



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, December 15, 2021

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 November 17, 2021 Meeting
2. Carry Over Request of Vacation Balance for Administrative Assistant at the Street Department
3. Acceptance of a Bid for the Purchase of City-owned Property (Without Detached Workshop) Located at 313 E. 5th Avenue
4. Accept Bid in the Amount of \$34,251 for Vehicle Exhaust System from Hasting Air Energy Control, Inc.
5. Approval of Amendment to Section 38-268 (b)(3) of the City of Antigo Ordinances Regarding Municipal Parking Lots to Include the 1000 Block of Fifth Avenue
6. Delete the Limitation on the Quantity of Intoxicating Liquor Sold at a "Class B" Establishment for Consumption Off-Premises
7. Change Time for When the Sale of Alcohol Can Occur for "Class A" Liquor and Class "A" Fermented Malt Beverages

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.

DATE MAILED: December 09,2021

BILL BRANDT



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: December 15, 2021
Re: Carry Over Request of Vacation Balance for Administrative Assistant at the Street Department

The new Administrative Assistant for the Street Department, Jaime Horswill, was tasked with both her new duties along with some of those from her previous role as an the Lead Office Assistant within the Clerk-Treasurer/Finance Director office. It is anticipated that Jaime will have 40 or fewer hours of vacation leave remaining at the time of her anniversary date on January 5, 2022. She was asked to postpone some of her vacation time in order to assist the City during the transition period for both Departments and by agreeing to do so she provided much needed assistance. I anticipate that she will continue to provide any remaining coordination, necessary between the Departments, as requested.

Her new direct supervisor, Kirk Packard, along with her previous supervisor, Kaye Matucheski, concur with my recommendation to extend up to 40 hours of unused vacation time for a period of 90 days beyond Jaime's anniversary date of January 5, 2021. Your consideration of this recommendation is greatly appreciated; if you have any questions, please feel free to contact me accordingly.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: December 15, 2021
Re: Acceptance of a Bid for the Purchase of City-owned Property (Without Detached Workshop) Located at 313 E. 5th Avenue

A single sealed bid in the amount of \$65,000 was submitted for the City's advertised sale of a 2-bedroom home located at 313 E. 5th Avenue. This home was purchased approximately 3 years ago and the previous owner/tenant moved away earlier this spring. Council chose to retain the detached workshop (which was part of our original purchase) for continued use by the Parks, Recreation & Cemetery Department.

The single bid was submitted by Sarah Doucette in the amount of \$65,000 meeting the minimum required amount established by Council. The next step in the process will be the requirement for a \$1,500 earnest money deposit through the City Clerk-Treasurer/Finance Director's office followed by closing paperwork through the City attorney's office.

It is my recommendation that the 2-bedroom home (without the detached workshop) be sold to Ms. Doucette in the amount of \$65,000. The City will provide a survey of the property (excluding the workshop/immediate perimeter) with recording fees to be the responsibility of the purchaser as outlined in the Request for Bids.



City of Antigo GIS



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

SCALE: 1" = 20'

Print Date: 11/17/2021

Attachment: 313 E. 5th Ave. Home & Property sale - Excludes Workshop (5286 : Acceptance of Bid for the Purchase of 313 E. 5th Avenue Property without Detached Workshop)

BID FORM

The City of Antigo is accepting sealed bids for the purchase of the above listed properties. Specifications/bidding documents are available in the Public Works Office, 700 Edison Street, Antigo, WI, 54409 or at www.antigo-city.org **Bids will be accepted until 11:00 a.m. on Monday, December 6th, 2021** and shall be submitted in a sealed envelope delivered to the Clerk-Treasurer's Office at the above address. Bids will be opened and read in the Office of Public Works subsequent to the submittal deadline. Recommendations for award will be considered on December 8th, 2021 at 6:00 p.m. during a regularly scheduled City Council meeting.

- Vacant lot at 320 Edison Street, **Minimum Bid = \$4,000**
 - Sealed envelope to be clearly marked as "320 Edison Street Bid"
- Home with attached garage at 313 E. 5th Avenue, **Minimum Bid = \$65,000**
 - Includes 2 bedrooms, 1 ½ baths & attached garage; excludes detached workshop
 - Sealed envelope to be clearly marked as "313 E. 5th Avenue Bid"

The conditions of the bidding process are as follows:

1. Bid for 320 Edison Street is for the purchase of a vacant lot
2. Bid for the home located at 313 E. 5th Avenue does not include the detached workshop
 - a. Includes 2 bedroom home with 1 ½ baths & attached garage (+/- 0.28 acres)
3. The City will supply a survey of the property for 313 E. 5th Ave. but not for 320 Edison St.
4. The City is responsible for the creation of the required deed documents
5. The bidder is responsible for all recording fees; closing through the City Attorney's office
6. A non-refundable amount (earnest money) in the form of cash or certified check is due to the City of Antigo Clerk's Office from the successful bidder within 14 days of 12/15/21
 - a. \$500 non-refundable earnest money required for 320 Edison Street
 - b. \$1,500 non-refundable earnest money required for 313 E. 5th Avenue

Questions should be directed to the Director of Administrative Services by calling (715) 623-3633 extension 155. The City of Antigo reserves the right to reject any or all bids and to accept the bid most advantageous to the City.

Property to Bid (please check one): ☐ 320 Edison Street ☒ 313 E. 5th Avenue
 Note: Please utilize a second form if placing a bid for more than one parcel

Amount of bid for the identified property: \$ 65,000

Signature of Bidder Sarah Doucette Date: 12/6/21

Name of Bidder (Please Print): SARAH DOUCETTE

E-mail: doucette.s@outlook.com Address: 155 Need St. Antigo, WI 54409

Contact Phone: 715-6610-1120

Please state your intended use of the property along with any assumptions that you have made in regards to your bid(s): Would become primary residence. All appliances come with the property.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: December 15, 2021
Re: Accept Bid in the Amount of \$34,251 for Vehicle Exhaust System from Hasting Air Energy Control, Inc.

At the November Council meeting it was approved to accept the Assistance to Firefighters Grant (AFG) that we wrote back in February of this year. We put this out for bid and received one bid.

The bid is from Hasting Air Energy Control, Inc. for \$34,251.00. This is the same vendor that did the initial install back in 2006 for our vehicle exhaust system. The City of Antigo is responsible for 5% which comes to \$1,631 and the grant will pay \$32,620.

I am looking for approval to accept the bid from Hasting Air Energy Control Inc. for \$34,251 and the 5% match will be split between the Fire Equipment CIP and EMS Equipment CIP. Feel free to contact me if you have questions.



To: Mayor and City Council
From: Kirk Packard, Street Commissioner
Date: December 15, 2021
Re: Approval of Amendment to Section 38-268 (b)(3) of the City of Antigo Ordinances Regarding Municipal Parking Lots to Include the 1000 Block of Fifth Avenue

The owner's of 1005 Fifth Avenue (Broken Arrow) have occupants living above their facility. They have requested overnight parking for these residents.

I am recommending allowing access to the north side of the Municipal Parking lot across the street next to the Antigo Bakery (1012 Fifth Avenue). This would include overnight permit parking such as the current designated areas in the 700 and 800 block of Fifth Avenue.

My recommended changes are as follows in red. (The 700 block and 800 block were already included in the original ordinance.)

Sec. 38-268- Miscellaneous parking restrictions.

(a) No parking of vehicles over 18 feet in length. There shall be no parking of vehicles over 18 feet in length on the following streets:

Clermont Street, between Sixth and Eighth Avenues.

Morse Street, between Sixth and Eighth Avenues.

Sixth Avenue, between Superior Street and Morse Street.

(b) Municipal parking lots. Parking shall be restricted in the municipal parking lots as follows:

(1) Parking shall be limited to two hours from 9:00 a.m. to 5:00 p.m. in the municipal parking lots located in blocks 33, 34, 43 and 44 of the original plat of the city or as otherwise designated by official signage. Parking limits in any other municipal parking lots shall be as designated by official signage. Time restrictions from 9:00 a.m. to 5:00 p.m. in these municipal parking lots shall be lifted from the day following Thanksgiving through December 31 of each year.

(2) There shall be eight-hour parking restrictions on the north five parking stalls between 9:00 a.m. and 5:00 p.m., Monday through Friday, in the city parking lot in the 1,000 block of Fifth Avenue. There shall be two-hour parking restrictions for the remaining parking stalls, in the same parking lot, between the same hours.

(3) For residents of the downtown area in which there is a municipal parking lot, there shall be overnight parking from 6:00 p.m. to 8:00 a.m. The parking permit fee is as provided in [section 1-22](#). The resident must live in the 700 block, 800 block, **or 1000 block** of Fifth Avenue and may only park in the designated area. Parking permits for this purpose may be purchased at the office of public works and will be numbered. The number on the permit will correspond to the space assigned to that permit holder. Only those persons with corresponding numbered permits will be allowed to park in the designated space. Any nonpermit parked vehicle will be towed away at the vehicle owner's expense. On the first and third Wednesday of the month from November 1 through April 1, there will be no parking in these numbered spaces between the hours of 8:00 a.m. a

12:00 noon to allow crews to properly remove snow. If a vehicle with a valid permit is parked in such space and there is a need to remove snow, the vehicle will be towed away at the owner's expense whether he/she has a permit or not. Each resident issued a numbered parking permit for the municipal parking lot will be given a copy of all regulations for the parking lot.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: December 15, 2021
Re: Delete the Limitation on the Quantity of Intoxicating Liquor Sold at a "Class B" Establishment for Consumption Off-Premises

City Ordinance #18-85(b) limits the sale of intoxicating liquor at a "Class B" establishment to four liters at any one time to be consumed off premises. This was adhering to the Wisconsin Statutes at that time. A Class B establishment is typically for on premises consumption (a tavern) but there are allowances for off premises sales.

The State has now changed their requirement and have removed the limitation of four liters. It is now "any quantity." The City can leave our ordinance with a limit of four liters or we can change to the State requirement of any quantity. Again this would be for liquor sales from a tavern for the customer to consume off premises.

This is Council's choice as to how you want to proceed. If approved to change, an ordinance will have to be forwarded to Council.

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



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: December 15, 2021
Re: Change Time for When the Sale of Alcohol Can Occur for "Class A" Liquor and Class "A" Fermented Malt Beverages

Currently City Ordinance #18-96(3) states closing hours for "Class A" liquor and Class "A" fermented malt beverage licensed establishments which prohibits the sale of alcohol for carry out between 9:00 p.m. and 8:00 a.m. This would be grocery stores, convenience stores, etc. that sell for off premises consumption.

Wisconsin has changed the restriction on selling hours and the City has received a request to consider changing to the same hours as allowed by statute. The change would be:

- Class "A" Fermented Malt Beverage would be no sales between midnight and 6:00 a.m.
- "Class A" Intoxicating Liquor would be no sales between 9:00 p.m. and 6:00 a.m.

This is Council's choice as the hours can be more restrictive than Wisconsin Statute. If this is approved, an ordinance would need to be forwarded to Council.

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