

CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MINUTES OF MEETING HELD
AUGUST 20, 2025

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

Attendee Name	Title	Status	Arrived
Thomas C. Bauknecht	Mayor	Present	
Roy Dieck	Ward 2	Present	
Tim Kassis	Ward 3	Present	
Mary Hayes	Ward 4	Present	
Glenn Bugni	Ward 7	Present	
Kevin Smith	Ward 8	Present	

Others in attendance were: Kaye Matucheski, Clerk-Treasurer/Finance Director; Shannon Smith, Administrative/Clerical Assistant; Corey Smith, Fire Chief; Elizabeth McCarthy, Building Inspector/Zoning Administrator; Mark Edwards, Alderperson Ward 5; and Karin Derauf for a portion of the meeting.

Minutes Approval

1. Approve Minutes from the July 16, 2025 Meeting

Motion to Approve Minutes from the July 16, 2025 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Roy Dieck, Ward 2
AYES:	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

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

1. Hiring Process for Information Technology Technician Position

Upon inquiry from Alderperson Kassis, Kaye Matucheski, Clerk-Treasurer/Finance Director stated there were no changes to the position, this was being brought to this committee due to questions when the position was changed from director to technician.

Upon inquiry from Alderperson Bugni, Ms. Matucheski stated the technician position worked well with the help of the Dirks Group.

Alderperson Kassis questioned if this position is hourly or salary, Ms. Matucheski stated it was a salary position.

Alderperson Kassis stated he would like this position to not only be a help desk but also strategically guide the City with future technology.

Ms. Matucheski stated she feels a technician working with the Dirks Group would be sufficient for the City especially with the upcoming budget.

Mayor Bauknecht stated he and Ms. Matucheski recently met with the Dirks Group and they stated a technician would better fit the current City needs.

Alderperson Bugni questioned how much has been paid to the Dirks Group up to this point. Ms. Matucheski stated she did not have that current figure. Alderperson Bugni stated he would like to know how much the City is paying the Dirks Group per hour. Ms. Matucheski stated what is charged by the Dirks Group depends on what help they are providing, noting there are different

fees for different services.

Aldersperson Hayes questioned how many hours they work for the City. Ms. Matucheski stated it depends on what they have completed for us and noted there are several big projects coming up, noting she gets a report from the Dirks Group of services provided.

Aldersperson Kassis questioned if cost of the Dirks Group would be reduced by hiring the technician position. Ms. Matucheski stated the cost would reduce significantly due to the amount of work the Dirks Group is currently doing.

Aldersperson Bugni questioned why the last technician did not attend the City Council meetings. Ms. Matucheski explained due to them not being a director and distance the last technician lived from the City, it was not required. She noted that some meeting attendance could be made a requirement.

Aldersperson Bugni questioned what the trend is for cities for Information Technology (IT) as far director versus technician. Ms. Matucheski stated that when the Mayor and herself met with the Dirks Group, they explained a director leads a department and plans and a technician would run a help desk.

Aldersperson Smith questioned if the IT position could be a hybrid position so as they grow into the position, they could assume more duties.

Aldersperson Bugni is concerned with the cost of Dirks Group and would like to get prices from other companies.

Elizabeth McCarthy, Building Inspector/Zoning Administrator, questioned if it would be advantageous to break down the Dirks Group contract to see how much the City is paying for each service.

Ms. Matucheski stated she would like to get a technician hired and determine their skill set and determine what the City would like from Dirks, then put out a request for proposal (RFP).

Aldersperson Kassis would like to add attend meetings as needed and would like to see comparable prices for the Dirks Group and their competitors.

Aldersperson Kassis questioned if Aldersperson Bugni can sit in the interviews with his past IT experience, it was determined that it was possible.

Motion to Initiate the Hiring Process for Information Technology Technician Position with the Addition of Attending Meetings as Requested

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Kevin Smith, Ward 8
AYES:	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

2. Agreement with Langlade County to Continue a Joint Library to Serve the City of Antigo and Langlade County

Mayor Bauknecht stated the County has already agreed and the changes made were, the length of the agreement has been shortened and an increase to the administration fees to the City. Aldersperson Kassis noted the agreement also states when the County appoints someone to the Library Board they must be a County resident outside the City limits. Aldersperson Bugni noted the Joint Task force meetings have helped the county and city better understand each other.

Ms. Matucheski noted a Task Force meeting tomorrow due to Department of Public Instruction (DPI) Library appointment requirements.

Mayor Bauknecht noted there were other DPI recommendations but overall feels it is a fair agreement. Ms. Matucheski clarified the administration fee increase starts at the beginning of 2026.

Motion to Approve Agreement with Langlade County to Continue a Joint Library to Serve the City of Antigo and Langlade County

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Mary Hayes, Ward 4
AYES:	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

3. Appointment of MSA Professional Services to Continue Administration of the Block Grant Revolving Loan Program when it Reverts to the State

Ms. Matucheski stated the City does not have a choice with the Block Grant Revolving Loans reverting back to the State.

Upon inquiry from Alderperson Kassis, Ms. Matucheski stated the Antigo Housing Authority was contracted to handle all the Block Grant Revolving Loans but due to it being a very labor-intensive process, they stopped handling it. Ms. Matucheski stated the City is currently contracted with MSA Professional Services for the Block Grants.

Ms. Matucheski noted the State has decided the municipalities are not distributing enough funding and has decided to have municipalities send the funding to the State and they will redistribute the funding regionally. She noted the City has approximately \$300,000 in the Block Grant Revolving Loan fund due to recent house sales.

Ms. Matucheski stated the City will still have to keep track of all the current loans and the State has decided the City can keep \$250 from a fully paid loan for administration costs. She noted there are a lot of requirements that need to be kept track of and MSA Professional Services charges \$5,000 a year. Ms. Matucheski found the average of fully paid loans from the past five years and the City would have been paid on average \$3,500 a year, so it will cost the City money to send the money back to the State. Mayor Bauknecht noted previously the MSA Professional Services fee was taken from the Block Grant Revolving Loans fund.

Upon inquiry from Alderperson Kassis, Ms. Matucheski stated the residents would have to apply at the regional level for funding once the funds have reverted back to the State.

Alderperson Kassis stated he is concerned about residents not getting access to the Block Grants available to them as they have in the past.

Ms. Matucheski explained not a lot of contractors like to work with block grants due to paperwork requirements.

Ms. Matucheski stated the only choice the City has is whether the City contracts with MSA Professional Services to keep track of the current Block Grant Loans.

Motion to Appoint MSA Professional Services to Continue Administration of the Block Grant Revolving Loan Program When it Reverts to the State

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Roy Dieck, Ward 2
AYES:	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

4. Create Youth Apprenticeship Positions Utilizing Paid on Call Funds

Corey Smith, Fire Chief, stated the Youth Apprenticeship Program started in 1991 to get kids

involved in the trades. He noted the program is geared to high school juniors and seniors and recently Wisconsin Workforce Development approved four new pathways, one being Firefighting.

Chief Smith stated his goal would be to create up to three youth apprenticeship positions, noting these positions would not actually be firefighting positions. He noted they would be high school kids who would do work around the Station a minimum of 450 hours a year.

Chief Smith noted this program is a good way for youth to get minimal experience without having to get firefighting certification, noting they are required to obtain their CPR certification. He noted there are several CPR certification instructors on his staff.

Chief Smith stated it has the potential of getting kids into the field who may not have been aware of it. He stated he is proposing utilizing funds from the Paid on Call fund.

Ms. Matucheski questioned what the protocols are for who is and is not working with the youth. Chief Smith stated he worked with CVMIC for improved updated policies for working with youth.

Upon inquiry from Alderperson Hayes, Chief Smith stated he would like to start with one but not more than three, because he does not want to overwhelm his crews.

He noted the Tech school and high school are working with his department to offer a Firefighting One class in the spring with grant funding from Department of Safety and Professional Services (DPS).

Upon inquiry from Mayor Bauknecht, Chief Smith stated the high school has a Youth Apprenticeship Coordinator that he will be working with once this is approved.

Alderperson Smith stated this a good track to get the younger generation interested and potentially could cut down on the turnover of staff.

Chief Smith stated this is a good opportunity to get them through the door to see what it is like then determine if they want to get certified, saving department funding.

Motion to Create Youth Apprenticeship Positions Utilizing Paid on Call Funds

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Kevin Smith, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

5. Approve Amendments to Ordinance Section 1-22 Fee Schedule to Increase/Alter Construction Permit Fees

Mayor Bauknecht stated Ms. McCarthy included the list of fees, including neighboring community fees noting most fees are increased by five dollars.

Upon inquiry from Alderperson Kassis, Ms. McCarthy stated pools were removed due to availability of temporary pools. Ms. McCarthy stated she does enforce no pools in the front yards of residences.

Alderperson Kassis questioned requirements for fences around pools and Ms. McCarthy stated in ground pools require a fence.

Upon inquiry from Alderperson Hayes, Ms. McCarthy stated the permanent pools generally have electrical components that require inspection by her department.

Upon inquiry from Alderperson Kassis, Ms. McCarthy suggested requiring a permit for permanent in ground/above ground pools and no permit required for temporary pools.

Alderperson Hayes questioned the reasoning for the permit cost increase. Ms. McCarthy stated

the cost increase of operating her department and offered an analysis in her next report.

Ms. Matucheski explained that having fees helps spread out the cost and reduces the need to raise taxes.

Aldersperson Kassis questioned what type of sign is covered by a sign permit and Ms. McCarthy stated permanent signs.

Upon inquiry from Aldersperson Kassis, Ms. McCarthy stated the City is required to put a State Seal on new construction permits and submit that to the State, noting the State increased their fee for the seal. She stated if the City did not have a licensed inspector the new construction permit fees would be sent directly to the State.

Aldersperson Kassis questioned trampolines being permitted and Ms. McCarthy noted she has considered an ordinance regarding dilapidated trampolines.

Aldersperson Bugni questioned who generally applies for permits and schedules inspections. Ms. McCarthy stated generally the contractor applies for the permit and calls for the inspection, noting her department will inspect everything they permit.

Upon inquiry from Aldersperson Bugni, Ms. McCarthy stated her department does permitting for any non-cosmetic remodeling, plumbing and HVAC (heating, ventilation and air conditioning).

Motion to Approve the Proposed Amendments to the City of Antigo Fee Schedule, Ordinance Section 1-22 and for the New Fees to Become Effective as of January 1st, 2026, with the Addition of Above Ground Permanent Pool Permits

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
MOVER:	Kevin Smith, Ward 8
SECONDER:	Tim Kassis, Ward 3
AYES:	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

6. Approve the Purchase of 1035 Eighth Avenue for One Dollar With the Intent to Raze the House and Garage and to Advertise the Vacant Lot for Sale Following Demolition

Mayor Bauknecht toured the property with Ms. McCarthy and noted it is falling in on itself.

Aldersperson Hayes questioned why the property was allowed to fall into disrepair and Ms. McCarthy stated that is something her department is working on preventing in the future.

Aldersperson Hayes questioned cost of razing the house and Ms. McCarthy stated the cost can vary due to material removal.

Aldersperson Hayes questioned why the owner does not pay to have the property razed.

Ms. McCarthy noted she spoke with the owner, and they stated they would let the property go to tax revert if condemned. She noted the County stated they would take an offer from either neighbor and not require a house be built whereas the City could sell the property with the requirement of building a house on the property.

Ms. McCarthy noted the sale of the lot would not cover the demolition costs but a nice rebuild could bring in more money in property taxes.

Motion to Approve the Purchase of 1035 Eighth Avenue for One Dollar with the Intent to Raze the House and Garage and to Advertise the Vacant Lot for Sale Following Demolition

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

Any Other Matters Authorized by Law to be Considered

Mayor Bauknecht would like to put on the next Public Works Committee meeting agenda the possibility of putting no bicycles on the sidewalk signs.

Aldersperson Hayes questioned when the City Administrator position will be rehired.

Aldersperson Kassis questioned if the City is hiring a firm to find a new City Administrator. Mayor Bauknecht noted contacts have been made and the committees will be updated as information becomes available.

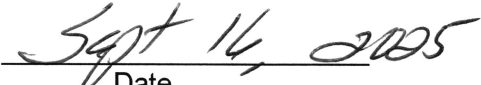
Adjournment

- 1. **Motion to:** Adjourn at 7:05 PM

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith



 Thomas Bauknecht, Chairperson



 Date