

City of Antigo
Finance, Personnel & Legislative Committee
Wednesday, November 19, 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.

Call to Order

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	Present	
Kevin Smith	Ward 8	Present	

Others in attendance were: Kaye Matucheski, Clerk-Treasurer/Finance Director; Kirk Packard, Street Commissioner; Corey Smith, Fire Chief; Elizabeth McCarthy, Building Inspector/Zoning Administrator; Charley Brinkmeier, Land Surveyor/Project Manager; Sarah Repp, Parks, Recreation, and Cemetery Director; and Shannon Smith; Deputy Clerk-Treasurer.

Approval of Minutes

1. Approve Minutes from the October 15, 2025 Meeting (Contingent Upon Completion)
 Motion to Approve Minutes from the October 15, 2025 Meeting

Result:	(5 to 0) Approve
Mover:	Glenn Bugni
Second:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Kevin Smith, Glenn Bugni
Nays:	None

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

2. Use CIP Funds to Purchase a New Stryker Power Load and Power Pro 2 Cot for the New Ambulance

Corey Smith, Fire Chief, explained the power load is a device that is mounted to the ambulance, that supports the weight of the cot instead of manually needing to support the weight of the cot. He stated the Fire Department has had these type of units for approximately 10-12 years and he would like to replace the oldest one as it is getting near end of life. Chief Smith noted the new ambulance will be delivered to Antigo soon. Upon inquiry from Mayor Bauknecht, Chief Smith stated if approved, he would purchase the unit from Stryker and have it shipped to Antigo to be installed locally by Pomasl Fire Equipment, Inc. He noted part of the contract for the new

ambulance was that Pomasl would remove the current Stryker Power load from the old ambulance and install it into the new ambulance, noting installing a new one will not increase costs for installation.

Upon inquiry from Mayor Bauknecht, Chief Smith stated Stryker will take old units on trade in, noting the quote he provided included \$5,000 trade in value for the old one.

Aldersperson Kassis clarified the total cost is \$61,000 and Chief Smith stated it was noting the Power Load was \$28,000 and the Power Pro 2 Cot was the more expensive item at \$33,000. Upon inquiry from Aldersperson Kassis, Chief Smith stated Chief Petroskey started the CIP when the initial units were purchased for future replacement needs.

Motion to Approve Using CIP Funds to Purchase a New Stryker Power Load and Power Pro 2 Cot for the New Ambulance

Result:	Carried (5 to 0)
Mover:	Tim Kassis
Second:	Glenn Bugni
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Kevin Smith, Glenn Bugni
Nays:	None

3. City Employee Manual Updates

Mayor Bauknecht noted this is a work in progress and has not been updated in approximately ten years, noting Kaye Matucheski, Clerk-Treasurer/Finance Director, put together a handout highlighting changes, noting most of the changes are in language.

Ms. Matucheski noted the language changes and updates. She stated one of the changes would be to holiday pay, stating new employees currently do not get holiday pay for the first 90 days and they are requesting this be retroactive to Thanksgiving because this will have to be approved at the December Council meeting. Ms. Matucheski stated that staff would like vacation time availability to start at hire, noting this will help with recruitment and retention. She noted a lot of employers have stopped having waiting periods for benefits.

Ms. Matucheski stated that staff went over the manual yesterday and added some items. She noted on page 13 of the manual about work performed on City recognized holidays to add part-time employees to that paragraph. On page 16, add back in what defines eligible retirees are for the post-employment health plan, noting it was an employee with 15 or more years of service.

On page 19 under holiday adding Veterans Day as a paid holiday for non-represented employees, noting that the committee will see this with the represented employees soon. Upon inquiry from Aldersperson Kassis, Ms. Matucheski stated the City employees would get nine and half holidays.

On page 20, she noted staff would like to have new employees eligible to use sick leave right away. On page 25, not eligible for uniform allowance in their last year only applies to one

person after various changes through the years, so they would like to remove it. She noted on page 27 under the driver's license paragraph the staff is looking for flexibility on the type of CDL Department of Public Works (DPW) employees are required to obtain, noting some of the certifications are not needed and can be costly. Ms. Matucheski noted that there are some typos to fix.

Aldersperson Hayes noted on page 2 some of the community information is not accurate like population and some of the community organizations.

Ms. Matucheski stated she would verify the population of the City and has heard the Library is closing the White Lake branch of the library so she will verify that as well before finalizing the manual.

Ms. Matucheski noted she would like to move the manual approval to the December Council. Aldersperson Smith stated he agrees with the changes, noting a lot of employers are making these changes to retain and attract employees.

Aldersperson Kassis questioned the 30-mile radius for DPW employees. Ms. Matucheski stated that is the same number of miles for the unions and noted that the City can set residency for public safety, like snow emergencies.

Kirk Packard, Street Commissioner, stated the Fire Department opened up the range for recruitment and DPW would like to open it up as well, Ms. Matucheski stated the City can not require the DPW employees to live within a 15-mile radius if the FF/EMT's are not required to. Aldersperson Kassis questioned if the distance is as the crow flies and Chief Smith stated it was. Aldersperson Kassis is concerned about response time.

Mr. Packard stated he only has one employee out that far and has not had a problem with response yet. Chief Smith stated he has had issues with people who live in the City choosing not to respond.

Aldersperson Smith stated that ideally the City would want employees to live in the City, however the reality is it is difficult to get candidates to fill positions with a small residency radius.

Charley Brinkmeier, Land Surveyor/Project Manager, noted it is hard to get people to answer the phone. Elizabeth McCarthy, Building Inspector/Zoning Administrator, followed up with distance does not affect response time.

Mr. Packard stated he always picks the employees closest to the emergency. Aldersperson Kassis again noted his concern about emergency services responses.

Chief Smith noted differences from when he started with the Fire Department to now, stating when he started, the Fire Department did not require mutual aid for a house fire due to employee's responding off duty and now they could not fight a fire without mutual aid due to lack of response. He noted it is a different time with employees now whether they will come

into work on their off time or not.

Motion to Move the City Employee Manual Updates to Council

Result:	Carried (5 to 0) Resolution to Council
Mover:	Glenn Bugni
Second:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Kevin Smith, Glenn Bugni
Nays:	None

4. Approval for Process to Begin Search for City Administrator, Job Description, Area of Emphasis, and Salary Range

Mayor Bauknecht stated the job description could be streamlined with clear expectations. Alderperson Bugni stated he would like a 90 day probationary period in the contract. Alderperson Kassis noted he was thinking a six-month probationary period but is okay with a 90 day. He questioned if the City could advertise locally and use a search firm. Ms. Matucheski stated the City does not want to have two hiring processes at once, noting you can let the search firm know where you want them to advertise for you.

Alderperson Bugni would like to advertise locally. Ms. Repp noted that local people can apply through a search firm.

Alderperson Kassis questioned where to advertise if advertising locally and questioned what the salary range would be. Alderperson Bugni questioned what the competitive salary range is currently and Ms. Matucheski noted she did not know.

Alderperson Bugni noted he was speaking with residents and they questioned if the City of Antigo needed a City Administrator and Ms. Repp stated yes we do and Mayor Bauknecht commented he feels it is needed as well. Ms. Matucheski stated the department heads do feel there needs to be a person to tie everything together.

Ms. Repp noted the differences between a local hire and someone from the outside, noting someone from outside the area brings different experience and knowledge.

Ms. Matucheski noted a search firm will tell you a good candidate will find another job rather than take a 90-day probationary period due to the nature of the job for a City Administrator. There was discussion about employee reviews versus probationary periods.

Alderperson Kassis would like to change the ability to remove the City Administrator with a vote of majority versus a three-quarters vote. Ms. Matucheski noted it was probably in the contract that way as a recommendation from the search firm.

Alderperson Kassis would like to see the City Administrator living in the city and suggested more incentives if they do live in the City.

Mr. Packard questioned raising the salary to attract a higher quality candidate and Ms. McCarthy supported his suggestion.

Alderman Kassis would like to speak to previous employers for the new candidates. Mr. Brinkmeier noted legal consequences of talking with previous employers and stated one person representing the City should call previous employers of the candidates. Ms. Matucheski expanded on what Mr. Brinkmeier stated and noted a famous question would be "Would you hire that person back?".

Ms. Repp stated you can do everything right and sometimes you have a bad experience. Alderman Kassis noted he wants to know as much information about candidates as he can get.

Ms. Repp reiterated what Mr. Packard stated about raising the salary and benefits.

Ms. McCarthy noted White Lake and Elcho school administrators get paid more than our past administrator.

Mr. Packard stated if the pay is increased, you could attract someone with experience that is looking to move into the Northwoods for a slower pace of life. Ms. Matucheski agreed that perhaps the City could attract an assistant City Administrator looking to build their career. Alderman Kassis would like a candidate with more public works experience and Ms. Matucheski stated the City can look for areas of emphasis.

Alderman Kassis noted the success some of the previous administrators, excluding the last one. Alderman Kassis would like to overhaul the job description with an emphasis on experience with grants.

Mayor Bauknecht stated how does the committee want the city to proceed, look locally, hire a hiring firm or define a salary first. Ms. Matucheski noted she feels the committee needs to decide if they are hiring locally or contracting with a search firm but also look at salary. Mr. Brinkmeier questioned if the City could put out a Request for Proposal (RFP) for a search firm.

Alderman Kassis wondered if you could do a local search first then a hiring firm. Mr. Packard questioned wasting time with a local search first, then going to a search firm.

Mayor Bauknecht stated he would like to see someone in place in the first quarter of next year. Alderman Kassis noted a search firm provides a larger net of candidates.

Mayor noted a search firm may help with job description and Ms. Matucheski questioned issues with job description. Mayor Bauknecht would like expectations laid out better, like the City wants the Administrator to write grants.

Ms. Matucheski suggested the committee look at the job description and bring suggestions to Melanie Rine, Human Resources Specialist.

Mayor Bauknecht noted the direction is trending to a search firm and stated it would be a good investment.

Ms. Repp and Ms. McCarthy also agreed with hiring a search firm.

Alderson Smith commented he feels a search firm brings a better quality of candidate. He noted he was not on Council with the last Administrator but feels the City needs to move past any issues and move forward with finding the best candidate to work with the employees in the best interest of the City.

Ms. Matucheski noted the search firm used previously was the search firm used for the Administrator before the last one as well. Mayor Bauknecht noted the staff had changed at the search firm.

Alderson Bugni noted it should not be a panic process, it should be systematic with more research needed. Alderson Smith noted if the City only has one candidate again, the City should go back to the drawing board and evaluate why they have so few candidates. Alderson Kassis stated he feels the salary would need to be in the \$150-\$200,000 range to compete and feels the City will need to have incentives for that position as well. He stated he thought a search firm would be a great idea.

Ms. Matucheski stated she will put out a short RFP to search firms.

Mayor Bauknecht reiterated to look at the job description because now is the time to make any changes.

Ms. Matucheski stated the committee will need look at salary and pay matrix if raising the salary.

Mr. Packard questioned if an Ad Hoc committee would be helpful for the job description. Ms. Matucheski stated a Committee of the Whole meeting will be needed to finalize the job description and go over the RFPs. Alderson Bugni stated there should be Committee of the Whole meeting just for going over the job description and Ms. Matucheski agreed and stated the committee members should start putting notes together. She stated she could put the committee's notes into one document for the Committee of the Whole meeting.

Alderson Kassis questioned having a two-tier salary system, one for an administrator living in the community and a lower number for an administrator choosing not to live in the community. He noted an emphasis on grants as well.

Ms. Matucheski would like the committee to really concentrate on what is wanted for the grants, someone who researches grants or someone that will write for grants.

Ms. Repp noted finding an administrator that is strategic with planning and what the grants are accomplishing is key.

Mayor Bauknecht thanked the department heads for input and feels a search firm is in the best interest of the City.

Aldersperson Kassis questioned the time line for getting the search firm looking for candidates. Ms. Matucheski stated the City could have a firm hired by the first of year but feels the committee and department heads will not be able to get all of their information together with holidays and the end of the year coming up.

Result: Information Only

5. Update Floodplain Ordinance

Ms. McCarthy stated this is mandated by Federal Emergency Management Agency (FEMA) and if the City does not comply, residents in the floodplain would not be able to purchase flood insurance and those that have flood insurance would no longer have coverage. She noted the City already has an ordinance for floodplain but it is out of date, so the City has six months to get it updated.

Mr. Brinkmeier stated about 10 years ago the City went through this same process and Mayor Bauknecht noted it was a requirement, with Ms. McCarthy noting it is required for residents to keep their flood insurance.

Ms. Matucheski noted residents would most likely not be able to get a mortgage without the ability to get flood insurance.

Motion to Update the Floodplain Ordinance

Result:	Carried (5 to 0) Ordinance to Council
Mover:	Tim Kassis
Second:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Kevin Smith, Glenn Bugni
Nays:	None

Any Other Matters Authorized by Law to be Considered

Aldersperson Hayes questioned if the committee is aware that the School District is going to build new administrative offices on the corner of Fifth Avenue and Western Avenue.

Aldersperson Bugni noted there were not any presentations about the buildings of any kind. He felt the site plan should never have been approved until there were more answers to questions.

Mr. Brinkmeier noted there have been some issues with the School District site plan and with Eckart Street.

Aldersperson Hayes noted her issues with insurance and cost-of-living gaps and would like to work in the future to have a more equal raise.

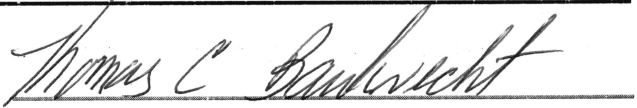
Ms. Matucheski stated she will be on the local radio station tomorrow at 8 a.m. and that News Channel 12 will be interviewing her tomorrow as well.

Mayor Bauknecht noted the Governor will be in Antigo tomorrow at the food pantry from 11-11:45 and he will be there to meet with him.

Adjournment

Motion to Adjourn at 7:05 p.m.

Result:	(5 to 0) Adjourn
Mover:	Tim Kassis
Second:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Kevin Smith, Glenn Bugni
Nays:	None



Thomas C. Bauknecht, Chairperson

Date