

**CITY OF ANTIGO**  
**FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE**  
**MINUTES OF MEETING HELD**  
**SEPTEMBER 17, 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.

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

Others in attendance were: Kaye Matucheski, Clerk Treasurer-Finance Director; Kirk Packard, Street Commissioner; and Shannon Smith, Administrative/Clerical Assistant.

**Minutes Approval**

1. Approve Minutes from the August 20, 2025 Meeting

Motion to Approve Minutes from the August 20, 2025 Meeting

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Bugni, Ward 7
<b>SECONDER:</b>	Mary Hayes, Ward 4
<b>AYES:</b>	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

**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

Kaye Matucheski, Clerk Treasurer/Finance Director, stated Standard & Poor (S&P) completes the City's bond ratings, which are used by financial institutions when the City goes out for bonds. She stated that S&P recently called and completed an update with the City. Ms. Matucheski reported the City kept its AA- bond rating, which is a very good rating for a City this size and economic condition. She noted the rating affects the interest rates for bonds. She noted the reserve balance has an effect on the rating.

<b>RESULT:</b>	<b>INFORMATION ONLY</b>
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2. 2025 Budget Adjustment for Labor Attorney Fees

Aldersperson Smith questioned if the cost is up due to the City Administrator leaving. Mayor Bauknecht stated partially due to the City Administrator leaving and arbitration with the Fire Union. Ms. Matucheski stated the majority of it was the Fire Union Contract arbitration. Upon Inquiry from Aldersperson Hayes, Ms. Matucheski stated the City has budgeted funds each of the last three years to prepare for the potential of backpay. Ms. Matucheski noted Melanie Rine, Human Resources Specialist; and Linda Vollmar, Antigo Fire Department; are working together to compile all the payroll data necessary for completing this process.

Motion 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.

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

**3. Springbrook Cirrus Cloud Software to Replace the Current Software**

Ms. Matucheski stated the current software is server based and very slow, noting it can take up to a minute to switch screens in the software. She noted with six people in her office using the software all day, it slows productivity. Ms. Matucheski stated the City would either need to upgrade the on site server or switch to the cloud version of the software. She stated multiple offices in the city use the software, noting the software has been out for a couple of years, has the capability for more processes, and is faster.

Upon inquiry from Alderperson Hayes, Ms. Matucheski stated this is the upgraded version of the software.

**Motion to Purchase Springbrook Cirrus Cloud Software to Replace the Current Software**

<b>RESULT:</b>	<b>RESOLUTION TO COUNCIL [UNANIMOUS]</b>
<b>MOVER:</b>	Mary Hayes, Ward 4
<b>SECONDER:</b>	Kevin Smith, Ward 8
<b>AYES:</b>	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

**4. Creation of a Street Maintenance Leadman Position and Job Description without Creating an Additional Position in the Department**

Mayor Bauknecht noted the City has had this position in the past. Kirk Packard, Street Commissioner, stated he held this position in the past, then moved positions and it was never filled. He stated the City has taken on more street work than in the past, noting the Leadman Position would oversee street maintenance.

Upon inquiry from Mayor Bauknecht, Mr. Packard stated this would be promoted from within, not creating a new position. He stated this position would be posted internally. The position will be leading the crew with street repair and maintenance. Upon inquiry from Alderperson Smith, Mr. Packard noted it would help with efficiency and provide necessary management.

Upon inquiry from Alderperson Kassis, Mr. Packard stated he has 19 people under his supervision. Alderperson Dieck noted this is an organizational move. Mr. Packard stated the person doing the work is a general laborer, noting that it is difficult for the general laborer to instruct other employees who make more money than him on what to do.

Upon inquiry from Alderperson Dieck, Mr. Packard stated if he posts the position, it is his decision on which applicant he would choose. Alderperson Hayes questioned how much extra a year would the person in the position make. Mr. Packard stated \$6,700 more a year.

Alderperson Kassis clarified that the position is an hourly position.

**Motion to Create a Street Maintenance Leadman Position and Job Description Without Creating an Additional Position in the Department**

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

5. Amend Ordinance 2-35 (a)(3)(b) to Appoint the Clerk-Treasurer as an Alternate Member to the Insurance Review Committee

Mayor Bauknecht stated currently the City only has three positions on the Insurance Review Committee. Ms. Matucheski stated the committee consists of the City Administrator, City Attorney and Deputy Clerk-Treasurer. She stated currently one of those positions is vacant and the committee needs an alternate for instances like vacancy.

Ms. Matucheski noted the Insurance Review Committee was created with the idea of taking the elected officials out of the decision-making process for insurance decisions.

Mayor Bauknecht noted the Insurance Review Committee deals with claims involving city vehicle accidents and many other small issues.

Ms. Matucheski explained the committee has a \$10,000 limit to settle claims.

Motion to Amend Ordinance 2-35 (a)(3)(b) to Appoint the Clerk-Treasurer as an Alternate Member to the Insurance Review Committee

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

6. Hiring Deputy Clerk-Treasurer to Overlap with Existing Employee

Ms. Matucheski stated Jeanne Jensen, Deputy Clerk-Treasurer, is retiring, noting she has worked with Ms. Jensen for almost 28 years. Ms. Matucheski stated Ms. Jensen's retirement will be a huge loss for her department noting she is wonderful to work with. Ms. Matucheski stated she would like to overlap the position for training purposes, noting this is not a department head position so it will not have to be approved by Council. She did note there will be a small salary budget increase by overlapping the position. Ms. Matucheski stated the position is posted internally, noting if an internal candidate is chosen then another position would be vacant, with the potential of overlap training.

Motion to Hire a Deputy Clerk-Treasurer to Overlap with an Existing Employee or if Needed, Another Position.

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

7. Discuss Live Streaming of Meetings

Mayor Bauknecht stated he has no objection, noting the City will need to hire an IT person first. Ms. Matucheski noted the City will be implementing its new agenda software in October, stating the software has live streaming capabilities. Ms. Matucheski stated she was unsure of the cost of the live streaming software and how much work it would be to implement. She recommended that IT should be hired first and suggests tabling the item.

Aldersperson Bugni stated he agrees to take no action but agrees that live streaming is a great idea.

Upon inquiry from Alderperson Hayes, Ms. Matucheski stated once the City finds out the cost, it would be up to the Committees and Council to determine which meetings would be live streamed.

No Action Taken.

**Any Other Matters Authorized by Law to be Considered**

Alderperson Kassis questioned where the City is at with hiring an IT person. Ms. Matucheski stated the application is open for a couple more days. She noted at the department manager's meeting it was determined who was looking at the applications and interviewing.

Mayor Bauknecht stated he is honoring the recommendation that Alderperson Bugni should be in the interviews. Ms. Matucheski stated Mayor Bauknecht, Alderperson Bugni, Charley Brinkmeier, Land Surveyor/Project Manager, Daniel Duley, Police Chief and Melanie Rine, Human Resource Specialist will be the interview committee.

Upon inquiry from Alderperson Kassis, Ms. Matucheski noted this is not an exempt position and that the Mayor would make the final hiring decision in the absence of the City Administrator.


Ms. Matucheski went through budget again and went from \$1 million to \$318,000 from having a balanced budget. She noted that is without borrowing or raising levy limits. She noted the budget booklet will be out next week.

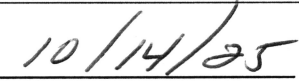
Alderperson Kassis noted \$318,000 is still a lot of money. Ms. Matucheski stated at this point in the budget process \$318,000 is manageable. She stated she will have the budget book to Council members by Monday and noted they will need to start making decisions about cost-of-living increases. Ms. Matucheski noted she will not have the health insurance numbers until the October meeting and noted the possibility of holding off the decision on cost-of-living increases until they have the health insurance numbers. She also noted that both the Police Union and Fire Union will be negotiating so nothing can be decided for either one and should only be discussed in Closed Session due to negotiation.

**Adjournment**

1. **Motion to:** Adjourn at 6:26 PM

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary Hayes, Ward 4
<b>SECONDER:</b>	Tim Kassis, Ward 3
<b>AYES:</b>	Bauknecht, Dieck, Kassis, Hayes, Bugni, Smith

  
Thomas Bauknecht, Chairperson

  
Date