

City of Antigo
Finance, Personnel & Legislative Committee
Wednesday, October 15, 2025

Finance, Personnel & Legislative Committee of the City of Antigo met in Regular Session on the above date at 6:00 PM in the Council Chambers, City Hall, 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	Remote	
Kevin Smith	Ward 8	Present	

Others attendance were: Kaye Matucheski, Clerk-Treasurer/Finance Director; Daniel Duley, Police Chief; Kirk Packard, Street Commissioner; Corey Smith, Fire Chief (Remote); Elizabeth McCarthy, Building Inspector/Zoning Administrator; Sarah Repp, Parks, Recreation, and Cemetery Director; Mark Edwards, Alderperson Ward 5; Walt Wess, Rhonda Christian, Nathan Suko and Carlo Bardo.

Approval of Minutes

1. Approve Minutes from the September 17, 2025 Meeting (Contingent Upon Completion)

Result:	Carried (6 to 0)
Mover:	Glenn Bugni
Second:	Tim Kassis
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

2. Add a Criminal Investigation Bureau (CIB) Fee to Any Fee that Requires a Background Check

Kaye Matucheski, Clerk Treasurer/Finance Director, stated that Daniel Duley, Police Chief, brought to her attention that the City will need to do Criminal Investigation Bureau (CIB) background checks with licenses like operators licenses, transient merchant licenses and others. Chief Duley stated that a CIB background check is the correct background check for licenses and noted there is a \$12.00 charge for a CIB background check. He stated with this change to the ordinance, the \$12.00 charge would be put on the applicant's fee for applying for the license. Alderperson Hayes clarified that the charge was \$12.00 per person. Chief Duley noted the \$12.00 would add up quickly if the City were to absorb that cost instead of passing it on to the applicant.

Motion to Approve Adding a Criminal Investigation Bureau (CIB) Fee to Any Fee that Requires a Background Check

Result:	Resolution to Council (Unanimous)
Mover:	Tim Kassis
Secunder:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

3. Write Off Uncollectible Accounts Receivable Balances

Mayor Bauknecht stated from Ms. Matucheski's notes, there are about four balances from damage to City property totaling about \$1,400.00 with very little chance of collecting the funds. Alderperson Kassis clarified that the City will still try to collect the funds. Ms. Matucheski stated, if possible, the City will collect the funds. Alderperson Smith clarified that the City will not spend any more funds trying to collect the balances. Ms. Matucheski stated her office sends out two letters after the bill has been sent, then it gets turned over to City Attorney Michael Winter, to write a letter. Ms. Matucheski stated that for such small amounts it is not cost-effective to go through the process to get a judgment for repayment.

Motion to Approve Writing Off Uncollectible Accounts Receivable Balances

Result:	Resolution to Council (Unanimous)
Mover:	Tim Kassis
Secunder:	Roy Dieck
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

4. Police In-Squad Video Upgrade Purchase for a Cost of \$50,000.00 to be Funded with Capital Improvement Funds

Chief Duley explained his department has video systems that record all traffic stop interactions. He noted the equipment is outdated, software is no longer supported, and parts are going to be harder to get for repairs if needed. Chief Duley stated he would need four systems for their current squads. He noted when his department designed the new K9 unit, they put this upgraded system in that unit. Chief Duley stated he was informed that Motorola Solutions was discontinuing support for on-sight servers as of 2028, noting his department currently has on-sight servers. He stated he requested a quote from Motorola Solutions to update four squads and go to a cloud server. He noted the upgraded software allows for redaction right in the software, stating there are more requests for squad car video. Chief Duley noted that if there is a child or innocent bystander in the video, it needs to be redacted. He stated he has an outside program that can redact video, but it can be cumbersome to work through. He stated the new software has the ability to transcribe interactions, which would help save time in the report writing process.

Chief Duley stated one of the squad cars is ready for change over, so it would go to Belco, who does the installation work. For the other three squads, Belco would come to Antigo to complete

the installation. He stated funding is available for \$39,505.00 in CIP budgeted for the squad car video equipment. He stated he was short \$10,495.00 but there are extra funds available for transfer in the radar unit if approved.

Aldersperson Dieck noted there are funds budgeted in 2026 for squad car video equipment and questioned what Chief Duley was going to do with the 2026 funds. Chief Duley noted that he would keep the budget item for future squad car video equipment.

Mayor Bauknecht questioned installation time frames. Chief Duley stated the three squads would probably take all day. He added that all the data on servers will be converted and uploaded to a cloud-based server.

Motion to Approve Police In-Squad Video Upgrade Purchase for a Cost of \$50,000.00 to be Funded with Capital Improvement Funds

Result:	Resolution to Council (Unanimous)
Mover:	Glenn Bugni
Secunder:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

5. Grant Writer Discussion (Referred by Mayor Bauknecht)

Mayor Bauknecht noted this is an informational item he referred. He noted that all the department managers are all pursuing grants as well as Ayres and Associates keeping the City informed of Department of Transportation grant opportunities. He noted that the Wisconsin Department of Natural Resources and League of Municipalities have also been informing the City of grants as well as the Langlade County Economic Development Corporation (LCEDC) has been pursuing grants.

Mayor Bauknecht noted there are several projects nearing the engineering faze, and reviewed those projects. He also noted that LCEDC has applied for some grants for the downtown district.

Mayor Bauknecht stated we need to keep in mind when applying for grants, most of the time the City has to contribute funds to qualify for the grant. He noted the City does not want to apply for a grant, then not have the funds required and have to turn down the grant.

Aldersperson Bugni noted the Weather Warning System Committee is in need of a grant writer. He noted that a grant writer has already been approved, and this committee is looking at the compensation aspect. Mayor Bauknecht stated that is part of it, however, this is part of a broader discussion on how the City is going to replace the City Administrator, whether the City looks for a City planner or a visionary with an engineering background. He stated the City is looking at moving up the timeline of hiring a City Administrator. Mayor Bauknecht stated that he feels an Administrator should be involved with either contracting with a grant writer or if that will be part of their duties.

Aldersperson Kassis noted that he would like the City of Antigo to advertise for the City

Administrator locally before advertising in a larger capacity, noting there may be someone in our community with the right credentials that would do a good job. Alderperson Smith agreed with Alderperson Kassis with advertising locally, noting they would have ties to the community. Alderperson Bugni also agreed with Alderperson Kassis and would like to advertise locally as well. Alderperson Bugni would like to fill the grant writer position right now. Alderperson Kassis agreed with Mayor Bauknecht that the City Administrator should be involved with the decision to hire a grant writer.

Alderperson Hayes stated that not every grant allows you to pay the grant writer with a percentage of the grant. Alderperson Dieck noted that Angie Close, LCEDC, writes grants and noted that he has written for them before. He noted that Ms. Close could possibly work with the new City Administrator to write grants.

Alderperson Smith questioned if the council would discuss what the City wants for the City Administrator. Ms. Matucheski suggested the topic of what the City wants as an emphasis for a City Administrator be an agenda item at the next Finance, Personnel, and Legislative Committee meeting. Alderperson Kassis referred the topic of what the City wants as an emphasis for the City Administrator to the next Finance, Personnel, and Legislative Committee meeting.

Alderperson Bugni noted his concern stating that he feels the City should have someone to fill in writing grants now while waiting to hire a City Administrator. Ms. Matucheski questioned if Alderperson Bugni knows of any grants he would like the City to apply for, noting she knows Alderperson Bugni is concerned about grants for a weather warning system. Alderperson Bugni noted he feels the City should have help with grant writing from now until the end of the year, when the City advertises for a City Administrator. Alderperson Kassis questioned if Alderperson Bugni has some grants he is aware of or looked at online. Alderperson Bugni stated he does not but has heard from people who do write grants that the grants are out there, but has not looked himself. Ms. Matucheski clarified that they would not be looking for a grant writer but someone to find the grant. Ms. Matucheski stated that her and the other department managers have the current grants under control and noted that the immediate need for the grant writer would be to seek out a weather warning siren grant. Mayor Bauknecht noted the current grants are being managed by the department heads and that the City is in pretty good shape. Alderperson Bugni clarified that the committee approved the grant writer position. Ms. Matucheski noted nothing was posted because there was no contract to post a position for, noting right now there is only a need for a grant writer for the weather warning siren system. Alderperson Kassis questioned if there was a job description for the grant writer. Alderperson Bugni stated he wrote a job description and submitted it to the Mayor, noting there would need to be a change to the compensation. Ms. Matucheski noted there is going to be a special Finance, Personnel, and Legislative Committee before the November Council that this item could be addressed at.

Result: Information Only

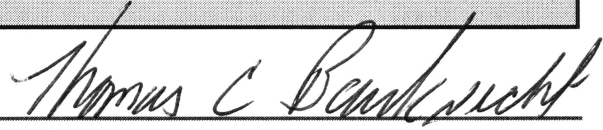
Any Other Matters Authorized by Law to be Considered

None.

Adjournment

Motion to Approve Adjourning at 6:30 p.m.

Result:	Carried (6 to 0) Approve Adjourning at 6:30 p.m.
Mover:	Tim Kassis
Secunder:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None



Thomas C. Bauknecht, Chairperson

11/17/2025

Date