



City of Antigo

Finance, Personnel & Legislative Committee Meeting

**Council Chambers
City Hall, 700 Edison Street**

**Wednesday, December 10, 2025
5:45 PM**

Call to Order

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

1. Accept the Offer to Purchase of \$5,000 for the City-owned Vacant, 7,744 square foot Lot, Located at 523/527 Edison Street
2. Funding for a Grant Writer for the Weather Warning Siren Project
3. Reestablish a Lead Administrative Assistant in the Clerk-Treasurer's Office

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 the 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: December 5, 2025

Thomas C. Bauknecht



Building Inspection-Zoning Administrator
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: December 10, 2025

To: Finance, Personnel & Legislative Committee

From: Elizabeth McCarthy, Building Inspector/Zoning Administrator

Subject: Accept the Offer to Purchase of \$5,000 for the City-owned Vacant, 7,744 square foot Lot, Located at 523/527 Edison Street

The blighted buildings located at 523 Edison Street and 527 Edison St were purchased as a part of the city's continuous goal of revitalizing the downtown corridor and replacing vacant unsalvageable buildings with new buildings that generate new businesses and higher tax revenues. The vacant tavern at 523 Edison St was purchased in December 2022 and razed on January 16th, 2023. The vacant house and garage were purchased in March 2023 and razed June 9th, 2023. Both lots were restored and remained vacant for approximately 18 months.

On January 7th 2025, the City Plan Commission approved advertising the city-owned, vacant lots, located on a portion of 527 Edison St and a portion of 523 Edison St, with a contingency stating that a building must be constructed on the property within 18 months of the sale and the price of the land is open to negotiation based on the economic impact that the new business will have on the City of Antigo. Advertising the property with these contingencies was approved by Common Council on February 12th, 2025.

There have been multiple inquiries in regard to the property since it has been for sale, but none came to fruition. There have been parties interested in purchasing the property and using it for purposes other than constructing a new building on it. Other parties proposed preliminary building ideas, but none followed through with a final plan.

Mr. Bretl contacted the city at the beginning of November inquiring about commercial properties for sale within the City of Antigo. We discussed this property's potential and that it would be a perfect location for his business, KB Painting LLC. After physically looking at the property, Mr. Bretl was immediately interested in the site. Shortly after, Mr. Bretl submitted his proposal to the city.

Fiscal Impact: Initial \$5000 and annual tax revenue.

Recommendation: To accept the offer to purchase of \$5000 for the city-owned lot located at 523/527 Edison Street with the contingency that the construction of a new building will begin within 18 months of purchase.

Attachments:

1. Offer to Purchase Letter
2. Site Plan
3. Building Picture
4. Building Picture 2
5. Building Picture 3

To: Beth McCarthy
From: Eric Bretl
Date: 11/21/25

Subject: Letter of Intent to Purchase Commercial Lot at 523/527 Edison St. Antigo WI. 54409

Dear Beth McCarthy

This letter expresses my sincere intent to purchase the commercial property at (The West 88' of Lots 23 and 24 of Block 43 of the original Plat of the City of Antigo), currently owned by the City of Antigo. After reviewing the property and the provided information, I am pleased to make the following offer to purchase.

Buyer: Eric Bretl/KB Painting LLC.

Seller: City of Antigo

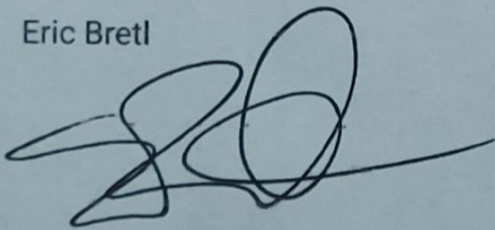
Property: The West 88' of Lots 23 and 24 of Block 43 of the original Plot of the City of Antigo.

Purchase Price: \$5,000.00

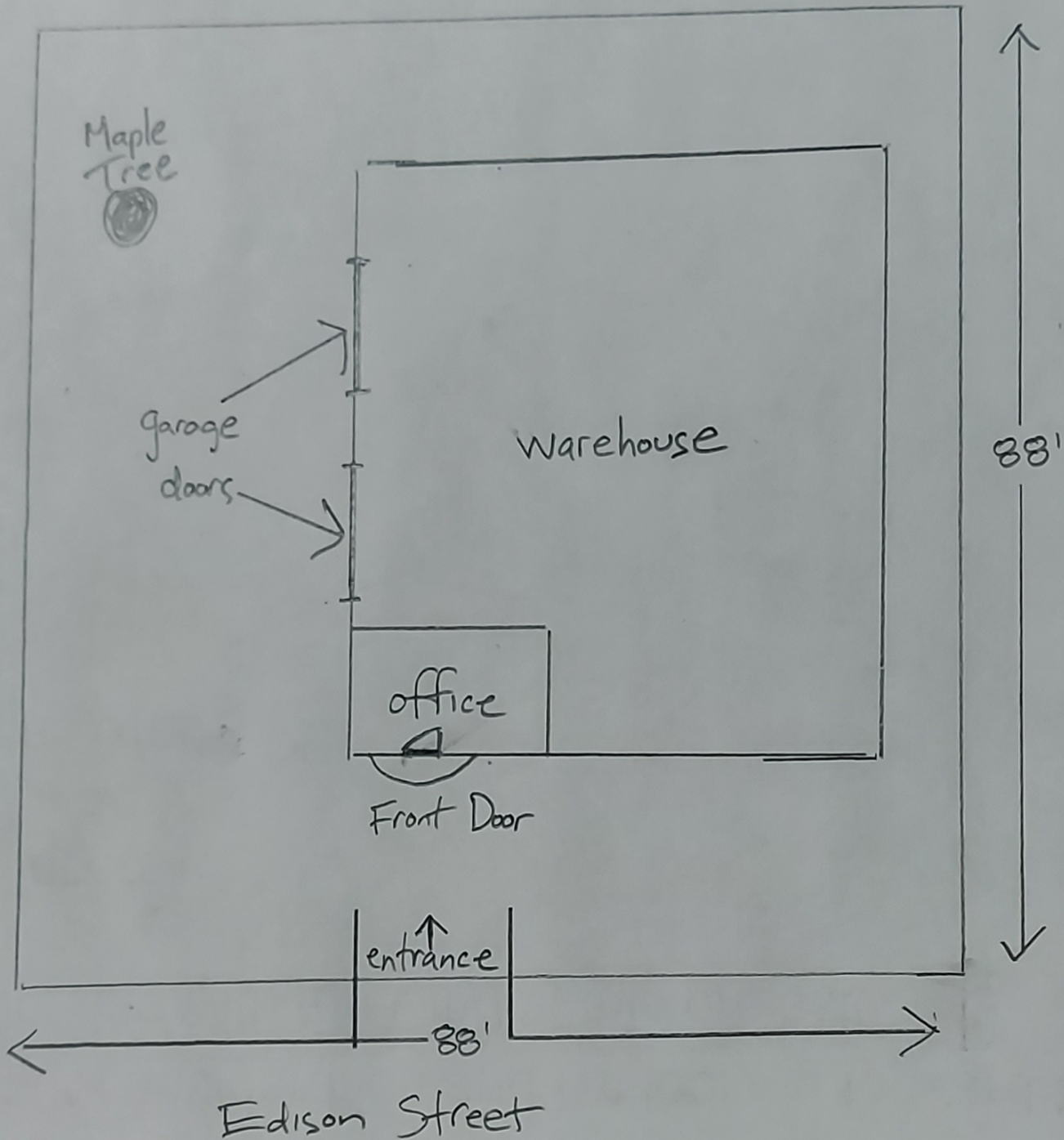
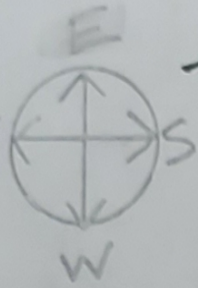
Construction on a new building will start within 18 months of purchase. Growing up in Antigo and recently moving back I am optimistic about my company growing. My plans are to build a shop/office to accommodate these plans. I would hope this could bring tax revenue to the City. I am planning on adding new 2 new employees each in 2026 and 2027. Thank you for your consideration and I'm looking forward to working with the City.

Sincerely,

Eric Bretl

A handwritten signature in black ink, appearing to be 'Eric Bretl', with a stylized, cursive script.

The West 88' of Lots 23 & 24 of Block 43
of the Original Plat of the City of Antigo



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54×50 Farm Building

**Category :** Farm Buildings, Metal Barns, Prefab Barns

SKU:GB-159

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*Prices may vary based on your state, local wind and snow ratings



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Clerk-Treasurer
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: December 10, 2025
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Funding for a Grant Writer for the Weather Warning Siren Project

Aldersperson Bugni has spoken with a person that is willing to research and write for grants for the Weather Warning Siren project. The fee is \$25.00 per hour. The Committee has stated that any donations made would be returned if the project is not completed so donations would not be able to be used for the grant writer. The Committee is requesting the City cover the cost of the grant writer in the event that the project does not happen. It is unknown how many hours this will take but I would suggest setting a not to exceed amount at this time. I think funding could be taken from the Public Improvement Fund. There should also be a contract in place outlining the expectations for this position. I am looking for examples of contracts from others and hope to have one by the time of the meeting.

Fiscal Impact: Set Not to Exceed Amount

Recommendation: No staff recommendation at this time

Attachments:
None



Clerk-Treasurer
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: December 10, 2025
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Reestablish a Lead Administrative Assistant in the Clerk-Treasurer's Office

Previously there was a lead administrative assistant in the Clerk-Treasurer's Office that has not been designated to anyone in a few years. With the change in the Deputy position and the hiring of a new employee, there will be additional oversight needed.

Also in looking at succession planning for when I retire, there needs to be more cross-training in our office. With new people and losing someone with 28 years of experience, I need to delegate some of the daily oversight duties in order to free up time to work on things that need to be done for a succession plan. I would like to bring back the lead position to help with this cross-training and to be able to transfer some of the oversight to another person.

It has not been unusual for me to work 50-60 hours per week with everything that needs to be done. I cannot keep doing this (or working even more hours) so this is one way to start revamping how things are done in the office. We also plan to look at updating some processes with newer technology which will also help long-term.

I am requesting approval to name Jamie Smith as lead person for the office. As with other lead people, the additional pay would be \$1.00 per hour. I am requesting this be effective with the first payroll in January. Funds will be derived from existing funds within the budget as there were savings with having an open position. Should you have any questions, please feel free to contact me.

Fiscal Impact: \$2,080 plus benefits per year

Recommendation: Approve adding a Lead Person

Attachments:
None