



**TO:** City Council

**FROM:** Michelle Hayes, Finance Director

**SUBJECT:** Sports Grill Manager – Credit Card and Bank Account

**DATE:** July 9, 2024

**Background:**

A new general manager has been hired at the Stacy Sports Grill. We need to issue her a credit card and add her to the ATM bank accounts for both the Sports Grill and the Wine and Spirits so that she can fulfill the duties of backup in the event that the Wine and Spirits manager and assistant manager are absent.

With the addition of LeeAnn Murscha as a new assistant manager for the Sports Grill, the council will need to add her to the ATM bank account as well to be able to fill in during the absence of the general manager and front-of-house assistant manager.

**Action Requested:**

- Make a motion to issue a city credit card to Rachel Zemke mirroring the same limits as all other department head credit cards.
- Decide if we will keep the current credit card under Aerica Benson since she is remaining front-of-house assistant manager. If you would like to remove this, make a motion to cancel the credit card issued to Aerica Benson. If you would like just keep this in place, no motion is needed.
- Make a motion to add Rachel Zemke to the Sports Bar ATM bank account ending in 1504 as well as the Liquor Store ATM bank account ending in 5863.
- Make a motion to add LeeAnn Murscha to the Sports Bar ATM bank account ending in 1504.