



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, April 17, 2024

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Minutes Approval

1. Minutes from the January 17, February 21, and March 20, 2024 Meetings

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

1. William's House of Hope Event Permit Waiver Request
2. Fee Waiver Request by the Antigo Optimist Club for the Bike Rodeo to be held on June 22, 2024
3. Accept Donation of \$5063 from Wisconsin Chevy Dealers for purchase of Vehicle Fire Kits from Fire Suppression Solutions, LLC
4. Write Off Block Grant Loan in the Amount of \$8,346 for 310 Field St as the House was Razed by the City of Antigo
5. Request to increase all parking fines of \$3.00 to \$25.00
6. Civil Rights Policies to Comply with FEMA & Department of Homeland Security Requirements
7. Amend Ordinance for Cigarettes and Tobacco to Include Vaping as Required by the State of Wisconsin
8. 2025 Budget Process
9. Creation of a Human Resources Manager as a Department Manger Position (as referred by Alderperson Kassis)
10. Review Section 3 Housing of the 2018 Comprehensive Plan

Any Other Matters Authorized by Law to be Considered

Closed Session

1. Closed Session: Pursuant to Section 19.85(1)(c), Wisconsin Statutes, and upon Proper Motion, the Committee will Convene into Closed Session for Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility to Discuss Employee Salaries and the Antigo Firefighters Union, Local 1000 Contract.

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact clerk treasure'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:

TERENCE BRAND



APPLICATION
\$25.00

3.1.a

CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: 04.05.2024 AGENT NAME: Nicole Barron
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: PO Box 132 STATE: WI ZIP: 54409

EMAIL: nicole@williams-house.org

PHONE#: 920.203.1938 WORK/CELL NUMBER#: 715.899.0191

SPONSORING ORGANIZATION: William's House of Hope

ORGANIZATION'S EXECUTIVE OFFICER: Nicole Barron PHONE: 920.203.1938

IF YOU ARE HAVING AN EVENT IN WHICH THE PUBLIC IS INVITED YOU MUST HAVE AN EVENT PERMIT

EVENT DATE(S): 05/12,06/14, 07/6 START TIME: 10:00 AM PM END TIME: 5:00 AM PM
2:30 9:00

NAME OF EVENT: Langlade County Cares: A Night of Giving, Shelterfest: Celebrating Community, Changing Lives, Building Hope Together: A Benefit for William's House of Hope

REASON FOR EVENT: Fundraising to help bring a new homeless shelter to Langlade County due to the increase in unhoused individuals. Provide a place, rather than them staying at parks or other public places

PERSON(S) RESPONSIBLE FOR DATE/SITE: Nicole Barron, Dylan Johnson and Sally Hull
Must be present at the event and on the premises for the reservation date for the duration of the event.

ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 30-100

TYPE: ☐ Parade/Walk/Run ☒ Special Event ☐ Street Use/Closure

For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: _____

ASSEMBLY POINT _____ DISBANDING POINT _____

PARADE/WALK/RUN ROUTE: _____

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: Heinzen Pavilion

STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNICIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE _____ (NUMBER) HUNDRED BLOCK(S) OF _____ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY: _____

Attachment: Event Application and waiver (6832 : William's House of Hope Event Permit Waiver Request)

PLEASE ANSWER **YES OR NO** TO THE FOLLOWING:

1. **ARE YOU SERVING OR SELLING ALCOHOLIC BEVERAGES?** ☒ YES ☐ NO
YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL OR SERVE FERMENTED MALT BEVERAGES AT A PUBLIC EVENT
2. **ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION ?** ☒ YES ☐ NO
EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. **WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS)** ☒ YES ☐ NO
PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. You are **required** by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

☐ TRAFFIC CONTROL

☐ BARRICADES

☐ TRASH BARRELS

☐ EMS SERVICES ON SITE

☐ OTHER; PLEASE LIST: _____

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754

PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. **CERTIFICATE TO BE ON FILE FOR \$1,000,000 IN GENERAL LIABILITY COVERAGE**
2. **THE CITY OF ANTIGO (WITH ADDRESS LISTED) MUST BE LISTED AS AN ADDITIONAL INSURED**
3. **A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION**

NAME OF YOUR LIABILITY INSURANCE CARRIER _____

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE Nicole Barron

DATE 04.04.2024

Waiver Request Application Form

3.1.a

Event, Parade, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual requesting wavier(s): William's House of Hope

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

☒ **Shelter / Concession Reservation Fee** Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.

☒ **Special Event/Parade Fee (\$25.00)** – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.

☐ **Street Use (\$25.00)** – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.

☒ **Trailer with Tables & Chairs (12, 6' tables and 72 chairs):**
(\$150/weekend or \$100/day: M-Thurs; plus delivery or non-resident fees)

Please Note Insurance Is Not Eligible For Waiver

Events that are inviting the public must

- ☐ Insurance documentation must be on file with the City of Antigo prior to the event date
- ☐ The City of Antigo must be listed as additional insured
- ☐ \$1,000,000 general liability coverage is required
- ☐ The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

3. Name of Event: Langlade County Cares: A Night of Giving, Shelterfest: Celebrating Community, Changing Lives, Building Hope Together: A B : for
William's House of Hope

4. Description of Event (please attach an additional sheet if necessary):
Fundraising events that will focus on community involvement. Will consist of food, prizes,
raffles, auctions and other donations. May have outside vendors for bouncy house and music.

5. How event is benefitting the community (are funds being reinvested into the community...etc):
All funds are going back into the community as a homeless facility or to aid in the unhoused
population. We will place funds for hotel vouchers, food, transportation costs and other
expenses to individuals who are facing homelessness.

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed) :
we might need additonal picnic tables but that is yet to be determined.

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

Nicole Barron

04.04.2024

Date: _____

For Office Use Only:

FPL: Submitted _____ PCR Submitted: _____ Council Submitted: _____
FPL: Approved _____ PCR Approved: _____ Council Approved: _____



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: April 17, 2024
Re: Fee Waiver Request by the Antigo Optimist Club for the Bike Rodeo to be held on June 22, 2024

Enclosed with this memo is the special event application from the Antigo Optimist Club (Club) for a bike rodeo to be held on June 22, 2024. This event has not been held the past few years so it is not included on the event fee waiver list. However, this event does meet the requirements for a waiver so the Club is requesting this waiver of the \$25 special event fee.

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



APPLICATION FEE
\$25.00

CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: 3/17/24 AGENT NAME: Nicole Kubiacyk
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: PO Box 357, Antigo STATE: WI ZIP: 54409

EMAIL: antigooptimisttreasurer@gmail.com

PHONE#: 715-216-2693 WORK/CELL NUMBER#: _____

SPONSORING ORGANIZATION: Antigo Optimist Club

ORGANIZATION'S EXECUTIVE OFFICER: n/a PHONE: 715-216-2693

IF YOU ARE HAVING AN EVENT IN WHICH THE PUBLIC IS INVITED YOU MUST HAVE AN EVENT PERMIT

EVENT DATE(S): 6/22/24 START TIME: 9 AM PM END TIME: 12 AM PM
tentative tentative

NAME OF EVENT: Bike Rodeo

REASON FOR EVENT: Bike safety education & bike checkup

PERSON(S) RESPONSIBLE FOR DATE/SITE Manda Morrison - 719-293-5495
Must be present at the event and on the premises for the reservation date for the duration of the event. manda.morrison@gmail.com

ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 200 primary contact for all needs

TYPE: ☐ Parade/Walk/Run ☒ Special Event ☐ Street Use/Closure

For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: _____

ASSEMBLY POINT _____ DISBANDING POINT _____

PARADE/WALK/RUN ROUTE: _____

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: 1011 1st Ave

STREET USE/CLOSURE

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REASON STREET CLOSURE IS NECESSARY: _____

Attachment: Fee Waiver for Optimist Club for Bike Rodeo (6788 : Fee Waiver Request for Bike Rodeo)

PLEASE ANSWER YES OR NO TO THE FOLLOWING:

1. ARE YOU SERVING OR SELLING ALCOHOLIC BEVERAGES? ☐ YES ☒ NO
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2. ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION? ☐ YES ☒ NO
EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS) ☒ YES ☐ NO
PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
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☐ TRAFFIC CONTROL

☐ BARRICADES

☒ TRASH BARRELS

☐ EMS SERVICES ON SITE

☐ OTHER; PLEASE LIST: _____

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

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3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

NAME OF YOUR LIABILITY INSURANCE CARRIER _____

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE

Uniola Kubracz

DATE

3/17/24

Waiver Request Application Form

Event, Parade, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual) requesting wavier(s):

Antigo Optimist Club

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

☐ **Shelter / Concession Reservation Fee** Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.

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☐ **Street Use (\$25.00)** – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.

Please Note Insurance Is Not Eligible For Waiver

Events that are inviting the public must

- Insurance documentation must be on file with the City of Antigo prior to the event date
- The City of Antigo must be listed as additional insured
- \$1,000,000 general liability coverage is required
- The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

3. Name of Event:

Optimist Club Bike Rodeo

4. Description of Event (please attach an additional sheet if necessary):

Bike safety education & check up

5. How event is benefitting the community (are funds being reinvested into the community...etc):

Youth safety

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed) :

trash containers, picnic tables possibly

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

Unicole Rubragy

Date: 3/17/24

For Office Use Only:

FPL: Submitted _____ PCR Submitted: _____ Council Submitted: _____
FPL: Approved _____ PCR Approved: _____ Council Approved: _____



To: Mayor and City Council
From: Corey Smith, Fire Chief
Date: April 17, 2024
Re: Accept Donation of \$5063 from Wisconsin Chevy Dealers for purchase of Vehicle Fire Kits from Fire Suppression Solutions, LLC

Parsons of Antigo, through the Wisconsin Chevy Dealers, has secured a donation of \$5063 for the purchase of two Fire Blanket and FST device kits from Fire Suppression Solutions, LLC. These tools will be useful for fighting fires involving electric vehicles. Research has shown that these types of fires require different tactics to control them, and these tools will help our crews be prepared for this type of emergency.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: April 17, 2024
Re: Write Off Block Grant Loan in the Amount of \$8,346 for 310 Field St as the House was Razed by the City of Antigo

The house and garage at 310 Field Street were razed by the City on March 13, 2024 after a condemnation procedure. The house has an existing block grant loan in the amount of \$8,346.

Now that the house is gone, the block grant loan will need to be written off as there is no chance to collect. If the committee approves writing this loan off, a resolution will need to be forward to Council.

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



To: Mayor and City Council
From: Dan Duley, Chief of Police
Date: April 17, 2024
Re: Request to increase all parking fines of \$3.00 to \$25.00

I wish to request an increase in any parking fine amount currently at \$3.00 to \$25.00, to match the fine amount of other parking citations we issue, such as, no parking downtown from 2:00am-7:00am and overnight parking during the winter.

Our current fine amount of \$3.00 for some parking violations, such as the two-hour parking violations within city limits, is ineffective. The two-hour limit parking is primary in the downtown area from 9am - 5pm on weekdays, however there are a few other time limit areas around the city.

We do occasionally receive complaints about overtime parking downtown and respond to them accordingly.

I am looking for approval to increase any parking violation with a current fine amount of \$3.00 to \$25.00.

If you have any questions or concerns, please contact me.

Respectfully submitted,

Daniel J. Duley

Chief of Police

Antigo Police Department



To: Mayor and City Council
From: Corey Smith, Fire Chief
Date: April 17, 2024
Re: Civil Rights Policies to Comply with FEMA & Department of Homeland Security Requirements

Attached you will find an updated non-discrimination policy for our citizens along with guidance on how to file a complaint. These policies were necessary to stay in compliance with FEMA and Department of Homeland Security requirements and to remain eligible to receive grant funding through these agencies.

POLICY AND NOTICE OF NONDISCRIMINATION

The City of Antigo complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for The City of Antigo to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

To File a Complaint

If you think that The City of Antigo has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email to: info@antigo-city.org and your email will be delivered to the appropriate person.

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint)

Fax: 202-401-4708

U.S. Mail:

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch, Mail Stop #0190
2707 Martin Luther King, Jr. Ave., SE
Washington, D.C. 20528

For additional information: www.dhs.gov/crcl
Phone: 202-401-1474 Toll-Free: 1-866-644-8360

Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

The City of Antigo

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

info@antigo-city.org or call 715.623.3633

Title VI Complaint Form

The City of Antigo is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. The following information is necessary to assist us in processing your complaint.

Instructions: Please fill out the form below and send it to: info@antigo-city.org or mail to: City of Antigo, 700 Edison Street Antigo, WI 54409.

Name (complainant):		Home Address (street address, city, state, zip code):	
Phone:	Alternate Phone:		
Location and position of person(s) if known:			
Name of Person(s) who allegedly discriminated against you if known:			Date of incident:
Which of the following best describes the reason for the alleged discrimination? ☐ Race ☐ Color ☐ National Origin (Limited English Proficiency)			
Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Attach any written material pertaining to you case. Please use the back of this form if additional space is required.			
Have you filed a complaint with any other federal, state or local agencies? ☐ Yes ☐ No If yes, list agency/agencies and contact information below:			
Agency:	Address:	Phone:	
Agency:	Address:	Phone:	
Agency:	Address:	Phone:	
Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):			
Name:	Address:	Phone:	
Name:	Address:	Phone:	
Name:	Address:	Phone:	
I affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.			
Complainant's Signature: _____		Date: _____	



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: April 17, 2024
Re: Amend Ordinance for Cigarettes and Tobacco to Include Vaping as Required by the State of Wisconsin

The State of Wisconsin has made significant changes to the municipal licensing and regulations of cigarette, tobacco, and vapor products to include:

- Requiring retailers that sell electronic vaping devices to obtain a retail license from their municipality.
- Creating minimum standards for persons to hold a municipality-issued retail license.
- Requiring municipalities to use a retail license application form created by the Department of Revenue.

In order to comply with these requirements an amended ordinance is needed. My suggestion is to approve the ordinance and send it to Council so the 2024 licensing period has the new requirements.

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



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: April 17, 2024
Re: 2025 Budget Process

Mayor Brand asked that the 2025 Budget be placed on the agenda to begin discussions on the budget. I had hoped to have some preliminary numbers for items that are known for next year to send out. Unfortunately, due to a vacant position in my office, I have not had the opportunity to work on this. I will try to have at least a rough draft for the actual meeting to get the discussion started.

I appreciate your understanding and patience as the position that is open does the first on counter, prepares agendas and minutes, and updates election records so we are all filling in and working longer hours to get the jobs done.