

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
FEBRUARY 11, 2019

Parks, Cemetery and Recreation Commission of the City of Antigo met in Regular Meeting on the above date at 5:38 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	Absent	
Zachary Brown	Member	Present	
Sam Hardin	Member	Present	5:38 PM
Barb Rebstock	Ward 1	Absent	

Others in attendance: Sarah Repp, Park, Recreation and Cemetery Supervisor; and Jaime Horswill, Lead Office Assistant.

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

1. Approve the Minutes from January 21, 2019 Meeting

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

2. Approval to Award Engineering and Plans for Al Remington Seating Deck

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a memo advising that unfortunately the City is unable to use the company that was approved last month. She reached out to the second company that had the next low quote, and they are still willing to provide the City with stamped plans for \$5,000.

Ms. Repp is recommending the Commission approve the quote from Beaver Chips Architectural Design LLC and DrJ Engineering LLC in the amount not to exceed \$5,000. The amount is budgeted.

Ms. Repp advised that company that was chosen last month does a design build, but because of the bidding requirements the City is not able to do that. That is why she is recommending the second lowest bid, which is not a design build. They will provide the design and specs and then it can go out to bid.

Motion to award the engineering and plans for the Al Remington Seating Deck to Beaver Chips Architectural Design LLC and DrJ Engineering LLC in an amount not to exceed \$5,000 using budgeted funds.

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

3. Forestry Ordinance Update

Ms. Repp provided Article IV-Trees and Shrubs which removes Section 3 a and b under Abatement of Tree Disease Nuisances.

Ms. Repp indicated that after speaking with the City Attorney it was determined that there are two sections within this ordinance that are redundant. Therefore she is eliminating one of the sections. This section was causing confusion regarding notification to property owners.

Ms. Repp further indicated that they do work with the property owners to have those trees on personal property that may cause damage to public right-of-ways removed.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that it is the responsibility of the property owner, however, sometimes the City will remove the tree with a special assessment.

Motion to update the forestry ordinance as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Sam Hardin, Member
SECONDER:	Denise Wendt, Member
AYES:	Tim Kassis, Denise Wendt, Zachary Brown, Sam Hardin
ABSENT:	Glenn Bugni, Heather McCann, Barb Rebstock

4. Request to Allow Three Burials in One Space

Ms. Repp provided a memo indicating that she was contacted by a funeral home inquiring if the City would allow parents to be interred on their deceased baby daughter's space. The parents would both be cremated and placed in a companion urn, so space is not an issue. Our ordinance allows for two burials per space, but one has to be a cremation.

Ms. Repp's memo advised that two burials per space is critical for overall price structure and ensuring the City annually generates enough revenues to offset operating costs. Additionally, the City does not want overcrowding of markers or monuments, which impacts overall aesthetics of the cemetery.

Ms. Repp's memo continued to add that space and marker overcrowding are not an issue in this circumstance, so she would recommend allowing the interment, in a companion urn, of the parents, on their deceased daughter's space. She is also recommending an additional fee of \$800 in addition to the grave opening and closing costs, and updating the fee structure to include the following:

Additional interments beyond two per space would be considered on a case-by-case basis and would require Commission approval. A fee equal to the cost of a space in the section where interment would take place would be assessed at the time of scheduling the interments.

Ms. Repp indicated that the customer would be charged for two grave openings and closings as well as \$800 to account for the space the department would not be selling.

Sam Hardin commented that the City would not be out any money as the additional space would be sold to someone else at some point.

Ms. Repp indicated that the City is not selling a lot by allowing a third interment to be in one space. The City's pricing structure is allowing for two burials on one space, not three.

Ms. Repp agrees that these requests need to be reviewed on a case-by-case basis, but fees need to be collected for spaces in that particular section.

Motion to approve the request for three burials in one space with the additional \$800 fee as presented.

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

5. Cemetery Ordinance Update

Ms. Repp provided an update to the Municipal Cemetery Policy and Guidelines with various changes and updates as follows:

- a. Transfer/Sale of Lots or Spaces has been updated to include a deed must be on file instead of an affidavit. In the Event of Death of Owner has been updated to include if the owner of the space is deceased and someone else wishes to be buried in the space an affidavit must be filed in the office of the Supervisor/Director, signed by the Heirs of the owner of the space.
- b. Subsection N under Memorial and Gift Graveside Placement has been removed.
- c. A section under Per Space Burial and Veteran Burial Restrictions has been updated to include additional interments beyond two per space would be considered on a case-by-case basis and would require commission approval. A fee equal to the cost of a space in the section where interment would take place would be assessed at the time of scheduling the interment(s).
- d. Rules of Monuments has been updated with regard to flush markers and upright monuments as well as an updated monument chart.
- e. Monuments shall consist of one piece only has been removed from Monument Material and Construction.

Ms. Repp has sent this to the local funeral homes and they concurred.

Ms. Repp advised that there are a lot of requests for an upright monument on a single space. She believes this is ok as long as it is not a maintenance issue and is within the size requirements. There are restricted sections that they are not allowed in.

Upon inquiry by Sam Hardin, Ms. Repp explained how the monuments are constructed. There typically is a foundation, base stone and marker. The foundation is not considered part of the stone.

Motion to update the Cemetery Ordinance as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
	Next: 3/13/2019 6:00 PM
MOVER:	Denise Wendt, Member
SECONDER:	Zachary Brown, Member
AYES:	Tim Kassis, Denise Wendt, Zachary Brown, Sam Hardin
ABSENT:	Glenn Bugni, Heather McCann, Barb Rebstock

6. February 2019 Park, Recreation, & Cemetery Updates: Staffing, Cemeteries, Shelters, Events, Recreation Programs, Forestry, Winter Preparations, Grants and Bids

Ms. Repp provided the Commission with a general update memo. She is still looking for a year-round part-time position as well as one seasonal position. Burials as well as interment of cremated remains continue throughout the winter months. Crews continue to maintain cemetery roads in the winter months and plow following snowfalls. Spring, summer and fall recreation programs are now available for on-line registration. Ms. Repp will be working with staff to complete a Knowles Stewardship Grant to expand the Springbok Trail. She will also be bidding a garden tractor and various attachments and finalizing the updated five year comprehensive park plan.

Ms. Repp indicated that the Winter Fun Day was successful. Activity Guides will be going to the paper as well as the youngest siblings at school the last week in February. Baseball sign-ups are March 5th and 6th at Parson's. Registrations are being accepted daily for activities, campgrounds and shelters.

Upon inquiry by Alderperson Kassis, Ms. Repp indicated that the department logs sidewalk complaints so they can be followed up on once the 48 hours have passed. The complaints seem to be down from years past.

INFORMATION ONLY

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

NONE

Adjournment

1. **Motion to:** Adjourn at 6:02 pm

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

Tim Kassis, Chairperson

Date