

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
JANUARY 08, 2018

Parks, Cemetery and Recreation Commission of the City of Antigo met in Regular Meeting on the above date at 5:30 PM in the Multi-Purpose Room, City Hall, Ward 3 Tim Kassis presiding.

Attendee Name	Title	Status	Arrived
Tim Kassis	Ward 3	Present	
Glenn Bugni	Ward 7	Present	
Denise Wendt	Member	Present	
Heather McCann	Member	Present	
Zachary Brown	Member	Present	
Sam Hardin	Member	Absent	
Barb Rebstock	Ward 1	Present	

Others in attendance: Sarah Repp, Park, Recreation and Cemetery Director; Mark Desotell, Director of Administrative Services; and Jaime Horswill, Clerical/Utility Assistant.

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

1. Approval of the Minutes from the December 11, 2018

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Wendt, McCann, Brown, Rebstock
ABSENT:	Sam Hardin

2. Reallocation of CIP Funds for 2018 Equipment Purchases Without an Increase in Budget

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo requesting reallocation of CIP funds within their function area to purchase equipment for 2018. The request is due to sooner than anticipated equipment replacements. The reallocations are as follows:

Pickup- 1/2 ton with lift gate

Current budgeted amount \$6,800

Requesting \$17,651 from Truck with Dumpbox (1 ton) w/plow

Requesting \$8,000 from Compact Tractor with attachments

New budgeted amount \$32,451

Utility Vehicle

Current budgeted amount \$8,698

Requesting \$5,000 from Zero Turn Mower

New budgeted amount \$13,698

The reallocations will allow the department to bid and purchase the following in 2018

1, pickup 1/2 ton

Utility vehicle

3 mowers (combination of zero turn and garden tractor)

Additionally, the department plans on trading two trucks and two mowers.

Motion to approve the reallocation of CIP funds as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 1/10/2018 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Zachary Brown, Member
AYES:	Kassis, Bugni, Wendt, McCann, Brown, Rebstock
ABSENT:	Sam Hardin

3. Approval to Apply for Knowles Stewardship Grant for Trail Expansion from the West Rotary Bridge to the North

Ms. Repp provided a memo requesting permission to apply for a Knowles Stewardship Grant, due May 1, 2018. Grant funding is a 50/50 match. She has successfully received funding for a number of park improvement projects using Knowles Stewardship funds in the past and feel trail expansion to the north from the West Rotary Bridge would be a competitive grant application. Additionally, this trail connection will allow for a complete route to the north side of Antigo if awarded the Transportation Assistance Program (TAP) grant, which Mr. Desotell is currently preparing for submission.

Ms. Repp requests approval to submit the grant application with the intent to provide the necessary matching funds to complete the project if awarded the grant.

Motion to approve submission of a Knowles Stewardship Grant Application with the intent to provide the necessary matching funds to complete the project if awarded the grant.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 2/14/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Denise Wendt, Member
AYES:	Kassis, Bugni, Wendt, McCann, Brown, Rebstock
ABSENT:	Sam Hardin

4. Park, Cemetery, and Recreation General Updates Including, Staffing, Cemeteries, Shelters, Events, Recreation Programs, Forestry, Winter Preparations, Grants & Bids.

Ms. Repp provided a general department update noting interviews for two year-round part time positions which will provide coverage on nights and weekends. The Peaceful Valley Warming House is now open daily for those wishing to utilize the outdoor hockey and ice rinks.

Ms. Repp's memo noted numerous events such as open skates and Winter Fun and Family Wellness Day as well as the annual Broomball Tournament.

Ms. Repp's memo advised that the spring, summer and fall 2018 recreation programs are now available for on-line registration.

Ms. Repp and Erik Rantala, Forest Administrator, worked on twelve informational forestry articles that will be published in both the Antigo Daily Journal and Antigo Times.

Ms. Repp's memo concluded by noting that she is working with staff to complete the Knowles Stewardship Grant and finalizing an updated five year comprehensive park plan as well as advertising for bids for various equipment and projects.

INFORMATION ONLY

RESULT: PLACED ON FILE-NO VOTE
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Any Other Matters Authorized by Law to be Considered

Mark Desotell, Director of Administrative Services, noted that staff is in the very preliminary stages of looking at a live feed camera. They do not have any costs at this point and do not have permission on any placement of the proposed camera. More information will be presented as it becomes available.

Aldersperson Kassis noted that he feels this would be a good way to promote the Antigo area.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 5:37 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Wendt, McCann, Brown, Rebstock
ABSENT:	Sam Hardin

Tim Kassis, Chairperson

Date