

City of Antigo
Finance, Personnel & Legislative Committee
Wednesday, February 18, 2026

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; Daniel Duley, Police Chief; Corey Smith, Fire Chief; Kirk Packard, Street Commissioner; Elizabeth McCarthy, Building Inspector/Zoning Administrator; Shannon Smith, Deputy Clerk-Treasurer; Paula Nichols, Administrative/Clerical Assistant; Cindy Tyler, Library Board; Toni Edge, Library Director; and Jim Murray

Approval of Minutes

1. Approve Minutes from the December 17, 2025 and January 14, 2026 Meetings

Motion to Approve Minutes from the December 17, 2025 and January 14, 2026 Meetings

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

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

2. Investment and Indebtedness Schedules (Information Only)

Kaye Matucheski, Clerk-Treasurer/Finance Director stated she usually emails or puts the Investment and Indebtedness Schedules in the mailboxes, but the auditors wanted to see it on an agenda so they could prove it was given to Council. Mayor Bauknecht mentioned that it was good that Ms. Matucheski had this available for the upcoming audit.

Result: Information Only

3. Dispute Over Cost of Special Assessment for a Chair Removal at 916 Virginia Street

Jim Murray stated he got a chair from across the street to put in his house, but it wouldn't fit through the doorway. He stated he received a letter, so he moved the chair from the porch to the curb. Mr. Murray stated the chair was picked up, and then he received a bill for \$216.00 for the removal of the chair. Mayor Bauknecht explained that the Street Department was probably responding to a complaint and that there is an ordinance against having the chair at the curb. Kirk Packard explained that the bill includes an administration fee of \$125.00 plus the cost to dispose of the chair and the labor cost for staff to remove the chair. Elizabeth McCarthy explained that they include the administration fee, so people do not use it as a trash service. Mr. Packard stated it is the same fee if they have to mow someone's lawn. Ms. McCarthy reminded Mr. Murray that in the letter it stated to contact them to make arrangements. Mr. Murray stated he could not read and had a hard time with the letter.

Mayor Bauknecht stated a decision had to be made whether to keep the special assessment in place with the corresponding fine. Upon inquiry from Alderperson Hayes, Ms. Matucheski explained that the fines that were forgiven in the past were because people could not be located, or the City didn't know who they were. She stated it was a separate issue than the current special assessment as this assessment would be transferred to taxes if it was not forgiven. Alderperson Bugni stated it was a difficult decision due to wanting to uphold the ordinance and recognizing the affordability issue. Ms. Matucheski explained the only time it would be acceptable to place items on the curb and not be fined was during spring clean-up. Mr. Murray stated he could pay \$20.00 per month. Ms. Matucheski explained to Mr. Murray how he could pay the fine and that he would not have to pay the whole amount at one time.

Motion to Keep the Special Assessment in Place

Result:	Carried (5 to 1)
Mover:	Thomas C. Bauknecht
Second:	Kevin Smith
Ayes:	Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	Mary Hayes

4. Set Salary for Incoming Police Chief

Ms. Matucheski stated the recommended salary for the incoming Police Chief is Pay Grade 13 and would start out at Step 6 for \$102,306.15. She also stated he was grandfathered in on Wisconsin Retirement System (WRS) and now that he will be changing positions, he will have to start paying the employee portion of WRS. Ms. Matucheski also noted since he is going from an hourly to an exempt position, he will have a comp time balance. She stated she would like permission to either pay him out for it or give him a certain amount of time to use it.

Motion to Accept the Salary for Incoming Police Chief and have Mayor Handle any Comp Time Balance

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

5. Approving a Contract with the Antigo Professional Police Association WPPA/LEER for 2026-2028

Mayor Bauknecht stated that Ms. Matucheski, Melanie Rine, Human Resources Specialist, and Dan Duley, Police Chief negotiated on behalf of City for the agreement.

Motion to Approve a Contract with Antigo Professional Police Association WPPA/LEER for 2026-2028

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

6. Changes to Transient Merchant Ordinance to Make the License Period Start January 1, Change the Waiting Period to Up to Ten Days, Delete Service to Clerk Statement, and Correct Ordinance and Statute References

Kaye Matucheski stated that the current Direct Sellers Transient Merchant Permit is renewed on July 1 so anyone who wanted to sell in the summer would have to buy two permits. One that ends June 30 and one that starts July 1. Ms. Matucheski stated she researched other municipalities and found that they start their Transient Merchant on January 1 so it runs the calendar year. She stated that for anyone who had one now, on July 1 they would prorate it for six months so by January 2027 everyone would be on the same schedule.

Ms. Matucheski also stated the current waiting period when filing paperwork for the permit is ten days. She suggested changing the wording to "up to 10 days" so if the background check was completed sooner, they would have the option to issue the permit earlier than ten days.

Ms. Matucheski stated that the application currently being used is 30 years old and there is a statement on the application that gives the clerk the authority to accept lawsuit paperwork on behalf of the vendor if the court cannot find the vendor. She stated that meant the lawsuit paperwork could be served on the clerk, and it would be the clerk's responsibility to find the vendor. After speaking with Mike Winter, City Attorney, it was recommended to remove the statement from the application. Ms. Matucheski also noted if they did not have this service, applicants would have to give the City a bond. She also stated that the City would then be responsible for the bond. If anyone had a problem, they could go after the bond, and then the City would have to get involved in the civil trial.

Upon inquiry by Mayor Bauknecht if each issue would need to be acted on individually, Ms. Matucheski stated each issue did not need to be acted on individually as they were all part of one ordinance.

Motion to Approve Changes to Transient Merchant Ordinance to Make the License Period Start January 1, Change the Waiting Period to Up to Ten Days, Delete Service to Clerk Statement, and Correct Ordinance and Statute References

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

7. Discuss and Approve Plan to Replace 4 Zoll Monitor/Defibrillators at a Cost of \$201,309.60

Chief Corey Smith stated that each ambulance carries a defibrillator and is required as mandatory equipment. He stated they currently have four matching Zoll X series. One of them is out for repair with an estimated cost of \$4,000 for a cracked screen. Mr. Smith stated it may be time to start replacing the units as some of them are over ten years old. The company offered a \$5,500 trade-in allowance for the unit out for repair. He stated if they purchased four units at one time, the company would offer zero percent financing and the opportunity to pay in four installments. He stated he would have to use different funds over the course of four years, so he would use the Capital Equipment Improvement (CIP) funds, and a source called ACT 102 funds that he receives every year. Mr. Smith stated the ACT 102 fund had been about \$68,000 per year for the last two years. He also stated he would rather purchase all four units at the same time instead of one per year. That way they would have four matching monitors and take advantage of the offer that Zoll gave them of zero percent financing.

Upon inquiry by Alderperson Dieck if any of this would be covered in the budget, Mr. Smith stated there were some funds available in the CIP but not the whole amount. He stated he had enough money for one payment this year and one payment next year. The other two payments would be through the ACT 102 funding from the state. Mayor Bauknecht questioned if there were grants available and Mr. Smith stated that ACT 102 was a grant. Alderperson Hayes questioned if there was anything else they might foresee needing these funds for. Mr. Smith stated that was the reason he wanted to spread out the payments. He noted IV pumps on the ambulances were also getting old and would need to be replaced.

Motion to Approve Plan to Replace 4 Zoll Monitor/Defibrillators at a Cost of \$201,309.60

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

8. Approve Selling City-owned Property Located at 1035 8th Avenue Through the Means of an Offer to Purchase

Elizabeth McCarthy stated she did not get any bids when the property was advertised for bids. She stated bids could be intimidating and not always advertised well. Ms. McCarthy stated it

took about eight months, but by putting it out for sale and getting the word out there, they had success with the lot behind Mike Winter's office and there would be a building put on it this summer. Ms. McCarthy stated that, just like the other lot, she would like to have the price negotiable for this lot. She stated the offer to purchase would have to be approved, but that would give people a little more leeway. Ms. McCarthy stated that if someone was going to put up an elaborate home, the City may take less for the lot than if they were going to put a thousand square foot home there. Mayor Bauknecht noted these sales stipulated that someone would have to do something with the property within a year or 16 months and Ms. McCarthy stated that it would be the same stipulations.

Aldersperson Dieck questioned if there were any restrictions on square footage of the home. Ms. McCarthy stated zoning restricted what could be built there and that it would have to be a one thousand square foot home or larger. Ms. McCarthy stated that the Finance, Personnel, and Legislative Committee would still have to approve what the purchase offer price would be so the City could decline the offer if they chose.

Mayor Bauknecht noted that the lot was a good-sized corner lot. Ms. McCarthy stated they would put a sign out on the property so it could be seen. She stated it worked well for selling the other lot. Aldersperson Dieck questioned if they would be accepting the best offer. Ms. McCarthy stated that after speaking to Attorney Winter, they could take offers to purchase and would have the right to accept what is most advantageous for the City. Mayor Bauknecht inquired if there was a minimum bid and if they would have the right to turn down an offer if it was too low. Ms. McCarthy stated there was no minimum, both City Plan Commission and Finance, Personnel, and Legislative Committee would have to approve it.

Ms. McCarthy stated they could try another round of bids, but she did not think it would be successful. She stated having the lot sitting there not advertised was not beneficial either. Aldersperson Smith noted this may be a good time to sell the lot as someone may want to start building in the spring.

Motion to Approve Selling City-owned Property Located at 1035 8th Avenue Through the Means of an Offer to Purchase

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

9. Permission to Pursue Funding to Install a Safe Haven Baby Box at the Fire Department.

Chief Corey Smith stated firefighter paramedic Laura Palmer approached him about a year or two prior regarding Safe Haven Baby Boxes. He stated there was currently a law that allowed a person that felt they could no longer care for a baby, to give it up for adoption anonymously at a fire station, hospital, or police station. Mr. Smith stated the law allowed for someone to bring in an infant to be surrendered and they could not ask many questions. He also stated that personnel could ask medical history questions that would be pertinent to the child growing up but not personal information from the parent surrendering the child. Mr. Smith stated the box would provide a space to surrender a child if no one was at the station. He also stated the box would be heated and cooled and would be monitored, so if it was used, it would notify someone

that a baby had been surrendered. Mr. Smith stated they were looking for permission to seek funding for a Safe Haven Baby Box. Mayor Bauknecht stated he thought it was a good idea to seek funding. Mayor Bauknecht stated he thought the estimated was about \$20,000 for the purchase of the box and Mr. Smith agreed. Mr. Smith also stated that Ms. Palmer would be trying to seek donations and grants for ongoing maintenance fees.

Mayor Bauknecht questioned whether a motion was needed. Ms. Matucheski explained they needed permission to go out and request donations because they were not supposed to do so without approval. That way, there would not be multiple departments asking for donations at the same time.

Motion to Approve Permission to Pursue Funding to Install a Safe Haven Baby Box at the Fire Department

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

Any Other Matters Authorized by Law to be Considered

Adjournment

Motion to Adjourn at 6:38 p.m.

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

Approved:


Thomas C. Bauknecht, Chair