

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
FEBRUARY 12, 2018

Parks, Cemetery and Recreation Commission of the City of Antigo met in Regular Meeting on the above date at 5:42 PM in the Multi-Purpose Room, City Hall, Ward 3 Tim Kassis presiding.

Attendee Name	Title	Status	Arrived
Tim Kassis	Ward 3	Present	5:42 PM
Glenn Bugni	Ward 7	Present	
Denise Wendt	Member	Present	
Heather McCann	Member	Absent	
Zachary Brown	Member	Present	
Sam Hardin	Member	Absent	
Barb Rebstock	Ward 1	Absent	

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

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

1. Approval of Minutes from the January 8, 2018 Meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Zachary Brown, Member
AYES:	Tim Kassis, Glenn Bugni, Denise Wendt, Zachary Brown
ABSENT:	Heather McCann, Sam Hardin, Barb Rebstock

2. Cemetery Policy Burial Update

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo noting that the current cemetery policy allows two burials per space as long as one interment is a cremation. They currently authorize families to complete affidavits to allow a second burial on an existing burial. However, after discussions with the City Attorney, she is recommending that unless it is noted at the time of the space sale, the City should no longer allow the interment of remains on an existing burial, because you are unable to know the wishes of the deceased.

Ms. Repp's memo concluded by noting the department would still allow two burials per space, but she would require this information to be noted prior to a burial.

Ms. Repp did explain that if someone is already deceased, a burial would not be allowed at that space as the wishes of the deceased are unknown. Going forward, it would be noted on the intake paperwork.

Upon inquiry by Alderperson Kassis, Ms. Repp advised that she is unsure of the practices in other communities.

Ms. Repp explained the current process utilizing an affidavit signed by all members of the deceased family. Therefore, it is the family members granting permission for another burial, not the decedent. There have been issues with family members who do not get along and more and more problems are presenting.

Upon inquiry by Denise Wendt, Ms. Repp explained that regardless of who purchases the spot, once someone is buried there you do not know what the decedents wishes were.

Ms. Wendt noted that she could see from this point forward having it this way, but is hesitant with people who are already deceased.

Alderson Bugni noted that he believes people who are buried would need to be "grandfathered" from the new practice.

Hold in committee for more information.

RESULT:	HELD [UNANIMOUS]
	Next: 3/12/2018 5:30 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Denise Wendt, Member
AYES:	Tim Kassis, Glenn Bugni, Denise Wendt, Zachary Brown
ABSENT:	Heather McCann, Sam Hardin, Barb Rebstock

3. Saratoga Shelter Improvements

Ms. Repp provided a memo advising that the Antigo Youth Softball Association has inquired about updating the Saratoga Shelter maintenance room to accommodate a small concession area. They would be responsible for costs associated with the upgrade. The Building Inspector has reviewed the rough plan and feels the project would enhance the current facility.

Ms. Repp noted that the area is not huge but could house a few sinks, a counter and a refrigerator.

Motion to approve the Saratoga Shelter improvements with funding provided by Antigo Youth Softball Association.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Tim Kassis, Glenn Bugni, Denise Wendt, Zachary Brown
ABSENT:	Heather McCann, Sam Hardin, Barb Rebstock

4. Recommendation to Hire Consultant to Manage Timber Sales

Ms. Repp provided a memo advising that the Department of Natural Resources (DNR) no longer manages timber sales, which means they will not be available to assist with any future sales. However, the retired DNR employee that managed the timber sales about nine years ago is now consulting and would be able to manage the sale at Elmwood Cemetery and other locations for approximately \$30/hour. He is estimating the Elmwood Cemetery timber sale would not cost more than \$900 in consulting fees. Ms. Repp worked with him on the original sale and he did an excellent job. He is rough estimating that the sale could possibly generate \$35,000-\$40,000 in revenue. The sooner the department gets started on this the better, as potential revenue could be lost due to the age of the trees.

Ms. Repp's memo further noted that she would use the funds generated from the sale to pay for the consulting and management services. Additionally, she will look at management options for the invasive Buckthorn that exists in the Elmwood Timber Stand. Ms. Repp is also requesting waiving the bidding requirement as the consultant, Ted Ave'Lallemant, is providing a specific professional service and his fees are below the \$6,000 threshold that would require bidding.

Ms. Repp noted that she would like to leave a few rows as it butts up to the cemetery on the south end.

Motion to approve hiring Ted Ave'Lallemant as a consultant to manage the timber sale at Elmwood Cemetery and other locations for approximately \$30 per hour (not to exceed \$6,000)

as well as waiver of the bidding requirement as Mr. Ave'Lallemant is providing a specific professional service and his fees are below the threshold that would require bidding. Funding to be derived from revenue from the timber sale.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Tim Kassis, Glenn Bugni, Denise Wendt, Zachary Brown
ABSENT:	Heather McCann, Sam Hardin, Barb Rebstock

5. Brewer Trip Registration Fee

Ms. Repp provided a memo advising that the department hosts an annual Brewer Trip each year. The trip is open to families and individuals of all ages. In the past pricing has been set based on the final cost of the ticket and bus and then adjusted fees, so they off-set the total cost. This year that cost would be \$65.00. She is proposing that the department reduce its fees and absorb approximately \$1,000, which would mean each individual ticket would be \$45.00. If the bus is not filled the tickets cannot be sold back, so lost revenues cannot be made up.

Ms. Repp's memo advised that she is hopeful that the reduction in cost will allow for more families and individuals to participate that maybe could not have due to the cost. Last year pricing was set at \$59.00 and they sold 29 tickets. The prior 3 years pricing was set between \$38.00 and \$44.00 and she had wait lists two of the years.

Ms. Repp noted that part of the mission of the Recreation Department is to offer programming that is affordable for the community and for the community to experience a diverse recreation experience.

Ms. Repp advised that there is a cost for all programs, such as the Easter Egg Hunt and some of the programming is free.

Motion to reduce the price per ticket to \$45 for the Brewer Trip and the department to absorb approximately \$1,000 to off-set the cost as presented.

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

6. PRC General Updates; Staffing, Cemeteries, Shelters, Events, Recreation Programs, Forestry, Winter Preparations, Grants and Bids

Ms. Repp noted that the Winter Fun Day was recently held. This year was probably the lowest turn out since the program started. Ms. Repp attributes this to the cold temperatures and the wind. Staff has this program down to a science, so it does not become too stressful. Other community residents and businesses also help.

Ms. Repp intends on changing the hours next year to see if that makes a difference.

INFORMATION ONLY

Ms. Repp noted that the department is beginning to take shelter reservations and program reservations almost daily.

INFORMATION ONLY

Upon inquiry by Alderperson Kassis, Ms. Repp advised that she is working on the Stewardship Grant. This is due May 1st.

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 6:09 PM

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Denise Wendt, Member
SECONDER:	Glenn Bugni, Ward 7
AYES:	Tim Kassis, Glenn Bugni, Denise Wendt, Zachary Brown
ABSENT:	Heather McCann, Sam Hardin, Barb Rebstock

Tim Kassis, Chairperson

Date