



City of Antigo

Finance, Personnel & Legislative Committee Meeting

Council Chambers
City Hall, 700 Edison Street

Wednesday, May 20, 2026
6:00 PM

Call to Order

Approval of Minutes

1. Approve Minutes from the March 18 and April 15, 2026 Meetings

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

2. Extend the Noise Ordinance to 11:00 p.m. During the Annual Fireworks Celebration on July 4 (Rain Date of July 5), 2026
3. Use up to \$2,000 from the City's Portion of Hotel Motel to Reserve the Fairgrounds for the 4th of July (Rain Date of July 5), and Fund Music
4. Change Transient Merchant Ordinance to Allow Clerk-Treasurer to Approve the Application Instead of Common Council
5. Donation Request from Music in the Park for 2026 Brochures in the Amount of \$814.86
6. Budget Adjustment Needed to Reflect the \$50,000 Grant Received to Offset the Money Spent for Storm Clean Up
7. Budget Transfer Needed for Building Maintenance and Repairs for City Hall
8. Increase Minimum Value for Capital Assets from \$2,500 to \$10,000
9. Discussion on Filling the Building Inspector/Zoning Administrator Vacancy

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 15, 2026

Thomas C. Bauknecht



Parks, Cemeteries, and Recreation
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: May 20, 2026
To: Finance, Personnel & Legislative Committee
From: Sarah Repp, Parks, Recreation & Cemetery Director
Subject: Extend the Noise Ordinance to 11:00 p.m. During the Annual Fireworks Celebration on July 4 (Rain Date of July 5), 2026

The 4th of July fireworks celebration will take place at the Langlade County Fairgrounds (rain date scheduled for July 5). We are requesting an extension of the noise ordinance to 11:00 p.m. on July 4 (rain date of July 5), so music can be played following the fireworks display, which will end at approximately 9:50 p.m.

Fiscal Impact: None

Recommendation: Extend the noise ordinance on July 4 (rain date of July 5) to 11:00 p.m. for the fireworks celebration at the Langlade County Fairgrounds.

Attachments:
None



Parks, Cemeteries, and Recreation
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: May 20, 2026
To: Finance, Personnel & Legislative Committee
From: Sarah Repp, Parks, Recreation & Cemetery Director
Subject: Use up to \$2,000 from the City's Portion of Hotel Motel to Reserve the Fairgrounds for the 4th of July (Rain Date of July 5), and Fund Music

Approve up to \$2,000 to reserve the Fairgrounds and fund music on the 4th of July for the annual Fireworks, and 4th celebration (rain date of July 5). Funding will come from the City's portion of Hotel Motel.

Fiscal Impact: Up to \$2,000 from the City's portion of Hotel Motel.

Recommendation: Approve up to \$2,000 to reserve the Fairgrounds and fund music on the 4th of July for the annual Fireworks, and 4th celebration (rain date of July 5). Funding will come from the City's portion of Hotel Motel.

Attachments:
None



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

Date: May 20, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Change Transient Merchant Ordinance to Allow Clerk-Treasurer to Approve the Application Instead of Common Council

Changes were approved at the February meeting to the Transient Merchant Ordinance. There are two places in the ordinance that refer to Common Council approval. Most times the vendors do not want to be delayed by the waiting period, so waiting for Council approval would prohibit most direct sellers. We would like to add "or Clerk-Treasurer" in those two areas so I could approve these after the Police Chief completes the required records check. This is actually how they are approved now, so we would like to change the ordinance to match our procedure.

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

Fiscal Impact: None

Recommendation: Recommend Approval

Attachments:
None



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

Date: May 20, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Donation Request from Music in the Park for 2026 Brochures in the Amount of \$814.86

In previous years, the Antigo Music Association has approached the City for a donation to pay for the brochures for the Music in the Park program. This year they have dropped off the invoice; however, I do not think this has been approved by the Council yet. The invoice for the brochures in the amount of \$814.86 is attached. Just for comparison, the City has previously donated the following: 2025 - \$779.24, 2024 - \$852.00, and 2023 - \$726.00.

The funds for the brochures comes from the City's portion of the Hotel/Motel Tax (20%) for economic development.

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

Fiscal Impact: \$814.86

Recommendation: Have Approved in the Past

Attachments:

1. Music in the Park Brochure Invoice 4-17-25

invoice

April 17, 2025

Tammy Steger
1226 1st Avenue
Antigo, Wisconsin 54409
715.216.3136
tammysteger@gmail.com

Antigo Music Association
Nick Salm & Sharon Gibson

JOB - Music in the Park - 2026

Brochures

SIZE: 8.5" x 14" FOLDING: Double Parallel Fold PAPER: 100 lb. Gloss Book (C2S) with Aqueous Coating

Printing 5,000	\$601.45
Shipping	\$98.41
Design -	\$115.00

Total Due \$814.86

*Pd Check
16 12*

Thanks for Your Business!

Total due within 15 days of date noted on this invoice. Checks payable to Tammy Steger.



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

Date: May 20, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Budget Adjustment Needed to Reflect the \$50,000 Grant Received to Offset the Money Spent for Storm Clean Up

City trees suffered from storm damage due to recent ice storms and Sarah Repp, Park, Recreation & Cemetery Director, applied for an Urban Forestry Grant through the Wisconsin Department of Natural Resources to clean up the damage. The City was awarded \$50,000 for this damage. Great job Sarah!

In order to reflect this in the budget, a budget adjustment is needed to increase the grant revenue account and the tree removal expenditure account in Forestry. If approved, so the Clerk-Treasurer can make this budget adjustment, a resolution will need to be forwarded to Council.

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

Fiscal Impact: None

Recommendation: Approve Budget Transfer

Attachments:
None



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

Date: May 20, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Budget Transfer Needed for Building Maintenance and Repairs for City Hall

The 2026 City Hall Budget included \$10,000 for building repairs and maintenance for the year. Unfortunately, several repairs have already been needed to the HVAC system and currently a boiler is in need of repair. The total cost of repairs so far is \$8,811.10 and that does not include whatever the boiler may need. I am requesting another \$10,000.00 from the contingency fund to cover some of the costs. There is no way to know what any future repairs may be needed, so we may need to return to the Committee for additional funding.

I am requesting approval to allow for a budget adjustment of \$10,000 from the contingency fund to the city hall building and repair account. If approved, this will need to be forwarded to the Council.

Fiscal Impact: \$10,000

Recommendation: Approve Budget Adjustment

Attachments:

None



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

Date: May 20, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Increase Minimum Value for Capital Assets from \$2,500 to \$10,000

The City has had the minimum value level for capital assets set at \$2,500 for quite some time. This means that any single item purchased for \$2,500 or more has to be recorded as a capital asset for the City. This requires tracking of assets and additional paperwork. The costs of everything are increasing, so the current limit requires us to track smaller purchases, which really has no benefit to the City.

I am requesting this minimum value be raised to \$10,000 to eliminate the need to track the smaller valued items on our asset list.

Should you have any questions, please feel free to contact me. If approved, a resolution will have to be forwarded to Council.

Fiscal Impact: None

Recommendation: Approve increasing the minimum value

Attachments:
None



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

Date: May 20, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Discussion on Filling the Building Inspector/Zoning Administrator Vacancy

With the current Building Inspector/Zoning Administrator, Beth McCarthy, resigning as of June 5, 2026, we had posted the position with the requirement for the applicant to have all four certifications needed for the position. As of this writing, we do not have any applicants meeting the criteria.

The Mayor and Staff will be discussing this at the department manager meeting next week for ideas on how to move forward with this position. Any ideas will be brought to the Committee for further discussion.

Fiscal Impact: Unknown if any

Recommendation: None at this time

Attachments:
None