



## City of Antigo

### Finance, Personnel & Legislative Committee Meeting

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

**Wednesday, December 17, 2025**  
**6:00 PM**

#### **Call to Order**

#### **Approval of Minutes**

1. Approve Minutes from the November 12, November 19 and December 10, 2025 Meetings (Contingent Upon Completion)

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

2. Approve Community Participation Policy Change to 12 Hours Per Year Instead of Not Exceeding 4 Hours - 3 Requests Per Year and add the Policy to the Employee Manual
3. Carry Forward Budget Items from 2025 to 2026
4. Approve 2025 Budget Transfers/Adjustments
5. Change Credit Card Processing and Electronic Bill Capabilities from Payment Services Network to Bill Pay Xpress (Springbrook product)

#### **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: December 11, 2025**

**Thomas C. Bauknecht**



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

**Date:** December 17, 2025

**To:** Finance, Personnel & Legislative Committee

**From:** Kaye Matucheski, Clerk-Treasurer/Finance Director

**Subject:** Approve Community Participation Policy Change to 12 Hours Per Year Instead of Not Exceeding 4 Hours - 3 Requests Per Year and add the Policy to the Employee Manual

The City of Antigo has a Community Participation Policy that was approved many years ago to allow employees time to volunteer for public events. The policy originally allowed volunteering for an event not to exceed 4 hours and there could be 3 requests per year. After discussion, staff is recommending changing this to allow for 12 hours per year. The other provisions of this policy will also apply. The attached policy will be added to the Employee Policy Manual so that all employees are aware of this opportunity.

**Fiscal Impact:** No additional fiscal impact.

**Recommendation:** Approve the Changes to the Policy and Forward to Council

**Attachments:**

1. Community Participation 2026 Updated

# City of Antigo

## Community Participation Policy

### Purpose

To establish guidelines and conditions under which City employees can participate in community events or assist community organizations during normal working hours.

### Background

Historically, the City has allowed employees to participate in community events such as the annual Christmas parade if they utilized personal time or vacation. The business community for the most part has supported community events by volunteering the services of their employees during normal working hours or has allowed their employees to work on such things as business displays or floats during work hours.

There is an expectation by the community that City employees should be at the forefront of most public events. This expectation is born of the belief that most events are held to promote the community on some level and that City employees are prime benefactors of successful events because they encourage community investment and growth. Additionally, the perception is that City government should be working hard to support community events which can be shown through employee participation.

From the employee's view, they would like to participate but it places a hardship on them if they have to give up vacation time or commit time to a community project or a City float after hours. Also, many events occur during working hours and utilizing an hour or two to participate or assist with an event under the current policy is costly for the employee and unclear for the supervisor as to how to handle the request.

Through ~~past~~ committee discussions ~~over the past three years~~, a consensus has evolved that City employees should be allowed to participate in community events within a reasonable framework and guideline. There is also agreement on the philosophy that the City benefits when employees participate in community events.

### Community Participation Policy Guidance

- 1.) City employees are permitted to participate or assist in an activity or event provided
  - it is sponsored by a community or service based organization such as Optimist, Rotary, etc., or a nonprofit group, i.e., Boys and Girls Club, Scouts, Chamber of Commerce, etc.
  - it is for a limited time not exceeding ~~(4)~~ 12 hours ~~or at the discretion of the supervisor~~.
  - it occurs within the city.
  - it is not a regularly scheduled activity such as a weekly event.
- 2.) Employees wishing to participate in an event must make the request to their supervisor at least one day in advance and preferably one week.
- 3.) Conditions of Participation
  - ~~An employee is limited to 3 requests per year.~~
  - Participation is at the employee's own risk and the time spent performing the activity during normal working hours will be considered authorized personal leave that will not count against any annual earned leave.
- 4.) The supervisor may grant the request if
  - it will not affect the ability of the department to carry out its work assignments
  - the request is for an activity that will benefit the community or falls within the guidelines above.
  - it does not pose potential risk or liability to the City or portend City sponsorship of the activity. the supervisor will note on the employee's time sheet authorized community service.

Approved 2007  
Amended 01-14-2026



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

**Date:** December 17, 2025  
**To:** Finance, Personnel & Legislative Committee  
**From:** Kaye Matucheski, Clerk-Treasurer/Finance Director  
**Subject:** Carry Forward Budget Items from 2025 to 2026

Every year there are funds that are budgeted that are not spent within that year for several different reasons, such as: the department may be accumulating funds for a large purchase, the piece of equipment may have been ordered but not yet received, or the project did not get completed. These funds are then requested to be carried forward to the following fiscal year's budget. A list of the carry forwards is attached. An updated list will also be provided at the Committee meeting.

In addition, I always request that if a carry forward was missed for Committee approval that it can be added to the Council resolution. These additions would be highlighted so you are aware of the changes. This resolution would also not be on the consent agenda so that it can be reviewed if necessary.

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

**Fiscal Impact:** No additional fiscal impact as items already budgeted.

**Recommendation:** Approval of Carry Forwards to Council with Permission to Include Any New Items

**Attachments:**

1. 2025 Carry Forwards Draft

**2025 FUNDS CARRIED FORWARD TO 2026 DRAFT**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>NOTES</b>
100.510.51450.53200	Info Services-Cyber Security Exp	\$15,000.00	Need Correction in Dirks Inv
100.510.51450.53220	Info Services-Computer Supplies/Repair	\$4,662.00	Additional Computer Needs
100.5810.51450.53260	Info Services-Other Operating Supplies	\$15,000.00	Additional Computer Needs
100.510.51610.52280	Gen Buildings - Contractual Services	\$6,092.00	City Hall Upcoming Needs
100.510.51610.53540	Gen Buildings - Bldg Repair & Maintenance	\$19,675.00	City Hall Projects to be Prioritized
100.520.52110.53600	Police Dept. - Uniform Allowance	\$9,590.00	Empl Allowed to be Carried Forward
100.520.52210.53540	Fire Dept. - Bldg Repair & Maintenance	\$11,904.00	Unanticipated Bldg Repairs
100.520.52210.53600	Fire Dept. - Uniform Allowance	\$5,288.00	Empl Allowed to be Carried Forward
100.520.52510.52280	Demolition of Buildings	\$106,553.00	For Demolition Not Yet Completed
100.530.53310.53510	Street Mtc - Pavement Restoration	\$49,033.00	Final Amount Not Yet Determined
100.530.53310.53800	Street - Curb & Gutter Maintenance	\$12,200.00	Final Amount Not Yet Determined
100.530.53310.53810	Street - Sidewalk Maintenance	\$27,123.00	Final Amount Not Yet Determined
100.530.53310.53820	Street - Driveway Maintenance	\$12,527.00	Final Amount Not Yet Determined
100.530.53370.52280	Street-Signs/Markings Contr Services	\$5,700.00	Final Amount Not Yet Determined
100.550.55310.53600	PRC Admin - Uniform Allowance	\$450.00	For Employees Allowance Not Used
100.550.55330.53600	PRC -Uniform Allowance	\$1,531.00	For Employees Allowance Not Used
100.580.58680.51190	Severence Reserve	\$23,000.00	For Future Severence Payments
442.640.64001.57500	CIP-Law Enforc Radar Units	\$18,050.00	Accumulating for Purchase
442.640.64001.57500	CIP-Law Enforc MDT Squad Computers	\$7,320.00	Accumulating for Purchase
442.640.64001.57500	CIP-Law Enforc Portable Radios	\$38,552.00	Accumulating for Purchase
442.640.64001.57500	CIP-Law Enforc Digital Cameras	\$3,000.00	Transfer to Cameras for Purchase
442.640.64001.57500	CIP-Law Enforc Squad Cars	\$74,077.00	Squads Plus Totaled Squad Reimb
442.640.64001.57500	CIP-Law Enforc Squad Radios	\$13,858.00	Accumulating for Purchase
442.640.64001.57500	CIP-Law Enforc In Squad Video	\$39,505.00	Accumulating for Purchase
442.640.64001.57500	CIP-Law Enforc Camera/License Plate Rdr	\$6,000.00	\$15,000 being transferred to operating
442.640.64001.57500	CIP-Law Enforc Spec Computer Programs	\$5,000.00	Accumulating for Purchase
442.640.64001.57500	CIP-Law Enforce Impound Facility	\$85,680.00	Accumulating to Build/Purchase
442.640.64001.57500	CIP-SRT Vests	\$10,000.00	Accumulating for Purchase
442.640.64001.57550	CIP-Fire Dept. Apparatus Replace.	\$142,752.00	Accumulating for Purchase
442.640.64001.57550	CIP-Fire Dept. Radio/Pager Replacement	\$47,946.00	Accumulating for Purchase
442.640.64001.57550	CIP-Fire Dept. SCBA Replace.	\$84,266.00	Accumulating for Purchase
442.640.64001.57550	CIP-Fire Dept. Firefighting PPE	\$8,205.00	Accumulating for Purchase
442.640.64001.57550	CIP-Fire Dept Fire Truck Equipment	\$37,121.00	Accumulating for Purchase
442.640.64001.57550	CIP-Fire Dept Rescue Vehicle Equip	\$15,860.00	Accumulating for Purchase
442.640.64001.57700	CIP-Dir Public Works GPS/Scanner Equip	\$30,590.00	Accumulating for Purchase
442.640.64001.57700	CIP-Dir Public Works Pickup	\$47,130.00	Accumulating for Purchase
442.640.64001.57751	CIP-Street Dept Heavy Trucks	\$67,978.00	Accumulating for Purchase
442.640.64001.57752	CIP-Street Dept Graders/Loaders	\$132,576.00	Accumulating for Purchase
442.640.64001.57750	CIP-Street Dept Pickup/1 Ton Trucks	\$1,559.00	Accumulating for Purchase
442.640.64001.57753	CIP-Street Dept Snow Removal Equip	\$34,342.00	Accumulating for Purchase
442.640.64001.57754	CIP-Street Dept Mntnc & Const Equip	\$32,606.00	Accumulating for Purchase
442.640.64001.57756	CIP-Street Dept Bituminous Equipment	\$56,100.00	Accumulating for Purchase
442.640.64001.57757	CIP-Street Dept Chipper	\$45,000.00	Accumulating for Purchase
442.640.64001.57758	CIP-Street Dept Skidsteer/Blacktop Plnr	\$2,830.00	Accumulating for Purchase
442.640.64001.57759	CIP-Street Dept Utility Equipment	\$60,714.00	Accumulating for Purchase
442.640.64001.57800	CIP-Parks Playground Equipment	\$10,000.00	Accumulating for Purchase
442.640.64001.57800	CIP-Parks Park Equipment	\$10,000.00	Accumulating for Purchase
442.640.64001.57810	CIP-PR Machinery-Truck w/Dump Box	\$20,000.00	Accumulating for Purchase
442.640.64001.57810	CIP-PR Machinery-Backhoe Loader	\$65,000.00	Accumulating for Purchase
442.640.64001.57810	CIP-PR Machinery-Compact Tractor	\$1,979.00	Accumulating for Purchase
442.640.64001.57810	CIP-PR Machinery-Mowers	\$1,603.00	Accumulating for Purchase
442.640.64001.57810	CIP-PR Machinery-Attachmets	\$1,105.00	Accumulating for Purchase
442.640.64001.57870	CIP-Tech Plan - Servers/Security/Network	\$55,718.00	Accumulating for Replacement
442.640.64001.57870	CIP-Tech Plan - Copier	\$11,900.00	Accumulating for Purchase
442.640.64001.57870	CIP-Tech Plan - Council Chambers	\$35,000.00	Move to IT CIP for Renovation
442.640.64001.57850	CIP-General - Vehicle Replacement	\$30,000.00	Accumulating for Purchase
442.640.64001.57850	CIP-General- Mtg Mgmt/Other Software	\$22,400.00	Accumulating to Replace Software

442.640.64002.58100	CIP-Sidewalks	\$183,000.00	Projects Yet To Be Completed
442.640.64002.58130	CIP-Parking Lots	\$60,977.00	Accumulating to Redo Lots
442.640.64002.58140	CIP-Street Lighting	\$44,643.00	Accumulating to Redo
442.640.64002.58170	CIP - Faust Dam	\$11,000.00	Accumulating to Redo
442.640.64002.58250	CIP-Street Shop Roof	\$232,004.00	Street Shop Roof
442.640.64002.58250	CIP-Street Salt/Sand Shed	\$10,000.00	Accumulating for Project
442.640.64002.58250	CIP-Street Shop Pulverize/Pave Streets	\$109,000.00	Accumulating for Project
442.640.64002.58250	CIP-Street Shop Public Works Facility	\$21,000.00	Accuulating for Project
442.640.64002.58250	CIP-Street Springbrook Trail TAP	\$76,268.00	Projects Yet To Be Completed
442.640.64002.58500	CIP-Parks/Playgrounds Basketball Courts	\$1,485.00	Accumulating for Improvements
442.640.64002.58500	CIP-Parks/Playgrounds ADA Paths	\$5,000.00	Accumulating for Improvements
442.640.64002.58500	CIP-Parks/Playgrounds Shelter Imprvmnts	\$18,978.00	Accumulating for Improvements
442.640.64002.58520	CIP-Parks/Playgrounds Urban Forestry	\$3,500.00	Accumulating for Improvements
442.640.64002.58600	Aerial Mapping/Ortho	\$9,800.00	Accumulating for Project
Total 100 Fund		\$325,328.00	
Total 442 Fund		\$2,199,977.00	
<b>GRAND TOTAL</b>		<b>\$2,453,365.00</b>	



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

**Date:** December 17, 2025  
**To:** Finance, Personnel & Legislative Committee  
**From:** Kaye Matucheski, Clerk-Treasurer/Finance Director  
**Subject:** Approve 2025 Budget Transfers/Adjustments

When the budget is completed every year, estimated revenue and expenditure numbers are used based on the best information available at budget time. There are circumstances throughout the year that may not follow how the budget was set up so budget transfers are needed. These adjustments require Council approval to correct the budget to actual.

Attached are two worksheets of the funds that need budget adjustments that are known at this time. One lists all general fund accounts as these funds will be derived from other general fund accounts. The other lists the funds that need additional revenue applied for the expenditures. As requested in previous years, I would also like approval to add any additional adjustments that may be needed. The final expenditures for the 2025 Fiscal Year will not be known until the February Council meeting, so there will be a resolution on the February, 2026 Council agenda for the final transfers.

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

**Fiscal Impact:** No additional fiscal impact.

**Recommendation:** Approve the budget transfers and allow for additional transfers be added to the resolution.

**Attachments:**

1. Expenditure Budget as of 12-10-25
2. 2025 Budget Transfers

**EXPENDITURE BUDGET THROUGH 12-10-25**

<b>FUNCTION AREA</b>	<b>2025 BUDGET incl. Carry Forwards</b>	<b>2025 EXPENDED as of 12-10-25</b>	<b>2025 PERCENT % EXPENDED</b>
<b>COUNCIL</b>			
Council	58,722	42,553	72.46%
Legal	146,679	143,052	97.53%
Donations	66,500	66,500	100.00%
<b>TOTAL COUNCIL</b>	<b>271,901</b>	<b>252,105</b>	<b>92.72%</b>
<b>ADMINISTRATION</b>			
Codification of Ordinances	10,000	2,651	26.51%
Labor Attorney Fees	106,000	84,017	79.26%
Bank Charges/Cash Short/Over	31,500	23,182	73.59%
Mayor	29,686	25,159	84.75%
Administrator	146,897	148,902	101.36%
Clerk-Treasurer	509,604	483,145	94.81%
Elections	28,759	13,030	45.31%
Information Services	282,926	239,135	84.52%
Safety Coordinator	15,329	15,918	103.84%
Accounting and Auditing	30,500	28,904	94.77%
Contractual Assessing Services	44,250	47,211	106.69%
General Buildings/City Hall	112,447	68,305	60.74%
Taxes	4,000	8,527	213.17%
General Insurance	15,287	15,022	98.27%
Bldg Inspector/Zoning Admin	237,513	225,124	94.78%
Director of Public Works	194,674	302,612	155.45%
Economic Development	85,000	81,502	95.88%
WelFit Participation Fee	2,000	3,041	152.05%
Employment Practices Liability	5,343	4,585	85.82%

FUNCTION AREA	2025 BUDGET	2025 EXPENDED	2025 PERCENT %
Unemployment Comp Assessmn	0	0	
125 Plan	0	0	
Severance Reserve	114,358	21,320	18.64%
<b>TOTAL ADMINISTRATION</b>	<b>2,006,073</b>	<b>1,841,292</b>	<b>91.79%</b>
POLICE	2,311,188	2,188,595	94.70%
<b>TOTAL POLICE</b>	<b>2,311,188</b>	<b>2,188,595</b>	<b>94.70%</b>
FIRE/AMBULANCE			
Fire Protection	518,658	400,458	77.21%
Ambulance **	2,039,621	1,641,273	80.47%
<b>TOTAL FIRE/AMBULANCE</b>	<b>2,558,279</b>	<b>2,041,730</b>	<b>79.81%</b>
STREET DEPARTMENT			
Flood Control	19,101	22,039	115.38%
Street Commissioner	181,677	172,052	94.70%
Street Shop Operations	258,772	206,788	79.91%
Street Machinery Operations	310,674	237,955	76.59%
Street Maintenance	378,228	419,891	111.02%
Street Construction	0	0	
Snow & Ice Control	255,848	165,257	64.59%
Tree & Brush Control	54,889	73,084	133.15%
Weed Control	19,110	19,037	99.62%
Street Signs & Markings	135,602	131,021	96.62%
Bridges	8,327	8,670	104.12%
Alleys & Boulevards	41,974	38,242	91.11%
Parking Lots	41,764	29,853	71.48%
Street Dept. Outside Labor	34,580	21,368	61.79%
Street Dept. Other Dept Labor	16,027	5,301	33.07%
Spring Clean Up	33,583	27,252	81.15%

FUNCTION AREA	2025 BUDGET	2025 EXPENDED	2025 PERCENT %
Celebrations	31,274	22,924	73.30%
<b>TOTAL STREET DEPARTMENT</b>	<b>1,821,430</b>	<b>1,600,732</b>	<b>87.88%</b>
PARK/REC/CEMETERY DEPT			
Cemeteries	69,084	34,123	49.39%
Parks & Playgrounds	318,082	351,366	110.46%
Ball Parks	49,453	22,241	44.97%
Park & Rec Administration	168,138	173,102	102.95%
Recreation Programs	9,300	13,526	145.44%
Office & Shop	48,997	28,978	59.14%
Machinery Operations	50,556	31,567	62.44%
PRC Dept Other Dept Labor	0	310	
Splash Pad	15,381	10,186	66.23%
Parks Snow & Ice	42,507	19,424	45.69%
Ice Skating Rinks	10,697	3,445	32.20%
Skate Park	500	0	0.00%
Campground	11,900	14,528	122.09%
Forestry	24,916	33,081	132.77%
<b>TOTAL PARK/REC/CEMETERY</b>	<b>819,511</b>	<b>735,876</b>	<b>89.79%</b>
MISCELLANEOUS			
Demolition of Buildings	296,980	190,426	64.12%
Street Lighting	158,750	130,574	82.25%
Contingency Fund	37,700	0	0.00%
<b>TOTAL MISCELLANEOUS</b>	<b>493,430</b>	<b>321,001</b>	<b>65.05%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>10,281,812</b>	<b>8,981,330</b>	<b>87.35%</b>

<b>FUNCTION AREA</b>	<b>2025 BUDGET</b>	<b>2025 EXPENDED</b>	<b>2025 PERCENT %</b>			





# 2025 BUDGET ADJUSTMENTS

Increase

Increase

TOTAL

\$0.00



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

**Date:** December 17, 2025  
**To:** Finance, Personnel & Legislative Committee  
**From:** Kaye Matucheski, Clerk-Treasurer/Finance Director  
**Subject:** Change Credit Card Processing and Electronic Bill Capabilities from Payment Services Network to Bill Pay Xpress (Springbrook product)

Currently the City uses Payment Services Network (PSN) for our credit card processing for everything except Park and Rec Registration Software. PSN also does the electronic copies of utility bills. Staff has to send a file to PSN to keep the information current in their system for anyone paying online. We have been with PSN since we started accepting credit cards but lately their service has gotten worse.

Springbrook, the software that operates most of our processes, has a Bill Pay Xpress product which we are looking at. By contracting with Springbrook, we would not have to transfer files as the information would be real-time with the utility billing software. This would eliminate some of the work involved with offering electronic bills and payments.

I have received a quote from Bill Pay Xpress and am in the process of evaluating the three different options and comparing this to what we pay to PSN. I will have a recommendation at the meeting as to which option is the best fit for the City of Antigo residents. Should you have any questions, please feel free to contact me.

**Fiscal Impact:** To be determined

**Recommendation:** Will have at the meeting

**Attachments:**  
None