



CITY OF ANTIGO
FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE
MEETING

COUNCIL CHAMBERS

Wednesday, June 18, 2025

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Minutes Approval

1. Approve Minutes from the May 21 and June 11, 2025 Meetings (Contingent Upon Completion)

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

1. Discuss Grant Writer Position (Referred by Alderperson Bugni)
2. Discuss Renaming of City/County Joint Library Task Force (Referred by Alderperson Bugni)
3. Changing Software to Springbrook Cirrus (Cloud)
4. Approval to Allow Budget Adjustments for Purchases When Approved Grants or Reimbursements are Received or Equipment is Sold

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: June 12,2025

THOMAS BAUKNECHT



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: June 18, 2025
Re: Changing Software to Springbrook Cirrus (Cloud)

The City has Springbrook software for many of our processes; such as financial services, building permits, special assessments, payroll, utility billing, cash receipting, etc. The software is currently hosted with a server on site. We are looking at migrating to Springbrook's cloud (Cirrus) product. There are multiple benefits to having this software on the Cloud especially because our on site software is getting slower and does not have all the same functions as the cloud-based software has.

We are having a discussion on Monday morning with Springbrook about the City's expectations and use of the new software. This is the first step in the process of receiving a quote to upgrade what we have. I am hoping to have pricing by the meeting on Wednesday.

This particular project is not budgeted but there are funds remaining from the meeting agenda software project so I would like to utilize these funds if it will cover the cost. I will present more information at the meeting if I have it. Otherwise we would have to delay this item for another month.

If you have any questions before the meeting, please let me know.



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: June 18, 2025
Re: Approval to Allow Budget Adjustments for Purchases When Approved Grants or Reimbursements are Received or Equipment is Sold

Currently there is authorization in place for the Clerk-Treasurer's Office to complete budget adjustments when reimbursements are received in the Police Department from others for wages, etc. I would like to expand this authority for other departments in the following instances:

- Any expenditure that has reimbursement revenue such as reimbursing for wages by others
 - An example of this is the situation above with the Police Department currently where a budget adjustment can be done if the department receives reimbursement for wages from another department. This would be expanded for all departments.
- Any expenditure that has a grant/donation revenue offset
 - An example of this authority would be the recently received \$5,000 donation for a radar traffic data collector. The donation was received and the invoice from Traffic and Parking Control Co, LLC (TAPCO) is being paid. With the authority to complete adjustments for these types of transactions, the donation revenue account and the expenditure account would both have a budget adjustment of \$5,000 without having to bring this individually to Committee and then to Council. If this is not done, the expenditure account would have a negative balance for the purchase.
- Any revenue from the sale of a piece of equipment that would have otherwise been traded in, to be used for the purchase of equipment if the sale results in a minimum of \$5,000
 - An example of this authority is the purchase of a new lawn mower and the old lawn mower is sold at auction as it results in more money than the trade in would have. The revenue for property sales and the expenditure for the lawn mowers would both be increased by the amount received. This would reflect the revenue received for the purchase of equipment within the department.

By allowing these adjustments throughout the year, there is less clean up work that needs to be done at the end of the fiscal year. In addition, it allows department budgets to accurately reflect what funds they have available.

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