



City of Antigo

Finance, Personnel & Legislative Committee Meeting

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

**Wednesday, July 15, 2026
6:00 PM**

Call to Order

Approval of Minutes

1. Approve Minutes from the June 10 and June 17, 2026 Meetings (Contingent upon Completion)

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

2. Correct Carry Forward for 2025 to 2026 for the Shelter Capital Equipment/Improvement Funds
3. Revision to Section 42-167 Control of Industrial Wastes Directed to Public Sewers Regarding Grease Traps
4. Budget Transfer for Ambulance Engine Repair
5. Request by the Fire Chief to Rollover Unused Vacation
6. Closed Session: Pursuant to Section 19.85(1)(c), Wisconsin Statutes, and Upon Proper Motion, Council will Convene into Closed Session to Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over Which the Governmental Body has Jurisdiction or Exercises Responsibility Regarding the Project Manager/Surveyor Position. Upon Completion of Discussion in Closed Session, Council will Reconvene into Open Session to Act on Matters Discussed, If Necessary, and Proceed with the Regular Order of Business.
7. Act on Matters Discussed in Closed Session

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: July 9, 2026

Thomas C. Bauknecht



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

Date: July 15, 2026
To: Finance, Personnel & Legislative Committee
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Subject: Correct Carry Forward for 2025 to 2026 for the Shelter Capital Equipment/Improvement Funds

When the carry forwards were approved last month, there was one item that was incorrect. The Shelter Improvements Carry Forward should have been \$18,978 instead of \$8,978. The revenue for a grant was received, but no budget transfer was done so the additional \$10,000 was missed on the carry forward. This carry forward will be taken from the fund balance. I apologize for not taking into account receiving the grant revenue.

Fiscal Impact: No additional dollars

Recommendation: Approve and forward to Council

Attachments:
None



Administration
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: July 15, 2026

To: Finance, Personnel & Legislative Committee

From: Michael Wetzel, City Administrator

Subject: Revision to Section 42-167 Control of Industrial Wastes Directed to Public Sewers Regarding Grease Traps

In the May 27th Public Works Committee Meeting, information was presented detailing that the Antigo Wastewater Treatment Plant is dealing with heightened levels of grease, oils, and fat that is being brought into the plant. This has led to ongoing increased maintenance costs, shorter useful life to capital assets, and overall greater disruption to service. Given that the City is looking into reinvesting into its wastewater plant facilities, now seems to be the appropriate time to address this issue and limit ongoing disruptions to wastewater treatment and plant operations.

In reviewing how other municipalities deal with grease, oil, and fat discharge into the sanitary sewer, there are a number of options available. However, the option that will be least intrusive to private business and the least demanding of City resources appears to be the model that the City of Oconomowoc currently utilizes. This model is referred to as the “Grease Trap Monitoring Program” and was instituted in April of 1994. Under this ordinance, the City of Oconomowoc requires that all properties that are required to have and maintain a sand and grease trap installation also must submit maintenance reports to the city detailing all maintenance performed during the previous year. The annual deadline for this is January 31st of the following year. Failure to submit the report triggers a penalty of up to \$200 for each day that the report is not received.

Antigo City Administration – in conjunction with the Public Works Department – believes this method is an initiative and ordinance the City should adopt.

Fiscal Impact: Minimal in terms of revenue but should result in long-term reduced maintenance and labor costs pertaining to wastewater utility infrastructure, as well as longer useful life for mechanical components in the wastewater treatment plant.

Recommendation: Approve Ordinance 1388B Revision to Sec. 42-167. Control of Industrial Wastes Directed to Public Sewers, with an effective date of January 1, 2027, and the first required reporting date being January 31, 2028.

Attachments:

1. REVISED Sec. 42_167. Control of industrial wastes directed to public sewers.

Sec. 42-167. Control of industrial wastes directed to public sewers.

- (a) *Submission of basic data.* Basic data required for the control of industrial wastes directed to public sewers is as follows:
- (1) Firms discharging industrial wastes to a public sewer shall prepare and file with the approving authority a report that shall include pertinent data relating to the quantity and characteristics of the wastes discharged to the wastewater works. Such information shall be provided as per Wis. Admin. Code ch. NR 101.
 - (2) Each person desiring to make a new connection to the public sewer for the purpose of discharging industrial wastes shall prepare and file with the approving authority a report that shall include actual or predicted data relating to the quantity and characteristics of the waste to be discharged.
- (b) *Industrial discharges.* The following shall be applicable to industrial discharges:
- (1) If any waters or wastes are discharged or proposed to be discharged to the public sewers, which waters or wastes contain substances or possess the characteristics enumerated in section 42-166 and which, in the judgment of the approving authority, may have deleterious effects upon the sewage works, processes equipment or receiving waters or which otherwise create a hazard to life, health, or constitute a public nuisance, the approving authority may:
 - a. Reject the wastes.
 - b. Require pretreatment to an acceptable limit for discharge to the public sewers.
 - c. Require a control over the quantities and rates of discharge.
 - d. Require payment to cover the added costs of handling and treating the wastes not covered by existing taxes or sewer charges under section 42-166(e).
 - (2) The toxic pollutants subject to prohibition or regulation under this section shall include but need not be limited to the list of toxic pollutants or combination of pollutants established by section 307(a) of the Clean Water Act of 1977 and subsequent amendments. Effluent standards or prohibitions for discharge to the sanitary sewer shall also conform to the requirements for section 307(a) and associated regulations.
 - (3) Pretreatment standards for those pollutants which are determined not to be susceptible to treatment by the treatment works or which would interfere with the operation of such works shall conform to the requirements and associated regulations of section 307(b) of the Clean Water Act of 1977 and subsequent amendments. The primary source for such regulations shall be 40 CFR 403 pertaining to general pretreatment regulations for existing and new sources of pollution.
- (c) *Control manholes.* Control manholes shall be provided as follows:
- (1) Each person discharging industrial wastes into a public sewer shall construct and maintain one or more control manholes or access points to facilitate observation, measurement and sampling of waste, including domestic sewage.
 - (2) Control manholes or access facilities shall be located and built in a manner acceptable to the approving authority. If measuring devices are to be permanently installed, they shall be of a type acceptable to the approving authority.
 - (3) Control manholes, access facilities and related equipment shall be installed by the user discharging the waste, at the user's expense, and shall be maintained by the user in a safe condition, accessible and in proper operating condition at all times. Plans for installation of the control manholes or access facilities

and related equipment shall be approved by the approving authority prior to the beginning of construction.

- (d) *Measurement of flow.* Measurement of flow shall be as follows:
- (1) *Water consumption.* The volume of flow used for computing the user charge shall be the metered water consumption of the person as shown in the records of meter readings maintained by the city and water department, except as noted in subsection (e) of this section.
 - (2) *Deductions.* If a person discharging industrial waste into the public sewers produces evidence satisfactory to the approving authority that more than 20 percent of the total annual volume of water used for all purposes does not reach the public sewer, the determination of the water consumption to be used in computing the waste volume discharged into the public sewer may be made a matter of agreement between the approving authority and the person. Satisfactory evidence shall be evidence obtained by approved metering.
- (e) *Metering of waste.* Devices for measuring the volume of waste discharged may be required by the approving authority if this volume cannot otherwise be determined from the metered water consumption records. Metering devices for determining the volume of waste shall be installed, owned and maintained by the person. A maintenance schedule must be accepted by the approving authority. Following approval and installation, such meters may not be removed without the consent of the approving authority.
- (f) *Waste sampling.* Waste sampling shall be in accordance with the following:
- (1) Industrial wastes discharged into the public sewers shall be subject to periodic inspection and a determination of the character and concentration of such wastes. The determination shall be made by the industry as often as may be deemed necessary by the approving authority.
 - (2) Sampling shall be collected in such a manner as to be representative of the composition of the wastes. The sampling may be accomplished either manually or by the use of mechanical equipment acceptable to the approving authority.
 - (3) Installation, operation and maintenance of the sampling facilities shall be the responsibility of the user discharging the waste and shall be subject to the approval of the approving authority. Access to sampling locations shall be granted to the approving authority or its authorized representatives at all times. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that at the time the sample was taken.
- (g) *Analyses.* Analyses shall be conducted in accordance with the following:
- (1) All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with the latest edition of Standard Methods for the Examination of Water and Wastewater. Sampling methods, location times, durations and frequencies are to be determined on an individual basis subject to approval by the approving authority.
 - (2) Determination of the character and concentration of the industrial wastes shall be made by the user discharging them or his/her agent as designated and required by the approving authority. The city may also make its own analyses on the wastes, and these determinations shall be binding as a basis for charges.
- (h) *Pretreatment.* Where required, in the opinion of the approving authority, to modify or eliminate wastes that are harmful to the structures, processes or operation of the wastewater treatment works, the person shall provide at his/her expense such preliminary treatment or processing facilities as may be determined required to render his/her wastes acceptable for admission to the public sewers.
- (i) *Submission of information.* Plans, specifications and any other pertinent information relating to proposed flow equalization, pretreatment or processing facilities shall be submitted for review of the approving

authority prior to the start of the construction if the effluent from such facilities is to be discharged into the public sewers.

- (j) *Grease and/or sand interceptors.* Grease, oil and sand interceptors shall be provided when, in the opinion of the approving authority, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in section 42-166(d)(5)c, or any flammable wastes, sand or other harmful ingredients, except that such interceptors shall not be required for private living quarters to dwelling units. All interceptors shall be of a type and capacity approved by the approving authority and shall be located to be readily and easily accessible for clearing and inspection. In the maintaining of these interceptors, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the approving authority. Any removal and hauling of the collected materials not performed by the owner's personnel must be performed by currently licensed waste disposal firms.

(1) Maintenance reports detailing all maintenance performed during the previous year shall be submitted to the Building Inspection Department annually, by January 31.

(2) Any user delinquent in filing a maintenance report shall be notified of the delinquency and the penalty for failure to report. Any user who has not submitted the required annual maintenance report by March 1 shall be assessed a penalty not exceeding \$200.00 per day, with each day constituting a separate violation. The penalty shall be assessed from March 1 until the maintenance report has been received by the Building Inspection Department.

(Code 1999, § 9-2-3)



Fire Department
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: July 15, 2026
To: Finance, Personnel & Legislative Committee
From: Corey Smith, Fire Chief
Subject: Budget Transfer for Ambulance Engine Repair

We recently had one of our ambulances experiencing engine problems. After several attempts to remedy the problem locally, we took the ambulance to E.L.M. repair in Edgar, where it was determined there was significant damage to the engine with the suggestion being to replace it.

The estimated cost to repair the ambulance is \$35,000. I am requesting to transfer the amount needed from the Ambulance Replacement CIP.

If you have any questions, feel free to contact me.

Fiscal Impact: \$35,000

Recommendation: Transfer \$35,000 from Ambulance Replacement CIP

Attachments:
None



Fire Department
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: July 15, 2026
To: Finance, Personnel & Legislative Committee
From: Corey Smith, Fire Chief
Subject: Request by the Fire Chief to Rollover Unused Vacation

I am requesting to rollover unused vacation. My anniversary date is August 2nd. I was attempting to utilize accrued vacation during the last several weeks. Due to several reasons, including a recent house fire and paramedic staffing needs, I am currently unable to use 24 hours of accrued vacation prior to August 2nd.

I am requesting to rollover any unused hours of vacation.

If you have any questions, feel free to contact me.

Fiscal Impact:

Recommendation: Allow the Fire Chief to rollover any unused vacation after August 2nd.

Attachments:

None