

City of Antigo
Finance, Personnel & Legislative Committee
Wednesday, December 17, 2025

Finance, Personnel & Legislative Committee of the City of Antigo met in Regular Session on the above date at 6:00 PM in the Council Chambers, City Hall, Thomas C. Bauknecht presiding.

Call to Order

Attendee Name	Title	Status	Arrived
Thomas C. Bauknecht	Mayor	Present	
Roy Dieck	Ward 2	Present	
Tim Kassis	Ward 3	Present	
Mary Hayes	Ward 4	Present	
Glenn Bugni	Ward 7	Remote	
Kevin Smith	Ward 8	Present	

Others in attendance were: Kaye Matucheski, Clerk-Treasurer/Finance Director and Sarah Repp, Parks, Recreation, and Cemetery Director.

Approval of Minutes

1. Approve Minutes from the November 12, November 19 and December 10, 2025 Meetings

Motion to Approve Minutes from the November 12, November 19, and December 10, 2025 Meetings

Result:	Carried (6 to 0)
Mover:	Glenn Bugni
Second:	Tim Kassis
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

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

Motion to Approve Community Participation Policy Change to 12 Hours Per Year, that are not required to be in the City of Antigo Instead of Not Exceeding 4 Hours - 3 Requests Per Year, and add the Policy to the Employee Manual

Result:	Carried (6 to 0)
Mover:	Tim Kassis
Secunder:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

3. Carry Forward Budget Items from 2025 to 2026

Kaye Matucheski, Clerk-Treasurer/Finance Director, stated she added Cemetery in the amount of \$8,412 to the carry forward list. She also noted there may be additional carry forwards that she has been able to add to the resolution.

Motion to Approve Carry Forward Budget Items from 2025 to 2026

Result:	Carried (6 to 0)
Mover:	Glenn Bugni
Secunder:	Tim Kassis
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

4. Approve 2025 Budget Transfers/Adjustments

Kaye Matucheski stated there may be additional transfers/adjustments that she has been allowed to add to the resolution.

Motion to Approve 2025 Budget Transfers/Adjustments

Result:	Carried (6 to 0)
Mover:	Tim Kassis
Secunder:	Roy Dieck
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

5. Change Credit Card Processing and Electronic Bill Capabilities from Payment Services Network to Bill Pay Xpress (Springbrook product)

Ms. Matucheski explained the current credit card process. The new company will eliminate the need to upload data, saving staff time.

Motion to Approve Changing the Credit Card Processing and Electronic Bill Capabilities from Payment Services Network to Bill Pay Xpress (Springbrook product)

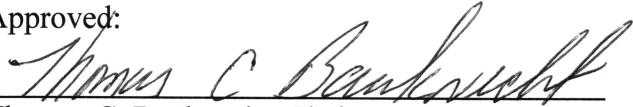
Result:	Carried (6 to 0)
Mover:	Tim Kassis
Seconder:	Glenn Bugni
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

Any Other Matters Authorized by Law to be Considered

Adjournment

Motion to Adjourn at 6:18 p.m.

Result:	Carried (6 to 0)
Mover:	Tim Kassis
Seconder:	Kevin Smith
Ayes:	Mary Hayes, Thomas C. Bauknecht, Tim Kassis, Roy Dieck, Kevin Smith, Glenn Bugni
Nays:	None

Approved:


Thomas C. Bauknecht, Chair