CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION

MINUTES OF MEETING HELD

JANUARY 21, 2019

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	Absent	
Denise Wendt	Member	Present	
Heather McCann	Member	Present	
Zachary Brown	Member	Present	
Sam Hardin	Member	Present	
Barb Rebstock	Ward 1	Present	

Others in attendance: Sarah Repp, Park, Recreation and Cemetery Supervisor; Mark Desotell, Director of Administrative Services; and Jaime Horswill, Lead Office Assistant.

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

1. Approval of the Minutes from the November 12, 2018 Meeting

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

2. Approval of 2019 Facility Use Waivers

Julie Zack, Administration/Clerical Assistant, provided a memo and facility waiver requests for 2019. The requests utilize one or more of the shelters within the park system. She is requesting the Park, Recreation and Cemetery Supervisor have permission to approve the shelter waiver requests for 2019 once they are filed with the department. The new waiver requests not included in this request would require the commissions approval. The listed events are annual community events that meet some or all of the following criteria:

a. The event is open to the public at no charge and offers either an educational experience for attendees or a remembrance or memorial for those within the community.

b. The picnic or event recognizes volunteers that have participated in a community service project.

c. The organization or group is not creating a profit from the event. If funds are raised during the event they are invested back into the community and used for various community projects, events, programs or local organizations.

Upon inquiry by Alderperson Kassis, Sarah Repp, Park, Recreation and Cemetery Supervisor, advised that these are the yearly requests.

Motion to approve the 2019 facility use waivers as presented.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 2/13/2019 6:00 PM**
MOVER:	Sam Hardin, Member
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Wendt, McCann, Brown, Hardin, Rebstock
ABSENT:	Glenn Bugni

3. Approval to Apply for Knowles Stewardship Funding to Expand the Springbrook Trail

Ms. Repp provided a memo advising that unfortunately, the City was not awarded funds for the 2018 Knowles-Nelson Stewardship Grant cycle. However, the applications are due annually as of May 1. She is requesting permission to apply for grant funding to continue with trail expansions from the west Rotary Bridge and along the east edge of the Fairgrounds to Charlotte Street. This connection will provide a critical trail segment that will connect the community to the north side shopping and apartments, and the north side to the downtown, schools, parks and facilities.

Ms. Repp noted that the application is due May 1st, however, this item needs to be approved by the Finance, Personnel and Legislative Committee as well as Council.

Motion to apply to the Knowles-Nelson Stewardship grant for 2019 to continue with trail expansions as presented.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 2/13/2019 6:00 PM**
MOVER:	Denise Wendt, Member
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Wendt, McCann, Brown, Hardin, Rebstock
ABSENT:	Glenn Bugni

4. Dog Park Improvements

Ms. Repp provided a memo advising that there is currently $10,000 budgeted in Dog Park Improvements. She is requesting approval to use $3,000 for fencing improvements and $7,000 for large cement planters, trees, and benches.

Ms. Repp advised that she would like the fencing improvements addressed at this time, but the larger, long-term plans for the dog park can be discussed at a later date if the Commission wishes.

Ms. Repp noted that the five year Park and Recreation plan needs to be updated and all the plans for the dog park can be discussed at that time offering community feedback on what direction the Commission should go in as it appears there maybe a shift in the direction that the commission wants at this point.

Motion to approve the use of $3,000 of budgeted funds for fencing improvements in the dog park.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Barb Rebstock, Ward 1
SECONDER:	Tim Kassis, Ward 3
AYES:	Kassis, Wendt, McCann, Brown, Hardin, Rebstock
ABSENT:	Glenn Bugni

5. Approval for Invasive Removal at Elmwood Cemetery funded by Elmwood Cemetery Timber Sale Revenues

Ms. Repp provided a memo advising that the City has awarded the Elmwood Cemetery Timber Sale bid to McFarland Cascade. There is a large overgrown stand of buckthorn in the timber stand that should be removed. McFarland has proposed removal of the buckthorn at a rate of $25.00 per hour (half the price of other quoted removal rates) if removed in conjunction with the timber harvest within the proposed harvest area. They are estimating removal will take approximately 30 hours in this area. She is recommending funding the removal with timber sale revenues, so approximately 20 acres of buckthorn can be removed in conjunction with the timber harvest for approximately half the rate of other removal proposals.

Ms. Repp's memo continued to recommend that the City remove additional buckthorn while the contractor is mobilized in the location. The rate would be $50.00 per hour and the estimated time is 20 hours. The hourly rate is comparable to the other invasive removal quotes, and it would be in the City's best interest to remove all the buckthorn at the same time.

Ms. Repp explained that after the removal the City needs to look at maintenance of the buckthorn, whether it be mechanical removal or chemical removal.

Upon inquiry by Denise Wendt, Alderperson Kassis commented that buckthorn is difficult to remove as birds fly and drop seeds. He has gone to a few classes on invasives. You have to actually remove it and treat it.

Upon inquiry by Sam Hardin, Ms. Repp advised that Charley Brinkmeier has been in contact with the Department of Natural Resources regarding chemically removing the buckthorn because of the close proximity to the wells.

Mr. Hardin noted that to chemically treat the buckthorn, it needs to be sprayed within an hour after cutting. He advised that he had spoken to someone who advised it may take several cuttings for several years so that the roots do not have a chance to grow and eventually die.

Ms. Repp noted that the City may have to do a combination of things. This removal by McFarland Cascade will at least give the City a start.

Alderperson Kassis noted that in this area the buckthorn are huge and very overgrown.

Mr. Hardin commented that the buckthorn was cut before to which Ms. Repp acknowledged and said that it needs to be maintained after the cutting.

Motion to approve the removal of the stand of buckthorn in the timber stand by McFarland Cascade at a rate of $25.00 per hour as well as removal of the additional buckthorn while the contractor is mobilized in the location at $50.00 per hour with funding derived from the Elmwood Cemetery Timber Sale bid.

RESULT:	**RESOLUTION TO COUNCIL [UNANIMOUS]** **Next: 2/13/2019 6:00 PM**
MOVER:	Barb Rebstock, Ward 1
SECONDER:	Sam Hardin, Member
AYES:	Kassis, Wendt, McCann, Brown, Hardin, Rebstock
ABSENT:	Glenn Bugni

6. Approval to Construct Low Level Boardwalks Using Budgeted CIP Funds

Ms. Repp provided a memo advising that there is currently $11,709 to construct parking and paths. She is requesting permission to use budgeted funds to have posts placed, so the crews can construct low-level boardwalks, which will create access to the Northern Natural Area from the Springbrook Trail. During certain times of the year the trail is not accessible due to wet conditions. The low level boardwalks will provide access for the x-country skiing connection loop, the back 9 of the Disc Golf Course, and year-round hiking and biking. Placement of the posts is estimated at $5,500 and materials for in-house construction will be the remainder. She is requesting permission to use the budgeted funds from CIP to place posts and have City staff construct low-level boardwalks, which will provide connections to hiking, biking and x-country skiing trails as well as year round access to the back 9 of the Disc Golf Course. Continued expansion will occur as funds are available.

Upon inquiry by Mr. Hardin, Ms. Repp noted the boardwalk expansion would be ten feet wide so equipment could be taken across them.

Mark Desotell, Director of Administrative Services, noted that the Springbrook Trail Expansion CIP funds would be utilized not the parking and paths CIP.

Upon inquiry by Mr. Hardin, Ms. Repp advised that the boardwalk expansion would be constructed of treated lumber. The current boardwalk is constructed of composite decking, which is very expensive. Ms. Repp further noted that as the boards warp, staff either turns them or replaces them as needed. The treated lumber that has been utilized in other areas of the boardwalk has been holding up.

Motion to approve the budgeted funds from Springbrook Trail CIP funds to place posts and have City staff construct low-level boardwalks as presented.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Denise Wendt, Member
SECONDER:	Zachary Brown, Member
AYES:	Kassis, Wendt, McCann, Brown, Hardin, Rebstock
ABSENT:	Glenn Bugni

7. Engineering for Al Remington Little League Seating Deck

Ms. Repp provided a memo advising that to move forward with the Al Remington Little League Seating Deck Project off of Langlade Road, she needs to have a set of engineered and stamped plans so the project can be bid. She has reached out to a number of engineer/architects, and design firms with the proposal. She received three quotes, and after conferring with Roger Musolff and Charley Brinkmeier she is recommending the low quote from Design Build by Visner for $3,500. These funds are budgeted in CIP under ball diamond improvements. The plans should be completed by the end of February or early March, so the project can be bid and hopefully break ground in 2019.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that a member of Little League reached out and had renderings completed free of charge by someone who has ties to the Antigo area.

Motion to approve engineering for Al Remington Little League Seating Deck from Design Build by Visner for $3,500 utilizing budgeted funds as presented.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Zachary Brown, Member
SECONDER:	Denise Wendt, Member
AYES:	Kassis, Wendt, McCann, Brown, Hardin, Rebstock
ABSENT:	Glenn Bugni

8. Request to Keep Flag Football Registration Fees at $10.00 for 2019

Ms. Repp provided a memo advising that the Dave Brandt League donated $6,000 in 2016, so the flag football registration fee would be $10 for all participants (normally $13.00 resident and $26.00 non-resident). There is currently $10,000 budgeted in revenues for the 2019 registration/program fees. They have not eliminated any programs and have generated approximately $11,000 in revenues since 2016. There is approximately $694 remaining in the Brandt League donation, so she is recommending that the City maintain a $10 registration fee for 2019 and revert to the resident/non-resident fee schedule in 2020. Based off of revenue projections from the last three years there should be enough to off-set the difference that will not be covered by the Dave Brandt League (approximately $1,000).

Upon inquiry by Denise Wendt, Ms. Repp advised that Flag Football is a very viable program. There are approximately 140-160 participants each year.

Heather McCann commented that the Dave Brandt league previously was for older children, the City's program starts at 4k.

Ms. Repp noted that the program is for 4k through sixth grade. The City works with Tom Schofield, High School Football Coach, who talks with the coaches each year to try to stay in line with what he wants to see for a "feeder" program.

Motion to approve maintaining a $10 registration fee for 2019 for flag football and reverting to the resident/non-resident fee schedule in 2020 utilizing Dave Brandt League donations as presented.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Sam Hardin, Member
SECONDER:	Tim Kassis, Ward 3
AYES:	Kassis, Wendt, McCann, Brown, Hardin, Rebstock
ABSENT:	Glenn Bugni

9. General Updates Including Staff, Cemeteries, Shelters & Facilities, Projects, Events, Volunteers, Programs, Forestry, Invasives, Grants & Bids

Ms. Repp provided a memo with general department updates including staffing, cemeteries, shelters and facilities, projects, events, volunteers, recreation programs, forestry, invasives and grants and bids.

Ms. Repp advised that the department will re-advertise for year-round part time positions (as they were unable to fill the positions) as well as summer seasonal positions.

Ms. Repp noted that the sled hill is currently blocked off awaiting more snow.

Ms. Repp advised that staff is moving forward with the Community Sign project. She is waiting on some information from the School District. She is hopeful to get the first sign placed on the west side of Fifth Avenue in the near future.

Ms. Repp further advised that the department is accepting registrations for all programs at this time. The confirmed Brewer Trip date is March 29, 2019. There is a new program this year, Youth X-Country Nordic Skiing. This program has been very successful with over 30 registered participants. This program is being facilitated by Ryan and Andrea Medo and is free of charge.

Ms. Repp also advised that staff will be working with Mike Heiny to expand the single track trail by adding an additional loop.

Ms. Repp concluded by adding that both ice rinks are open. Conditions have finally allowed the large rink to be open.

INFORMATION ONLY

RESULT:	**PLACED ON FILE-NO VOTE**

Any Other Matters Authorized by Law to be Considered

None

Adjournment

1. **Motion to:** Adjourn at 5:50 pm

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

Tim Kassis, Chairperson

Date