



CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MEETING

COUNCIL CHAMBERS

Wednesday, September 17, 2025

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Minutes Approval

1. Approve Minutes from the August 20, 2025 Meeting

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

1. Standard & Poor (S&P) Global Rating Affirmed at AA- for the City of Antigo
2. 2025 Budget Adjustment for Labor Attorney Fees
3. Springbrook Cirrus Cloud Software to Replace the Current Software
4. Creation of a Street Maintenance Leadman Position and Job Description without Creating an Additional Position in the Department
5. Amend Ordinance 2-35 (a)(3)(b) to Appoint the Clerk-Treasurer as an Alternate Member to the Insurance Review Committee
6. Hiring Deputy Clerk-Treasurer to Overlap with Existing Employee
7. Discuss Livestreaming of Meetings

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 clerk treasurer's office, 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: September 11,2025

THOMAS BAUKNECHT



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: September 17, 2025
Re: Standard & Poor (S&P) Global Rating Affirmed at AA- for the City of Antigo

The rating company that reviews the City financials, Standard & Poor's Global (S&P) to issue a rating for general obligation (GO) bonds, had not done a review in a few years so they just recently updated it. This update includes reviewing our financial statements, reviewing the municipalities financial policies, economy, etc. and a telephone conversation with me to get further information on the City.

Attached is a copy of the review that was received. I am very happy to report that the City maintained our AA-, Outlook Stable rating. This is a very good rating for a municipality of our size. These ratings are used when the City is borrowing GO bonds so it directly reflects the interest rates the City pays on bonds.

As you read the report you will see why it is so important to maintain our reserves within our reserve policy. This is an information only item as no action is needed.

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

Research Update:

Antigo, WI GO Bond Rating Affirmed At 'AA-'; Outlook Is Stable

July 29, 2025

Overview

- S&P Global Ratings affirmed its 'AA-' rating on [Antigo, Wis.](#) general obligation (GO) bonds outstanding.
- The outlook is stable.
- The rating reflects the application of our "[Methodology For Rating U.S. Governments](#)," Sept. 9, 2024

Rationale

Security

The bonds are a GO of the city and are secured by revenue from an unlimited ad valorem tax.

Credit highlights

The 'AA-' rating reflects Antigo's low debt burden and strong reserves, incorporating our understanding that management is intentionally using reserves to better align with the city's policy of 25%-30% of general fund expenditures. Historically, the city had positive operational results with surpluses except in fiscal years 2023 and 2022 (year-end Dec. 31), which reported deficits. Management estimates fiscal 2024 results will be marginally above break-even, and the fiscal 2025 budget reflects balanced general fund revenues and expenditures. We believe that future reductions in reserves could be a credit pressure, particularly in light of the absence of a formalized long-term financial plan; however, the city has never spent down below its minimum 25% policy.

Antigo's gross county product and income indicators continue to lag national averages, a key rating constraint. With the addition of a solar farm in conjunction with the construction of residential housing and commercial storefronts, Antigo's rather limited economy could see some growth reflected in the next few fiscal years.

Primary contact

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Secondary contact

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Antigo, WI GO Bond Rating Affirmed At 'AA-'; Outlook Is Stable

The rating reflects our view of the following factors:

- The roughly four-square-mile Antigo is in northeast Wisconsin, about 90 miles northwest of Green Bay and 35 miles northeast of Wausau, where it serves as the county's seat. Antigo's local economy has services and manufacturing opportunities but is still very limited. Management said local employers and taxpayers have remained very stable.
- Reserves are well above the city's target policy and management does not plan to spend down below 25% of expenditures, which is above our measurement for nominally low reserves.
- Management uses standard budgeting practices, including monitoring and annual amendments, and, although it lacks a formalized long-term financial plan, maintains a five-year capital plan, and formal investment and reserve policies; it follows the state debt guidelines.
- The city has a low debt and liability profile along with low pension and other postemployment benefits (OPEB) costs. Antigo participates in the Wisconsin Retirement Systems (WRS, 98.8% funded as of Dec. 31, 2023).
- For more information on our institutional framework assessment for Wisconsin cities, see "[Institutional Framework Assessment: Wisconsin Local Governments](#)," Sept. 10, 2024.

Environmental, social, and governance

We have assessed the city's environmental, social, and governance factors and view them as neutral in our credit rating analysis.

Outlook

The stable outlook reflects our expectation that Antigo will maintain a low debt profile and strong reserve levels over the two-year horizon, although we do believe it could draw down reserves toward its fund balance policy.

Downside scenario

We could lower the rating if Antigo's reserves were to decrease to near 25%.

Upside scenario

We could raise the rating if economic metrics, particularly incomes, improve and the city maintains at least balanced operating results, while all other credit factors remain equal.

Antigo, Wisconsin--credit summary

Institutional framework (IF)	2
Individual credit profile (ICP)	2.72
Economy	6.0
Financial performance	3
Reserves and liquidity	1
Management	2.35
Debt and liabilities	1.25

Antigo, WI GO Bond Rating Affirmed At 'AA-'; Outlook Is Stable

Antigo, Wisconsin--key credit metrics

	Most recent	2024	2023	2022
Economy				
Real GDP per capita % of U.S.	--	--	53	54
County PCPI % of U.S.	--	--	77	78
Market value (\$000s)	--	593,659	491,674	429,731
Market value per capita (\$)	--	74,004	61,291	53,919
Top 10 taxpayers % of taxable value	--	--	--	--
County unemployment rate (%)	--	3.5	3.4	3.7
Local median household EBI % of U.S.	--	--	70	68
Local per capita EBI % of U.S.	--	--	73	70
Local population	--	--	8,022	7,970
Financial performance				
Operating fund revenues (\$000s)	--	7,204	6,573	5,890
Operating fund expenditures (\$000s)	--	7,370	7,375	6,791
Net transfers and other adjustments (\$000s)	--	256	264	493
Operating result (\$000s)	--	90	(538)	(408)
Operating result % of revenues	--	1.2	(8.2)	(6.9)
Operating result three-year average %	--	(4.6)	(4.8)	(0.4)
Reserves and liquidity				
Available reserves % of operating revenues	--	59.2	63.5	83.9
Available reserves (\$000s)	--	4,264	4,175	4,942
Debt and liabilities				
Debt service cost % of revenues	--	5.2	16.4	7.3
Net direct debt per capita (\$)	573	588	671	966
Net direct debt (\$000s)	4,598	4,714	5,386	7,700
Direct debt 10-year amortization (%)	98	94	137	--
Pension and OPEB cost % of revenues	--	4.0	4.0	4.0
NPLs per capita (\$)	--	75	75	277
Combined NPLs (\$000s)	--	603	603	2,204

Financial data may reflect analytical adjustments and are sourced from issuer audit reports or other annual disclosures. Economic data is generally sourced from S&P Global Market Intelligence, the Bureau of Labor Statistics, Claritas, and issuer audits and other disclosures. Local population is sourced from Claritas. Claritas estimates are point in time and not meant to show year-over-year trends. GCP--Gross county product. PCPI--Per capita personal income. EBI--Effective buying income. OPEB--Other postemployment benefits. NPLs--Net pension liabilities.

Ratings List

Ratings Affirmed

Local Government

Antigo, WI Unlimited Tax General Obligation	AA-/Stable
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The ratings appearing below the new issues represent an aggregation of debt issues (ASID) associated with related maturities. The maturities similarly reflect our opinion about the creditworthiness of the U.S. Public Finance obligor's legal pledge for payment of the financial obligation. Nevertheless, these maturities may have

Antigo, WI GO Bond Rating Affirmed At 'AA-'; Outlook Is Stable

different credit ratings than the rating presented next to the ASID depending on whether or not additional legal pledge(s) support the specific maturity's payment obligation, such as credit enhancement, as a result of defeasance, or other factors.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at <https://disclosure.spglobal.com/ratings/en/regulatory/ratings-criteria> for further information. A description of each of S&P Global Ratings' rating categories is contained in "S&P Global Ratings Definitions" at <https://disclosure.spglobal.com/ratings/en/regulatory/article/-/view/sourceId/504352>. Complete ratings information is available to RatingsDirect subscribers at www.capitaliq.com. All ratings referenced herein can be found on S&P Global Ratings' public website at www.spglobal.com/ratings.

Antigo, WI GO Bond Rating Affirmed At 'AA-'; Outlook Is Stable

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Kaye Matucheski

From: delaney.lotwin@spglobal.com
Sent: Tuesday, July 29, 2025 11:32 AM
To: Kaye Matucheski
Cc: Akey, Jessica
Subject: [External] S&P Global Rating Report - Antigo, WI
Attachments: S&P Report - Antigo, WI GO Bond Rating Affirmed At 'AA-'; Outlook Is Stable.PDF

Hello,

Attached, please find the rating report for the transaction reflected above.

Should you have any questions regarding the rating or contents of the report, please contact the primary analyst listed in the report. If you need any further assistance, please don't hesitate to contact Delaney Lotwin at delaney.lotwin@spglobal.com

For fee inquiries or for questions regarding invoicing and pricing, please email pffeesvcs@spglobal.com

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Thank you for choosing S&P Global.

Regards,

S&P Global Ratings

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To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: September 17, 2025
Re: 2025 Budget Adjustment for Labor Attorney Fees

The expenditures for Labor Attorney Fees in 2025 have exceeded the budget due to several personnel issues including fire arbitration and a separation agreement. The budget is \$31,000 and the expenditures as of today are \$77,428. There is still four months remaining in 2025 and both union contracts renew in 2026 so there will be additional expenditures.

In order to offset this deficit, an immediate transfer of \$46,428 is needed. However, I am requesting approval to transfer funds to cover the rest of 2025 and estimate that \$75,000 may be needed. The motion would be to transfer the additional funds needed up to \$75,000 from the undesignated fund balance to the labor attorney fees to cover costs for 2025. If this is approved, a resolution will need 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: September 17, 2025
Re: Springbrook Cirrus Cloud Software to Replace the Current Software

Currently the City of Antigo uses an on-premises version of Springbrook Software for Utility Billing, Financial, Accounts Receivable, Building Permits, Special Assessments, Code and Contact Management, and Payroll. The on-premises version is housed here at City Hall on a separate server. The city must maintain this server and as more information is entered into Springbrook, the slower the system is getting. Instead of having to replace/upgrade the server, we are looking to move to the Cloud version of the software.

Most software companies are moving users to a Cloud based version of software based on a subscription price and Springbrook is no different. There are more features we would have on the Cloud version of the software. We are on the last version of the on-premises software so these upgrades would not be available to us.

There would be a time-saving factor in switching to the Cloud. Right now, our system is slow so just changing screens can take a minute or more. That does not sound like much but when you add up those minutes in a day with all the users, there is quite a bit of time lost. There are also time-saving features that the new software would provide when looking at different funding scenarios, budgets, permitting, etc.

The migration to the Cloud version would be \$21,300 and the new annual software cost would be \$39,976 for the first year for a total of \$61,276. In addition, there are two modules that we currently do not have which are AI (artificial intelligence) invoicing and employee self-service which would be an additional \$15,600 for implementation and annual cost.

Right now we would look to upgrade just the modules that we are using. The total cost for the migration, \$21,300, would be split with the General Fund share being \$14,200 and the Enterprise Funds would be \$2,366.67 each.

The annual subscription price for the modules we use is \$39,976.00. The current annual maintenance costs are \$21,640.65. This is an \$18,000 increase in annual cost but this would eliminate the need for a separate server, paying for updates to the software, and we would have less down time.

The cost for this change has not been budgeted and at this time there is no room in the 2026 budget to include it. Additionally, we would like to get this software sooner than later or we are going to have to look at upgrading the situation with the on-premises software due to how slow it is.

We are asking to utilize funds from the undesignated fund balance from the Capital Equipment/Improvement (CIP) fund and from the Enterprise Funds to purchase this software. The cost for the CIP Fund is \$39,388.67 and each Enterprise Fund would be

\$7,295.78. There is a sufficient balance within these account for this purchase.

Should the Committee approve this, a resolution will need to be forwarded to the October Council meeting. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kirk Packard, Street Commissioner
Date: September 17, 2025
Re: Creation of a Street Maintenance Leadman Position and Job Description without
Creating an Additional Position in the Department

The Street Department has been doing more street maintenance, such as repaving Second Avenue and Aurora Street, in house. As more is done in house, there is a need for a Street Maintenance Leadman. This position would be filled internally and there would not be another position created by this action. The position was originally created in 2004 but had never been filled.

Attached you will find a proposed Job Description for a Street Maintenance Leadman. The fiscal impact for wages and benefits for promoting from within would be approximately \$6,700 per year.

POSITION DESCRIPTION

Position Title: DPW Street Maintenance Leadman
 Department: Public Works
 Date: 9/2025

FLSA Status: Non-Exempt
 Position Status: Regular Full-time

GENERAL PURPOSE

Performs supervisory, administrative and professional work in the Department of Public Works with employees engaged in the repair/maintenance of the street, water, sanitary and storm sewer distribution systems. A person in this position is expected to be fully engaged in the construction and maintenance activities of the Department as both a side-by-side worker and as a supervisor of the assigned staff. This position is required to work weekends and evenings during weather or other operationally related emergencies and will be expected to share the burden of on-call responsibilities during non-working hours.

SUPERVISION RECEIVED

Works under the direction of the Street Commissioner and Working Foreman and is expected to work collaboratively within all divisions of the Public Works Department; provides assistance to other departments as assigned.

SUPERVISION EXERCISED

Exercises supervision over personnel as assigned by the Street Commissioner and Working Foreman to carry out the daily work of the DPW; serves in an administrative capacity in the absence of the Street Commissioner and Working Foreman. It is expected that this position is to work cooperatively in assisting the Street Commissioner and Working Foreman in the management of the Department while still making independent decisions to assure the safe completion of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain prompt, predictable, and regular physical attendance
- Maintain ability to lawfully operate designated motor vehicles at all times that duties are performed
- Maintain ability to travel throughout and enter all different properties in the jurisdiction
- Provide truthful and accurate written and verbal communications
- Maintain relevant certifications
- Assign and direct the activities of subordinate personnel to efficiently carry out and complete daily work orders as they are received.
- Primarily oversees the daily work activity involved with the maintenance, operation, and construction of the city owned infrastructure and utilities.
- Ensures daily operating records/timesheets are properly entered and secured.
- Tracks that all assigned work orders are completed and properly entered into the utility and street asset management programs.
- Ensures work place safety training is conducted and that safety practices are properly implemented within the department.
- Assigns duties and ensures work is completed in conformance to policies/procedures.
- Is aware of and strives to achieve goals/objectives within assigned areas of work.
- Operates equipment and works with employees in the completion of assigned tasks.
- Promote harmony among workers & maintains discipline; helps to resolve grievances.
- Directs the maintenance and/or construction of streets, bridges, right-of-ways and utilities to include water/sanitary/storm systems.
- Assists the Street Commissioner and Working Foreman in the preparation of the DPW budget and helps to administer the adopted budget in assigned areas of responsibility.
- Adheres applicable laws, codes, regulations, requirements and city policies
- Identify the amount of staff, materials and equipment necessary to achieve assignments
- Investigates and reports complaints with recommended solutions to Supervisor(s)

PERIPHERAL DUTIES

- Exercises supervision and direction for seasonal projects including: weed control, snow & ice removal, street sweeping, tree & brush removal, seasonal/holiday decorations installation and removal, flood control, and other duties as required.
- Assists in the development/update of a Street Department Comprehensive Plan, the Capital Improvement Program and other plans involving the Public Works Department.
- Assists the Land Surveyor/Project Manager as needed with spring flood control.
- Inspect, rate and report on PASER Rating system for City streets
- Serve on various employee committees; attend other meetings as assigned
- Perform other related duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; and
- (B) Graduation from a 2 year college or vocational education program with an emphasis in pre-civil engineering, environmental sciences, construction management, or a closely related field desired; or
- (C) Minimum of (4) years previous public works experience or at least (5) years in construction project management; or
- (D) Any equivalent combination of education and experience.

SPECIAL REQUIREMENTS – Must possess or have the ability to possess within the one (1) year introductory period:

- (A) Possess a valid Wisconsin state driver's license, CDL – Class A, B/C with air brakes restriction and tanker (N) endorsement
- (B) Must reside within a thirty (30) mile radius of the City limits
- (C) General first aid/CPR training and maintain certifications
- (D) Must have completed or be able to attend the Supervisor academy or equivalent.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of principles, practices, methods and equipment applicable to municipal construction; skills in operating tools and equipment.
- (B) Ability to plan, organize and supervise daily activities of assigned staff.
- (C) Ability to communicate effectively, both verbally and in writing and to carry out instructions
- (D) Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to situations.
- (E) Working knowledge of the principles and practices of modern public administration.
- (F) Ability to identify and analyze problems; evaluate alternative solutions; and make sound judgments, especially in stressful situations.
- (G) Ability to establish and maintain an effective working relationship with employees, other departments and the public.
- (H) Willingness to meet deadlines as given; ability to think logically and to make decisions.
- (I) Ability to perform basic functions of MS Office suite products; ability to utilize computer technology to access, retrieve, or input information
- (J) Must reside within a thirty (30) mile radius of the City limits

TOOLS AND EQUIPMENT USED

Motorized vehicles and construction equipment; common hand and power tools; telephone; mobile radio or portable radio; phone; personal computer including various software; and safety equipment including PPE and testing instruments

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, and smell. The employee frequently uses hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may frequently be required to walk over rough terrain.

The employee must frequently lift and/or move up to 60 pounds. The employee will be required to slide, roll, push or pull on a regular basis up to 140 pounds. The work will also require sitting and operating a keyboard. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions which may become extreme. The employee frequently works near moving parts and is exposed to wet and/or humid conditions, and vibrations. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment may vary from quiet to loud. The work may be indoors or outdoors with exposure to extreme weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Employee

Effective Date:

Attachment: Leadman for Streets - 2025 (7692 : Street Department Lead)



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: September 17, 2025
Re: Amend Ordinance 2-35 (a)(3)(b) to Appoint the Clerk-Treasurer as an Alternate Member to the Insurance Review Committee

Section 2-35 (a)(3)(b) of the City of Antigo Ordinances establishes the Insurance Review Committee as a standing committee for the City of Antigo. The members of this committee are the chief administrative official, the deputy clerk-treasurer, and the city attorney. There is no provision for an alternate member to serve when one of these positions is vacant or the person cannot attend. The idea of this committee is to keep elected officials out of the approval or denial process of a claim.

With there being only three members on this committee, it is important to appoint an alternate member so the committee can handle any claims that may be filed with the City in a timely manner. My suggestion is to amend the ordinance to add the position of Clerk-Treasurer as an alternate member of the Insurance Review Committee to serve in the absence of one of the other three members.

Should the Committee approve this appointment, an ordinance change will need 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: September 17, 2025
Re: Hiring Deputy Clerk-Treasurer to Overlap with Existing Employee

Today, the Deputy Clerk-Treasurer, Jeanne Jensen, announced her retirement from the City of Antigo as of December 12, 2025. Jeanne has worked here for almost 28 years and she is going to be very hard to replace.

On that note, I am requesting permission to advertise and hire for this position before Jeanne leaves so there can be, hopefully, at least one month of training for the new person. We have already reviewed the job description and had just minor changes to make.

The position is an exempt position in a pay grade 9. The starting wage for this person will depend on qualifications with a pay range of \$59,653.94 to \$66,047.12 (2025 wage). This is not a department manager position so the approval does not need to be forwarded to Council.

Ideally we would like to advertise the position as soon as possible. We would schedule interviews for early October and hope the candidate would be able to start employment in early November.

While I am extremely happy for Jeanne and wish her much health and happiness in her retirement, this is going to be a very large void to fill in our office. We have always worked very well together and she will be missed by many.