



# CITY OF ANTIGO

## FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

**MULTI-PURPOSE ROOM**

**Wednesday, June 15, 2022**

**CITY HALL, 700 EDISON STREET**

**6:00 PM**

### **Call to Order**

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

1. Approval of the Minutes from the May 18, 2022 Meeting
2. Request for Leave of Absence from Todd Tatro
3. Increase Spending Limit on Seven Employee Credit Cards from \$2,000 to \$5,000
4. Agreement to Advance Funds in the Amount of \$229,540 for the Library Solar Project Until Grant Received
5. Conversion/Disposition of Available Leave Time of Represented Employees to that of an Exempt Employee as a result of Promotions such as the Recent Filling of the Assistant Fire Chief and Police Captain Positions

### **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 Cheryl Barta, 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: June 09,2022

BILL BRANDT



**To:** Mayor and City Council  
**From:** Kaye Matucheski, Clerk-Treasurer/Finance Director  
**Date:** June 15, 2022  
**Re:** Increase Spending Limit on Seven Employee Credit Cards from \$2,000 to \$5,000

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There are 16 employees that have credit cards for the City. The limits on these cards are either \$1,000 or \$2,000 (and in one case \$5,000). There has been a request by some cardholders to increase the limit to \$5,000. With prices rising, it is difficult to have credit limit available if you have a few items charged to your card. If this happens, then you have to find someone else's card that has limits left and use that card. By increasing the limit, it will eliminate the need to charge one purchase on a few cards which is better for internal control. Those requesting the increase to \$5,000 are Mark Desotell, Kirk Packard, Jon Petroskey, Sarah Repp, Corey Smith, and Linda Vollmar. If approved this will need to be forwarded to Council for a resolution.

The requirement that the cardholder is still responsible for the charges on his/her card will remain with the provision if the receipt is not turned in the cardholder is personally responsible for the charge and must either pay it back or appear in person before the Finance, Personnel & Legislative Committee. In addition, any City policies for purchasing must still be followed.

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

## CITY OF ANTIGO LIST OF CREDIT CARD HOLDERS

| CARD HOLDER        | CURRENT<br>LIMIT | REQUESTED<br>LIMIT |
|--------------------|------------------|--------------------|
| Matucheski, Kaye   | Main Card        | Main Card          |
| Brandt, William    | \$1,000.00       | OK                 |
| Brinkmeier, Donald | \$2,000.00       | OK                 |
| Demlow, Ada        | \$2,000.00       | Library            |
| Desotell, Mark     | \$2,000.00       | \$5,000.00         |
| Duley, Daniel      | \$2,000.00       | OK                 |
| Jensen, Jeanne     | \$1,000.00       | OK                 |
| McCarthy, Beth     | \$2,000.00       | \$5,000.00         |
| Packard, Kirk      | \$2,000.00       | \$5,000.00         |
| Petroskey, Jon     | \$2,000.00       | \$5,000.00         |
| Pike, Jim          | \$5,000.00       | OK                 |
| Pregler, Maria     | \$2,000.00       | Library            |
| Repp, Sarah        | \$2,000.00       | \$5,000.00         |
| Rustick, Kyle      | \$2,000.00       | OK                 |
| Corey Smith        | \$2,000.00       | \$5,000.00         |
| Vollmar, Linda     | \$2,000.00       | \$5,000.00         |

6/7/22:kmm

Attachment: Card Holders List 6-7-22 (5577 : Additional Limit on Credit Cards)



**To:** Mayor and City Council  
**From:** Kaye Matucheski, Clerk-Treasurer/Finance Director  
**Date:** June 15, 2022  
**Re:** Agreement to Advance Funds in the Amount of \$229,540 for the Library Solar Project Until Grant Received

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As you know, the Library has received a grant in the amount of \$229,540 to install solar panels on the building. This grant is actually a Library Foundation grant and is a reimbursable grant. What that means is the Foundation will receive the grant funds but not until after the project is finished and the bills paid. The Library does not have enough funds to pay the invoices up front and wait for the grant. It is my understanding the Foundation also does not have immediate cash to pay the invoices and wait for the grant.

The discussion occurred that the City could pay the invoices and then be reimbursed by the Foundation when the grant is received. The City would have the funds to do this but there needs to be an agreement in place that states the Foundation will reimburse the City when the grant is received. The agreement would also include a provision that the Foundation will reimburse the City for the entire amount advanced even if the grant is either not paid or the full amount is not paid.

If the approval of this agreement is granted, it will only be in effect if the Library and Library Foundation agree to these terms.

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



May 31, 2022

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between CITY OF ANTIGO, ANTIGO PUBLIC LIBRARY, and ANTIGO PUBLIC LIBRARY FOUNDATION.

The Antigo Public Library Foundation has been awarded a grant to have solar panels installed on the roof of the Antigo Public Library. The grant is a reimbursement grant which means the cost of the project must be paid to the contractor and the grant monies will then reimburse the Antigo Public Library Foundation after the project has been completed and paid. The amount of the grant is \$229,540.00 and the City of Antigo will provide the funds to pay for the project with the understanding and agreement that the City of Antigo will be fully reimbursed through the grant monies upon project completion. If for any reason the grant funds are not paid or there is any shortfall in grant funds awarded such that the City of Antigo is not fully reimbursed, the Antigo Public Library Foundation will promptly reimburse the City of Antigo from its funds. This is a complete understanding and agreement between the parties.

### City of Antigo

\_\_\_\_\_  
Bill Brandt, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kaye Matucheski

\_\_\_\_\_  
Date

### Antigo Public Library

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

### Antigo Public Library Foundation

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

City of Antigo, 700 Edison Street, Antigo, Wisconsin 54409-1955  
*The City of Antigo is an Equal Opportunity Provider*  
 Phone (715) 623-3633 Fax (715) 627-7099  
[www.antigo-city.org](http://www.antigo-city.org)

Attachment: Memorandum for Advancing Library Solar Funds (5580 : Advance Funds for Library Solar Project)



**To:** Mayor and City Council  
**From:** Mark Desotell, Director of Administrative Services  
**Date:** June 15, 2022  
**Re:** Conversion/Disposition of Available Leave Time of Represented Employees to that of an Exempt Employee as a result of Promotions such as the Recent Filling of the Assistant Fire Chief and Police Captain Positions

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A summary recommendation will occur including discussions during the actual night of the FP&L meeting that will take into consideration the following items:

- Existing leave balances in vacation, sick-leave and compensatory time as appropriate
- Differing rates of leave time based on years of service as represented or exempt employees as detailed in Bargaining Agreements the City's Employee Manual
- Maximum allowed balance differences of accumulated leave time
- Impacts of different work hours when comparing an 8 hour & 24 hour shift
- Assuring that appropriate incentives for a promotion exist for an employee
- Financial impacts to the City regarding any final recommendations
- Other items of consideration as necessary and appropriate

It is the goal of these discussions to assure that appropriate incentives for current personnel exist when considering a promotion and that we exercise due diligence at the same time assuring that the interests of the City are equally maintained.