



CITY OF ANTIGO

COMMITTEE OF THE WHOLE MEETING

COUNCIL CHAMBERS

Wednesday, September 24, 2025

CITY HALL, 700 EDISON STREET

6:00 PM

Committee of the Whole Meeting will Immediately Follow the Public Works Meeting but NOT earlier than 6:00 PM

Call to Order

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

1. Preliminary 2026 Budget Presentation
2. Hiring of a City Administrator
3. 2026 Cost of Living Increase of 3% for Non-Represented Employees
4. Contributions to Other Organizations

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 18, 2025

THOMAS BAUKNECHT



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: September 24, 2025
Re: Hiring of a City Administrator

The process of searching for a new City Administrator and the timing of the search needs to be decided as it has an impact on the 2026 budget. There would be some budget savings if we wait to begin the search for a few months after the separation agreement is finished.

The other decision that needs to be made is what the process will be for hiring. Will the City hire a search firm to handle the process? Will the process be handled in house? We will do some research on the different options to see what may be best for the City for this process.

I have included a copy of the job description with this agenda so that you can begin to look at it for any changes or comments. We will not be going through the job description at this meeting but wanted to get copies out to give you time to review it.

The other decision is what focus the new administrator should have. Administrators come from many different backgrounds so we will need to determine what type of background would be the best fit for the City.

Right now staff is working together to handle anything that comes along in the absence of an administrator so it is my opinion that waiting a short time would be feasible.

POSITION DESCRIPTION

Class Title:	City Administrator	Pay Grade:	15
Department:	Administration	FLSA Status:	Exempt
Location:	City Hall	Position Status:	Regular Full
Date:	8/9/23		

GENERAL PURPOSE:

The City Administrator is responsible for carrying out the directives and policies of the Mayor and Common Council; subject to statutory and ordinance limits of which may apply. The City Administrator shall have clear authority to coordinate and administer the day-to-day operations and serves as the chief administrative officer of the City.

SUPERVISION RECEIVED:

Carry out the directives of the Mayor/Common Council requiring administrative implementation and the reporting of any difficulties encountered.

SUPERVISION EXERCISED:

Be responsible for the administrative direction and coordination of all employees of the City according to established organizational procedures. Recommend to the Common Council the appointment, promotion, and when necessary for the good of the City, the suspension or termination of Department Heads. Responsible for the appointment, promotion, suspension or termination of all other non-statutory employees, under the direct authority of the Common Council, in consultation with the appropriate Department Head.

ESSENTIAL DUTIES AND RESONSIBILITIES:

(A) General Duties

- Carry out directives of the Mayor and Common Council which require administrative implementation, reporting promptly to the mayor and common council of any difficulties encountered
- Be responsible for the administration of the day-to-day operations of City government, including the monitoring of all ordinances, resolutions, council meeting minutes and statutes
- Evaluate and properly codify all existing municipal policies and procedures
- Assist the Mayor and Common Council in establishing citywide goals and objectives
- Implement City-wide goals and objectives on a consistent basis through the administrative direction and coordination of all City departments under direct Council control and the coordination of departments operating under separate Commissions and Boards
- Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of City government according to current practices in local government, consistent with subsections (e)(1)c and (e)(1)d of this section, or directives of the Mayor and Common Council
- Keep informed concerning current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the

Common Council

(A) General Duties (Continued):

- Keep informed concerning the availability of federal, state and county funds for local programs; assist Department Heads and the Common Council in obtaining these funds under the direction of the Mayor and Common Council
- Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed to that representation by the Mayor and Common Council
- Act as a public information officer for the City with the responsibility of ensuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed
- Establish and maintain procedures to facilitate communications between citizens and City government to ensure complaints, grievances, recommendations and other matters receive prompt attention by the responsible official and ensure that matters are expeditiously resolved
- Attend all meetings of the Common Council and Committees, unless excused by the presiding officer, as the chief administrative official responsible for the oversight of all Department Heads

(B) Responsibilities to the City Council

- Attend all meeting of the Council, assisting the Mayor and the Council as required in the performance of their duties
- In coordination with the Mayor, the Council, and the Clerk Treasurer/Finance Director, ensure that appropriate agendas are prepared to all meetings of the Council, all Council Committees, and all other appropriate committees and commissions of the City, together with such supporting material as may be required; with nothing herein being construed as to give the City Administrator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions
- Assist in the preparation of ordinances and resolutions as requested by the Mayor or the Council and as needed
- Keep the Mayor and Council regularly informed about the activities of the City Administrator's office by oral or written report at regular and special meetings of the Council
- In the event that action normally requiring Council approval is necessary at a time when the Council Commission meet, the City Administrator shall receive directives from the Mayor

(C) Human Resource Duties

- Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions, for all City employees are kept; evaluate in conjunction with Department Heads the performance of all employees on a regular basis; recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by City employees; assure that City employees have proper working conditions; work closely with Department Heads to promptly resolve personnel problems or grievances
- Assist in labor contract negotiations and collective bargaining issues
- Work closely with Department Heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities

(D) Budgeting, Purchasing, and Risk Management

- Be responsible for the preparation of the annual City budget, in accordance with guidelines as may be provided by the City Council and in coordination with department heads, and pursuant to state statutes, for review and approval by the Mayor and the Council
- Administer the budget as adopted by the Council
- Report regularly to the Council on the current fiscal position of the City
- Supervise the accounting system of the City and insure that the system employs methods in accordance with current professional accounting practices
- Serve as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the
 - council and any limitation contained in the Wisconsin State Statutes

(E) Economic Development

- Promote the economic well-being and growth of the City through public and private sector cooperation, represent the City in economic development activities, assist in the development of an economic recruitment and retention strategy, maintain good communication with the commercial and industrial sectors of the City and work with County and State economic development personnel to foster growth
- Work with Federal, State & Local agencies in the application for, planning, development and final documentation of grant funded projects.

PERIPHERAL DUTIES:

- Work with various civic organizations and non-profits to advance common goals and interests
- Meet with County, Towns and other units of government as necessary to represent the City

- Performs other related duties as assigned

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Four (4) year Bachelor's Degree in a field related to Municipal Administration or in a closely related curriculum with a Master's Degree in Public Administration preferred.
- (B) Three (3) or more years' administrative experience including personnel supervision, budgeting, planning, human resource experience and community development with preference given to a candidates with progressive municipal administrative and constituent engagement experience.
- (C) An equivalent combination of education and experience

Mandatory Special Requirements:

- (A) Must Possess, or be able to obtain by the time of hire, a Valid Wisconsin Driver's License without record of suspension or revocation in any state

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of State Statutes related to the oversight and operations of a municipality
- (B) Clear understanding of the policy role of the Mayor and Common Council
- (C) Ability to utilize a variety of analytical data and information to assist Council reach informed decisions on a wide-variety of
- (D) Thorough knowledge of zoning, land use and subdivision platting identified within local ordinances; ability and skill to apply knowledge to situations as they arise
- (E) Ability to perform duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations
- (F) Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports
- (G) Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information
- (H) Ability to perform basic functions of MS Office suite products and other software; Ability to utilize computer technology to access, retrieve, or input information
- (I) Ability to work safely, independently or as assigned to complete all necessary tasks
- (J) Ability to interpret engineering plans, specifications and as-built drawings
- (K) Ability to effectively interact with the public in a courteous manner utilizing diplomacy and tact with a commitment to citizen involvement and service
- (L) Ability to communicate effectively and function calmly with staff and the public
- (M) Ability to work with frequent interruptions.
- (N) Able to maintain accurate records and prepare detailed reports in a timely manner
- (O) Maintain strict confidentiality at all times
- (P) Considerable knowledge of local ordinances; and departmental rules and regulations
- (Q) Ability to organize and prioritize effectively and independently to complete tasks as assigned
- (R) Ability to be a self-starter by initiating and completing projects and programs
- (S) Ability to communicate effectively both verbally and in writing
- (T) Skill in operation of listed tools, equipment, and software

TOOLS AND EQUIPMENT USED:

Personal computer/tablet, smart-phone, scanner, copy machine, fax machine, calculator measuring devices and other job-related technological devices.

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.

Work performed is in both an office and outdoor settings as needed. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may be frequently required to walk over rough terrain and reach with hands and arms. The employee must occasionally lift and/or move/carry up to 25 pounds.

The work may also require sitting and operating a keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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 may work indoors or outdoors and while outdoors is exposed to weather conditions which may become extreme. The employee occasionally works near construction equipment, moving parts and can be exposed to wet and/or humid conditions, and vibrations.

The noise level in the work environment may vary from quiet to loud.

SELECTION GUIDELINES:

Formal application, rating of education, experience, interview process, references and background check; a pre-employment occupational physical and drug testing 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.

This 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/or the requirements of the job change.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: September 24, 2025
Re: 2026 Cost of Living Increase of 3% for Non-Represented Employees

Historically, non-represented employees receive the same cost of living increase that the unions receive. For 2026 both union contracts, Police and Fire, expire at the end of December and new contract negotiations have not yet started so there is nothing determined at this time.

After discussions with the Mayor, a cost of living increase of 3% for non-represented employees is included in the budget. The general fund additional cost for wages and benefits for the 3% is approximately \$73,000.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: September 24, 2025
Re: Contributions to Other Organizations

At the last Committee of the Whole meeting, you heard the presentations from the groups that the City historically has given contributions to but no action was taken at that meeting. After hearing our budget discussions, a decision needs to be made if these groups will be funded in 2026 and at what amount. The groups and the requests are:

- Boys & Girls Club funded for \$10,000 in 2025, requesting \$20,000 in 2026.
- Langlade County Humane Society funded for \$3,500 in 2025, requesting \$4,000 in 2026.
- Children's Service Society funded for \$3,000 in 2025, requesting the same amount in 2026.
- Senior Center funded for \$30,000 in 2025, requesting the same amount in 2026.
- AVAIL funded for \$20,000 in 2026, requesting \$25,000 in 2026.

Each one of these groups requests should be acted on separately.

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