$ 94.00
Travel Time	(4.5 hours * \$46.49)	\$ 209.21
Meals	2 employees (2 days * \$30)	\$ 120.00
Conference Fee	(2 fees * \$50)	\$ 100.00
Hours at Conference	(12.5 hours * \$46.49)	\$ 581.13

CDBG Grant Administration

Keri Hours	200 hours * \$16.49	\$ 3,298.00
Angie's Hours	150 hours * \$30	\$ 4,500.00

TOTAL \$ 9,875.87

Division of Energy, Housing and Community Resources

Lobbying Certification

GRANTEE/UGLG NAME: City of Antigo
 DEHCR GRANT AGREEMENT #: PF 17-01

LOBBYING CERTIFICATION

FROM THE

- ☐ Municipality/UGLG: _____
☐ Contractor/Sub-Contractor
☒ Other: Grant Administrator

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Langlade County Economic Development Corporation

Name of Municipality/UGLG/Business/Firm


 Signature of the Chief Elected Official, Owner, or Chief Executive Officer

Executive Director

Title

10/11/17

Date Signed

Angela S. Close

Printed Name of the Chief Elected Official, Owner, or Chief Executive Officer



To: Mayor and City Council
From: Eric Roller, Public Safety Director/Police Chief
Date: October 18, 2017
Re: Service Contract for Police Vehicles

The Antigo Police Department is seeking bids for the service contract for police vehicles for the years 2018-2019. The bids have been advertised and are expected to be returned on October 17, 2017. The bids will be opened after noon on that date. I recommend that the service contract is awarded to the bid that is most advantageous to the City of Antigo.



To: Mayor and City Council
From: Jaime Horswill, Clerical-Utility Assistant
Date: October 18, 2017
Re: Correct Ordinance to Include Section 18-41(b)(3) to Prohibit All Pitbulls

The City currently prohibits the keeping of dogs that are any part pit bull. Ordinance 18-41 (b) needs to be updated to include pit bull to coincide with part (a) of the ordinance. Attached is an ordinance update from the City Attorney reflecting this correction.

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

ORDINANCE NO. : _____

An Ordinance amending the Municipal Code of the City of Antigo to include a portion of an ordinance.

The Common Council of the City of Antigo does ordain as follows:

Section 1. The Municipal Code shall be amended to include Section 18-41 (b) (3) to read as follows:

(3) Any pit bulldog.

Section 3. This Ordinance shall be in force and effect from and after its passage and publication.

ADOPTED: _____, 2017.

APPROVED: _____, 2017.

Bill Brandt, Mayor

ATTEST:

Kaye Matucheski, City Clerk

Attachment: Section 18-41 (b) (3) (pit bulls) (1768 : Pit Bull Ordinance)



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 18, 2017
Re: Correction of Ordinance 22-153 (h)(2) of the Truancy Ordinance

An error was discovered in the Truancy Ordinance for the City of Antigo that needs to be corrected. Section 22-153 (h)(2) states that

“Subsection (c)(1) of this section does not apply to a person who has under his/her control a child who has been sanctioned under Wis. Stats. Ch. 938.”

The subsection that should be referred to is **(h)(1)** so this ordinance corrects that.

If Committee approves this correction, the ordinance will be forwarded to Council. If you have any questions, please feel free to contact me.

ORDINANCE NO. : _____

An Ordinance Amending Section 22-153 of the Municipal Code of the City of Antigo.

The Common Council of the City of Antigo does ordain as follows:

Section 1. **Section 22-153 (h)(2)** shall be amended to read as follows:

(2) Subsection (h)(1) of this section does not apply to a person who has under his/her control a child who has been sanctioned under Wis. Stats. ch. 938.

Section 2. This Ordinance shall be in force and effect from and after its passage and publication.

ADOPTED: _____, 2017.

APPROVED: _____, 2017.

Bill Brandt, Mayor

ATTEST:

Kaye Matucheski, City Clerk