



City of Antigo

Finance, Personnel & Legislative Committee Meeting

Council Chambers
City Hall, 700 Edison Street

Wednesday, May 13, 2026
5:30 PM

Call to Order

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

1. Deputy Clerk-Treasurer to Carry Over 80 Hours of Vacation to be Used Within 90 Days of Anniversary Date
2. Condition Assessment for City Hall Due to Water Problems
3. Proposed Sale of Parcel 201-2905.006, Owned by the City of Antigo to be Purchased by TSI Power and Innovative Industries Incorporated (Contingent Upon Approval at the June 2, 2026 City Plan Commission Meeting)

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: May 7, 2026

Thomas C. Bauknecht



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

Date: May 13, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Deputy Clerk-Treasurer to Carry Over 80 Hours of Vacation to be Used Within 90 Days of Anniversary Date

Included with this memo is a letter from Shannon Smith, the Deputy Clerk-Treasurer as of December 12, 2025. With the retirement of the previous Deputy, Shannon is learning a new position. At the same time, she is training the person that was hired for her previous job with agendas, minutes, and election. With the very busy first four months of 2026, she has not had an opportunity to utilize her vacation time, so we are requesting approval for this to be carried over for 90 days.

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

Fiscal Impact: None

Recommendation: Recommend Approval

Attachments:

1. S Smith Carry Over Vacation Request

April 22, 2026

Mayor Bauknecht:


I am writing to respectfully request approval to carry over my 80 hours of unused vacation time up to 90 days past my anniversary date.

Over the past several months, I have transitioned into a new position that has required extensive training and consistent in-office attendance. In addition, I have continued to perform the duties of my previous role while also training my replacement to ensure a smooth and effective transition. These combined responsibilities have limited my ability to take scheduled vacation time.

There is past precedent for allowing carried-over vacation time to be used within 90 days of an anniversary date. In light of this, I respectfully request that my 80 hours of vacation be carried over, with the understanding that it will be used within 90 days of my anniversary date of May 20.

Thank you for your consideration of this request and your continued support. Please let me know if you need any additional information.

Respectfully,



Shannon A. Smith
Deputy Clerk-Treasurer





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

Date: May 13, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Condition Assessment for City Hall Due to Water Problems

City Hall has had several updates over the past few years such as roof, concrete block sealing, and new windows. Recently there has been water leakage in the east wall of City Hall. The source of this leakage has not been pinpointed. Staff is recommending completing a condition assessment to determine the cause.

Terry Kubiaczyk, Assistant Building Inspector, oversees the maintenance for City Hall. He received a recommendation from the structural engineer the City has used in the past, so he contacted the company for a quote. The company is Building Envelope Consultants, Ltd. Their quote is attached in the amount of \$11,580. They would work to solve the source of the moisture and propose strategies to correct the problem.

The company has also quoted optional pressure testing, but this is not being recommended at this time. If further work is needed after the assessment, this will be brought back to committee.

This is not a budgeted item, so funds would come from the City Hall Building Maintenance account and the Contingency Fund.

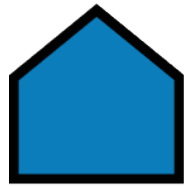
If you have any questions before the meeting, please contact Terry.

Fiscal Impact: Up to \$21,980

Recommendation: Consider Quote

Attachments:

1. City of Antigo - BEC Proposal on Building



Building Envelope Consultants, Ltd.

Design • Inspect • **TEST**

April 20, 2026

Mr. Terry Kubiaczyk
City of Antigo
700 Edison Street
Antigo, WI 54409
W: 715-623-3633 x120
C: 715-216-2000
tkubiaczyk@antigo-city.org



**RE: BEC Proposal #2639-WIPCA-v1.0-DB
Property Condition Assessment Services for;**

- 700 Edison Street, Antigo, WI 54409

Mr. Kubiaczyk;

Please accept this document as our proposal to provide professional services for the above referenced project. Based on preliminary discussions and other correspondence, it is Building Envelope Consultants, Ltd's (BEC's) understanding your municipal building suffers from water infiltration, condensation, or both. It is further our understanding the municipality has attempted to ascertain the cause/source of recognized moisture problems without success. BEC welcomes the opportunity to solve for the source of the defined moisture and propose strategies to correct the condition(s).

After you have reviewed this proposal, please call so that we may discuss. Building Envelope Consultants, Ltd. (BEC) appreciates the opportunity to work with you. We look forward to serving your building envelope needs.

Sincerely,

David J. Balistreri, RRC, BECxP,...
President

PR O P O S A L

Prepared For: Mr. Terry Kubiacyk

Location: 700 Edison Street
Antigo, WI 54409

A) General Conditions

- A. Review of previous project reports and building plans as necessary.
- B. Contact manufacturers to discover warranty parameters (if applicable)
- C. Perform on-site property tour with property maintenance personnel (if available)
- D. Perform property inspection (two-person team) specific to those items listed below.
-Any discovered life safety issues will be immediately reported to OWNER.
- E. Provide written report specific to findings for those items listed below.
 - a. Summary of investigation data – findings, conclusions by item.
 - b. Diagrams noting items of special concern.
 - c. Digital photographic reproductions of items with emphasis on problem areas.
 - d. Estimation of remaining service life of each item category (if available).
 - e. Recommendations for repair/replacement, 1-5 year plan.
 - f. Budget Estimates for each Item.
 - g. Electronic delivery of PDF report.

B) Roof Condition Assessment (Item One)

- A. **Visual Inspection and Analysis of the Roof Cover**
 - a. Surfacing, membrane, flashings, seams, Architectural sheet metal items – coping caps, counter flashings, edge fascia, Drainage system (interior drains, gutters, scuppers), Expansion joints (field, wall), Items flashed into the roof system.
 - i. Inspection supplemented with drone imaging as required.
 - ii. Includes Infrared imaging.
 - b. Review of roof deck from interior space as accessible and/or available.
 - c. Hygrothermal analysis of one roof assembly.

C) Exterior Wall Condition Assessment (Item Two)

- A. **Visual Inspection and Analysis of the Exterior Wall Systems**
 - a. Visual inspection of exterior walls from accessible interior locations and exterior grade/ladder level at each elevation.
 - b. All items flashed into the wall system including but not limited to fenestrations, expansion joints and drainage components.
 - c. Infra-red imaging of walls from accessible interior and/or exterior areas.
 - d. Hygrothermal analysis of one wall assembly.

D) OPTIONAL Pressure Testing (Item Three)

- A. **Pressure Testing of Building Envelope to Determine Integrity of Air Barrier**
 - a. Using automated blower door equipment.
 - b. Following ASTM E-3158, E-1827, and E-741 as required.
 - c. Supplemented with infrared imaging and smoke generator to pinpoint anomalies.

** Client responsible for sealing HVAC system vents per requirements prior to testing
--

PROJECT SCHEDULE:

The project schedule will be “As-soon-as-possible” weather permitting, with anticipated start date of TBD.

ANTICIPATED PROJECT TEAM: (Subject to availability)

Project Manager: David Balistreri, RRC, BECxP, CIT-III
Project Supervisor: Scott Mann, PE, CIT-II
Team Members: Grant Fuhr, EIT
Field Technician(s): David Ornstein – JT Worley
Secretarial Lindsey Fredricksen, AS

DELIVERABLES:

Written condition report with color digital photographs in PDF format delivered electronically within ten (10) business days of site visit completion.

TERMS & EXCLUSIONS:

BEC, Ltd., is a professional firm and is knowledgeable and experienced in providing the type of services as contemplated in this agreement. The Services shall be performed in the manner consistent with the standards of care, diligence and skill ordinarily exercised by other professional contractors under similar circumstances in accordance with customarily accepted professional practices and procedures. BEC, Ltd., represents and warrants that it is and/or will be familiar with the laws, rules, regulations, and ordinances affecting the site upon which the services will be performed specific to the type of services being performed.

Any change in the scope of this proposal will be made by written change order only. Our fee for this project assumes OWNER will provide us with complete access to areas necessary for our staff to properly perform the work.

This proposal does not include;

- any item not specifically expressed in this proposal.
- destructive testing of any kind.
- opinions or commentaries regarding energy use of any kind.
- Architecture and/or Engineering services
- Design services including but not limited to remedial plans and/or specifications.

Any work product generated as part of this proposal is in no way a guarantee or warranty, expressed or implied, as to the future performance or outcome of the facility at which the work is completed. BEC is not responsible for work by others.

OWNER agrees to indemnify, hold harmless, protect and defend BEC, Ltd, and any affiliated or related entities, and their respective employees, officers, directors, shareholders, agents and representatives, from and against any and all claims, losses, liabilities, damages, costs and expenses, including reasonable attorneys' fees, that occurred or are alleged to have occurred in connection with the Work and/or affiliated Services or are alleged to have occurred in whole or in part as a result of or due to the negligence or fault of BEC, Ltd, its agents, employees or representatives, regardless of whether or not such claim, loss, liability, damage, costs or expense is caused in part by a party indemnified hereunder.

All documents produced by BEC Ltd. for this project are owned by BEC Ltd. and protected under the copyright laws of the United States of America. The owner/client may reproduce BEC Ltd.'s documents related to this project only. BEC Ltd. documents for other purposes not listed herein may not be reproduced without written authorization from BEC Ltd.

Valid for 14 days from proposal date

Condition Assessment Services:

Location: 700 Edison Street
Antigo, WI 54409

CONDITION ASSESSMENT REPORT FEE\$11,580.00
Eleven Thousand, Five Hundred, Eighty Dollars andNo/100

OPTIONAL PRESSURE TESTING FEE.....\$10,400.00
Ten Thousand, Four Hundred andNo/100

TERMS: Lump Sum
1.5% per month for late payments
Credit Card Payments add: 3.5%

Please Remit To: Building Envelope Consultants Ltd.
PO Box 1307
Waukesha, WI 53187

Building Envelope Consultants Ltd. Federal ID #: 20-2559944

All fees and expenses are the responsibility of Client regardless of Client's relationship with an adverse party, third-parties, contingency arrangements, subrogation, or similar agreement. Payment of all fees and expenses are not contingent upon collection or reimbursement between Client and any other party.

Accepted by (Signature)

Date

Printed Name

PO Number

Title



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

Date: May 13, 2026
To: Finance, Personnel & Legislative Committee
From: Elizabeth McCarthy, Building Inspector/Zoning Administrator
Subject: Proposed Sale of Parcel 201-2905.006, Owned by the City of Antigo to be Purchased by TSI Power and Innovative Industries Incorporated (Contingent Upon Approval at the June 2, 2026 City Plan Commission Meeting)

Current Situation:

- Parcel 201-2905.006 has been vacant for over 30 years. The city assumed upkeep (lawn mowing) while the parcel does not contribute to the tax base.
- TSI Power and Innovative Industries are encroaching on portions of this parcel for semi-truck backup access to the TSI Power loading dock and overflow parking for Innovative Industries.
- TSI Power and Innovative Industries are experiencing increased sales that require additional land to support expansion.
- TSI Power relocated to Antigo due to the skilled and dedicated workforce — presence of Johnson Electric Coil Inc. (TSI Power's largest vendor for transformers), and the City of Antigo's lease-to-own incentive. The city benefited from over a quarter-century on the tax base and stable employment for twenty people.
- Thanks to the City of Antigo and its economic growth vision, in 1999 TSI Power was offered a lease-to-own option for the current building on parcel 201-2905.010 and has since sponsored community events, teams, and fundraisers.

Proposed Change:

- Request the City of Antigo to:

A) Resurvey Parcel 201-2905.006 into two identically sized lots, then sell the western parcel to Innovative Industries and the eastern parcel to TSI Power.

B) Request the City Assessor (as Nick confirmed on 5/5/26) to provide a price for the parcel referenced at 1103 W. Pierce Avenue. It is classified as Manufacturing Property and is therefore valued by the Wisconsin Department of Revenue (Manufacturing), rather than being locally

assessed. If 1109 W. Pierce Avenue (Parcel #201-2905.006) were locally assessed and not exempt, the estimated assessed value for land would be approximately \$46,500, or about \$0.50 per square foot. This is generally consistent with recent comparable land sales, which average around \$0.54 per square foot. It comes to \$23,250 per lot. Please note this is an informal estimate for general reference, not an official valuation.

C) Approve the request to resurvey the parcel and work with TSI Power and Innovative Industries to complete this by NLT 8/1/2026

TSI Power is interested in pursuing a future building expansion and, to do so, first need to:

1) Acquire the eastern half of this parcel.

Address the loading dock access and dock improvements that this parcel will allow. Without this parcel, future TSI expansions on its current lot are not physically possible.

2) After acquiring the parcel, TSI will extend its freight driveway access/approach and invest in additional loading dock improvements.

3) This additional land will then permit TSI to update its strategic plan to create a manufacturing expansion model.

Expected benefit:

- Ensure business expansion for future business growth.
- Retain jobs in Antigo and increase capacity to hire more employees for professional, service and manufacturing jobs.
- Provide additional pervious surface area to support additional impervious growth (roofs and parking lots) for both businesses.
- Green space for employees
- Increase the tax base for the City of Antigo and Langlade County.
- Increased expansion will promote more jobs and economic growth for Antigo and Langlade County.
- Retention of two businesses that have been TIF3 residents for decades.

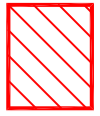
Fiscal Impact: \$46,500 and Increased Tax Revenue

Recommendation: To approve the sale of parcel 201-2905.006, the west half is to be purchased by Innovation Industries Incorporated for \$23,250 and the east half to be purchased by TSI Power for \$23,250 for a total sale of \$46,500 to facilitate future industrial expansions

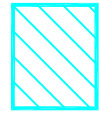
Attachments:

1. TSI and Innovation Ind Layout1 (2)

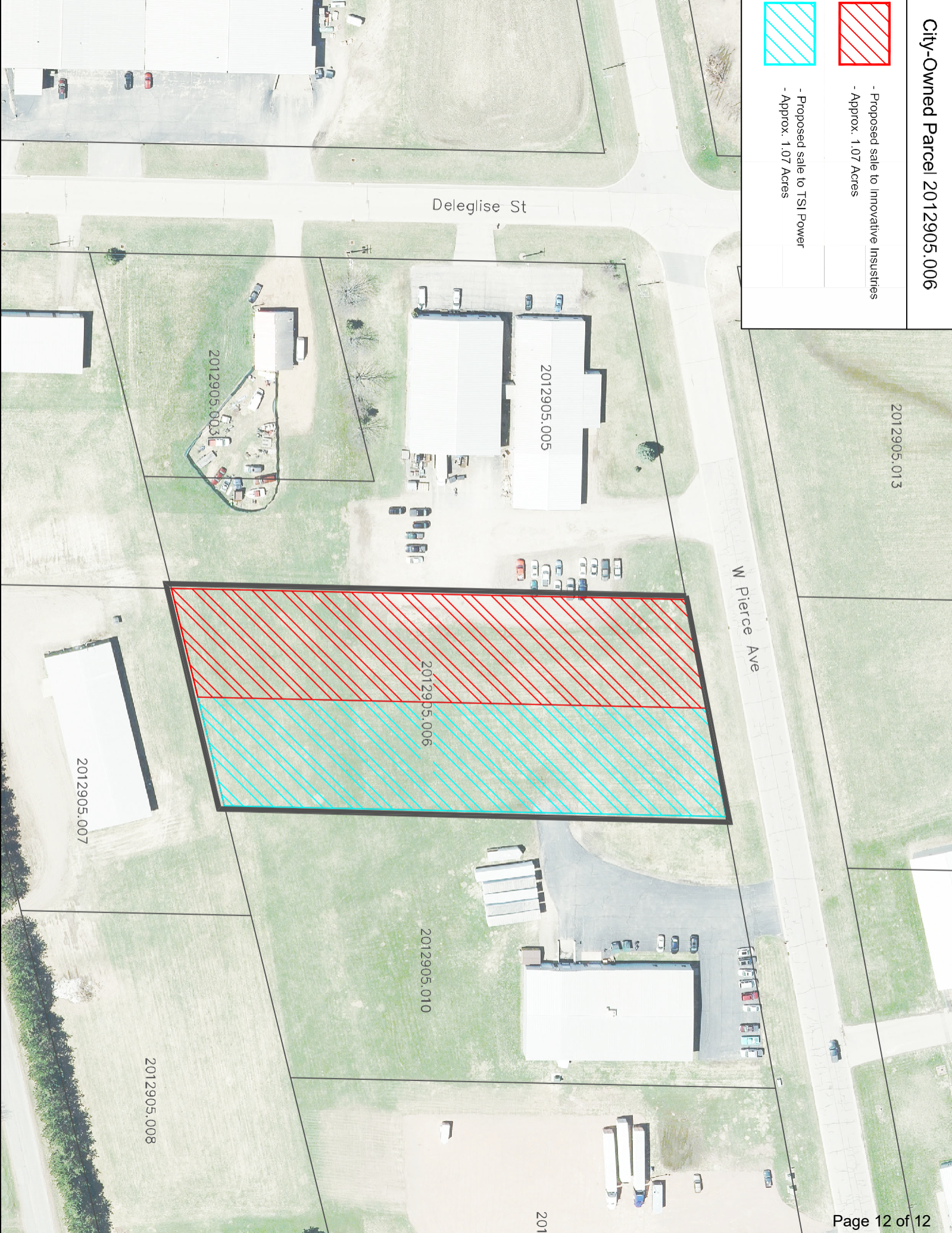
City-Owned Parcel 2012905.006



- Proposed sale to Innovative Insustries
- Approx. 1.07 Acres



- Proposed sale to TSI Power
- Approx. 1.07 Acres



2012905.013

Deleglise St

W Pierce Ave

2012905.005

2012905.003

2012905.006

2012905.007

2012905.010

2012905.008

2012