

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
MARCH 12, 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	Absent	
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; Wesley Meyer, Year-round Part-Time General Labor; 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 February 12, 2018 Meeting

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

2. PRC Updates: Staffing, Cemeteries, Shelters, Events, Recreation, Forestry, Winter Updates, and Grants & Bids

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo outlining the department's general updates. They have started training the two year-round part-time employees. They will assist crews with snow removal and provide coverage on nights and weekends throughout the year. The seasonal positions for summer will be filled by returning staff.

Crews continue to maintain cemetery roads in the winter months and plow following snowfalls. There is considerable frost in the ground even with the warm weather, so grave opening preparations still require a two day notice.

Due to warm weather, the outdoor ice rinks have now been closed.

Open skates were held in November, December, January and February during non-school days and are made possible through cooperation and coordination with Antigo Area Youth Hockey Association.

Spring, Summer and Fall 2018 recreation programs are now available for on-line registration.

Ms. Repp's memo concluded by noting that she is working with staff to complete a Knowles Stewardship Grant to expand the Springbrook Trail to the north from the West Rotary Bridge. This trail connection will be an important connector for the overall trail expansion plan and provide a connection route for the proposed TAP Grant trail expansion. She will also be

working on finalizing an updated five year comprehensive park plan as well as advertising for bids for various equipment and projects.

Ms. Repp noted that they have great numbers at this point for registrations for programs. She further noted that staff did groom the trails for skiing on Friday, they were in excellent condition.

Ms. Repp advised that she has spoken with the Lions Club and Rotary Club for additional funding. The Rotary Club will be providing funding for landscaping the sled hill.

Upon inquiry by Alderperson Kassis, Ms. Repp advised that she sends trail reports, rink reports, and sled hill reports to Langlade County Economic Development Corporation who in return updates the reports and sends them to Everbridge.

INFORMATION ONLY

RESULT:	PLACED ON FILE-NO VOTE
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3. Cemetery Policy Burial Clarification

Ms. Repp provided a memo advising 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 if the individual's burial rights were noted at either the time of space purchase, or if an affidavit has been filed by the family stating burial rights.

After discussions with the City Attorney, they are recommending that unless it is noted at the time of the space sale or an affidavit has been filed by the owner, the deceased, or the immediate heirs of both the owner and deceased a second burial is not authorized.

Ms. Repp advised that she has spoken to the City Attorney and they have decided that they want to be very clear: if there is going to be a second burial on an existing burial that signatures have to be obtained from both the deceased immediate heirs and owners immediate heirs, if they are not the same.

Upon inquiry by Alderperson Kassis, Ms. Repp advised that this is the practice now, but she wants it to be made clear in the policy and ordinance.

Motion to clarify the cemetery burial ordinance as presented.

RESULT:	ORDINANCE TO COUNCIL [UNANIMOUS]
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	Next: 4/11/2018 6:00 PM
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MOVER:	Denise Wendt, Member
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SECONDER:	Barb Rebstock, Ward 1
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AYES:	Kassis, Bugni, Wendt, McCann, Rebstock
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ABSENT:	Zachary Brown, Sam Hardin
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4. Approval of Funding Al Remington Seating Deck Project

Ms. Repp provided a memo advising that there is currently \$10,000 set aside for bleachers and \$5,000 set aside for ball diamond improvements. She has been working with Antigo Dugout Club on the raised seating area/deck off of Langlade Road at Al Remington Ball Field. Antigo Dugout Club has a substantial amount of funds raised for the seating deck and are also continuing to submit grant/funding requests to complete the project.

Ms. Repp is proposing use of the bleacher and ball diamond improvement fund dollars (\$15,000) in combination with Antigo Dugout Club funding to start the project this year. They will be able to move the existing code compliant bleachers to other locations.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that she is hopeful to start this spring as the Dugout Club has a substantial amount of funding available for this project. This should not interfere with any games that are played at this location. It may not look ideal, but you will be able to see that there is construction in progress.

Motion to approve \$10,000 currently set aside for bleachers and \$5,000 set aside for ball diamond improvements to be put towards the raised seat area/deck off of Langlade Road at the Al Remington Ball Field.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/11/2018 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Wendt, McCann, Rebstock
ABSENT:	Zachary Brown, Sam Hardin

5. Tennis Lesson Registration

Ms. Repp provided a memo advising that she is working with Antigo Area Tennis for Life to accept registrations for their summer tennis lesson program on-line. They are the first organization to utilize the registration software and charge a fee. The City will retain 5% of each registration per the Park, Cemetery and Recreation Commission's agreement.

Ms. Repp noted that they are the first group to try this.

INFORMATION ONLY

RESULT:	INFORMATION ONLY
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6. Award Most Advantageous Bid for Half Ton Pick-up Truck

Ms. Repp provided a memo advising that bids will be opened on Friday, March 8, 2018. Bid information will be available at the meeting.

Ms. Repp provided a bid tabulation with five bids. After speaking with Jim Pike, Ms. Repp believes that the department could get more money by selling the current truck on-line though the City's auction than by trade in. Therefore, Ms. Repp asked the committee to look at the column with the Total Price with Discounts with Tommy Gate minus Trades. The bids were as follows:

Quinlan's Equipment	GMC Sierra 1500 4WD Regular Cab	\$35,403.50
Ewald Motors of Oconomowoc	Ram 1500	\$23,955.00
Brickners of Antigo & RV Center	Ram 1500	\$25,780.00
Ewald Motors of Oconomowoc	Ram 1500	\$27,856.00
Ewald Motors of Oconomowoc	Chevrolet Silverado 1500	\$28,103.00

Upon inquiry by Alderperson Kassis, Ms. Repp noted that the department has a mix of different vehicles.

Mark Desotell, Director of Administrative Services, advised that the difference in prices has to do with the amount of municipal discounts and incentives that was able to be offered.

Upon inquiry by Denise Wendt, Ms. Repp noted all of the trucks are four wheel drive. Ewald of Oconomowoc notes that all service would be done by a local dealer during the warranty period.

Upon inquiry by Denise Wendt, Ms. Repp advised that the department has purchased from Ewald of Oconomowoc before without problems.

Mr. Desotell noted that the City has purchased vehicles for other departments from Ewald as they have the State bid. A lot of times local businesses cannot get the same discounts as available through the State bid.

Ms. Repp recommends the Ram 1500 from Ewald Motors of Oconomowoc for \$23,955.

Motion to approve the purchase of a Ram 1500 from Ewald Motors of Oconomowoc for the total price with discounts with Tommy Gate minus trades of \$23,955.00 utilizing budgeted funds.

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

7. Award Most Advantageous Bid for 60" Zero Turn Lawn Mower

Ms. Repp provided a memo advising that bids will be opened on Friday, March 8, 2018. Bid information will be available at the meeting.

Ms. Repp provided a bid tabulation with the following bids:

Quinlan's Equipment	i-Hustler Z; Diesel	\$12,800.00
Fuller Sales and Service	Toro Z 37 HP Yanmar; Diesel 60	\$23,039.28
Riesterer and Schnell	Did not meet specs	

Upon comment by the Commission, Ms. Repp noted that Toro lawn mowers are more expensive.

Mr. Desotell noted a 12 horsepower difference between the two as well.

Ms. Repp noted that staff checked the Quinlan's Equipment lawn mower and was satisfied.

Ms. Repp advised that there was \$11,000 set aside for the lawn mower. After receiving all the bids, overall, there will be approximately \$10,000 of funds remaining. For instance, there was \$32,000 set aside for the purchase of the half-ton pickup truck and the bid approved was approximately \$24,000.

Ms. Repp is recommending the purchase of Quinlan's Equipment in the amount of \$12,800.

Motion to approve purchase of a 60" Zero Turn Lawn Mower from Quinlan's Equipment for \$12,800 contingent upon Council approval of reallocation of funds.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/11/2018 6:00 PM
MOVER:	Denise Wendt, Member
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Wendt, McCann, Rebstock
ABSENT:	Zachary Brown, Sam Hardin

8. Award Most Advantageous Bid for Utility Vehicle

Ms. Repp provided a memo advising that bids will be opened on Friday, March 8, 2018. Bid information will be available at the meeting.

Ms. Repp provided the bid tabulation with the following bids:

Quinlan's Equipment	Mahindra XTV 1000 S	\$18,875.00
Fuller Sales and Service	JSV-3000 Deisel 4x4	\$21,417.06
Riesterer and Schnell	John Deere XUV865M	\$21,664.75

Upon inquiry by Alderperson Kassis, Ms. Repp advised that staff did go and check out the Quinlan's Equipment utility vehicle and was satisfied.

Ms. Repp noted that this bid was also over and funds will need to be reallocated for this purchase. She had \$13,698 budgeted for this purchase.

Ms. Repp is recommending the Mahindra XTV from Quinlan's Equipment for \$18,875.

Motion to approve the purchase of a utility vehicle from Quinlan's Equipment for \$18,875 contingent upon Council approval of reallocation of funds.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 4/11/2018 6:00 PM
MOVER:	Tim Kassis, Ward 3
SECONDER:	Glenn Bugni, Ward 7
AYES:	Kassis, Bugni, Wendt, McCann, Rebstock
ABSENT:	Zachary Brown, Sam Hardin

9. Award Most Advantageous Bid for 48" Diesel Mower

Ms. Repp provided a memo advising that bids will be opened on Friday, March 8, 2018. Bid information will be available at the meeting.

Ms. Repp provided a bid tabulation with the following bids:

Riesterer and Schnell	John Deere Signature Series X750	\$10,645.00
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Ms. Repp recommends the purchase of the John Deere Signature Series in the amount of \$10,645.

Upon inquiry by Alderperson Kassis, Ms. Repp advised there was \$20,000 budgeted for two lawn mower purchases (item #10 on agenda).

Mr. Desotell commented that this bid amount is in line with previous purchases of the same.

Motion to approve the purchase of the 48" diesel mower from Riesterer and Schnell for the purchase price of \$10,645 utilizing budgeted funds.

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

10. Award Most Advantageous Bid for 48" Gasoline Mower

Ms. Repp provided a memo advising that bids will be opened on Friday, March 8, 2018. Bid information will be available at the meeting.

Ms. Repp provided a bid tabulation with the following bids:

Quinlan's Equipment	Hustler Fastrak, SDX	\$5,750.00
Fuller Sales and Service	Gravely Z KAW FX	\$7,064.80
	Gravely Z KAW	\$5,848.00

Riesterer and Schnell

John Deere Z915E

\$7,195.00

Ms. Repp recommends purchase of the Hustler Fastrak SDX from Quinlan's in the amount of \$5,750.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that this purchase was budgeted for with the previous agenda item for a total of \$20,000.

Motion to approve the purchase of a 48" gasoline mower from Quinlan's Equipment for \$5,750 utilizing budgeted funds.

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

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 5:51 pm

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

Tim Kassis, Chairperson

Date