

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
MARCH 13, 2017

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, Alderperson, Ward 3 Tim Kassis presiding.

Attendee Name	Title	Status	Arrived
Tim Kassis	Aldersperson, Ward 3	Present	
Glenn Bugni	Ward 7	Present	
Dan Bauknecht	Aldersperson, Ward 9	Absent	
Denise Wendt	Member	Present	
Heather McCann	Member	Present	
Zachary Brown	Member	Present	
Sam Hardin	Member	Absent	

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

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

1. Approval of the minutes from the February 13, 2017 meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Zachary Brown, Member
AYES:	Kassis, Bugni, Wendt, McCann, Brown
ABSENT:	Dan Bauknecht, Sam Hardin

2. Pavilion Contingency Fund Use

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo advising that the crews have been making excellent progress on the Heinzen Peaceful Valley Pavilion. The garage door openers and lights have been installed. The plastic panels arrived and crews will be installing these in the next couple weeks. The fence is also scheduled for removal.

Ms. Repp is requesting permission to approve a change order to install the garage door opener push button controls in one location with a locking panel type box as well as installation of conduit for garage door eye wires with a total cost of \$6,500. There is approximately \$9,000 remaining in the contingency budget.

Upon inquiry by Aldersperson Kassis, Ms. Repp indicated that this set up would be beneficial for staff to have everything located in one area rather than spread out.

Motion to approve the change order for the garage door opener push button controls in one location with a locking panel type box as well as installation of conduit for garage door eye wires for \$6,500 with funding derived from the contingency budget as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Denise Wendt, Member
AYES:	Kassis, Bugni, Wendt, McCann, Brown
ABSENT:	Dan Bauknecht, Sam Hardin

3. Memo for March

Ms. Repp provided a memo with general park updates as well as upcoming community events.

Ms. Repp's memo noted that outdoor ice rinks, trails and sled hills are officially closed. Metal roofs have been placed on all the chain link dugouts at Lake Park, Senior League, Saratoga and North Clermont, which will provide shelter from sun and rain. Area ball teams have started reserving fields and notifying the city of tournament and event dates. General Recreation program registrations have been going well, and there are a number of teams that are already full.

Ms. Repp's memo stated that Springbrook Clean-Up is scheduled for April 13, 2017, Easter Egg Hunt is scheduled for April 15, 2017 and the annual Brewer Trip is scheduled for April 28, 2017.

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

Ms. Repp gave an update on storm damage for the City.

Adjournment

1. **Motion to:** Adjourn at 5:38 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Denise Wendt, Member
SECONDER:	Glenn Bugni, Ward 7
AYES:	Kassis, Bugni, Wendt, McCann, Brown
ABSENT:	Dan Bauknecht, Sam Hardin

Tim Kassis, Chairperson

Date



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 13, 2017
Re: Pavilion Contingency Fund Use

Crews have been making excellent progress on the Heinzen Peaceful Valley Pavilion. The garage door openers and lights have been installed. The plastic panels arrived and crews will be installing in the next couple weeks. The fence is also scheduled for removal.

I am requesting permission to approve the following change order:

Install the garage door opener push button controls in one location with a locking panel type box. Install conduit for garage door eye wires.

The total cost of the change order is \$6,500.00. We have approximately \$9,000.00 remaining in the contingency budget.

Park, Cemetery & Recreation Department

Memo

To: Park, Cemetery and Recreation Commission
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: March 9, 2017
Re:

GENERAL UPDATES

- Crews were busy the week of March 6th cleaning trees and debris from the trail, cemeteries, parks and streets.
- Outdoor ice rinks, trails, and sled hills are officially closed.
- Metal roofs have been placed on all the chain-link dugouts at Lake Park, Senior League, Saratoga and North Clermont, which will provide shelter from sun and rain.
- Ball teams have started reserving fields and notifying us of tournament and event dates.
- General Recreation program registrations have been going well, and we have a number of teams that are already full.

Below is a list of upcoming community events and summary information from past events:

- **Springbrook Clean-Up** (Thursday, April 13, 2017 (it's a no school day) from 10am – 12pm. Volunteers will meet at the 4th Avenue Dam Trail Head (608 4th Avenue). Following the pick-up there will be a free lunch provided by Inland Lakes at the Lakeside Brat Stand.
- **Annual Outdoor Easter Egg Hunt** (Saturday, April 15, 2017 at 10am sharp). Over 4,000 eggs are scattered through City Park West and East. Pictures with the bunny start at 9:15am. Ages are: new crawlers – Age 8.
- **Annual Brewer Bus Trip** (Friday, April 28, 2017). Game Time is 7:10pm and we will be seated in the Dew Deck. Food and beverages are included. Total Cost: \$59.00. Free long-sleeve t-shirt to the first 20,000 fans.
- **Open Skate** (February 24 from 11:30am - 1pm): Sponsored by Antigo Youth Hockey Association and the City of Antigo Park & Recreation Department. The Optimists also donated money towards the purchase of new skates and skate sharpening. The end of season Open Skate was busy and successful. Crews have been taking approximately 10 pairs of skates per week to get sharpened, so we are ready for next year.
- **Disc Golf:** We will be finalizing the tees for the 9-hole disc golf expansion, so they can be installed prior to the busier summer season.

- **Winter Fun & Family Wellness Day in conjunction with Broomball Tournament** on Sunday, February 12 (2pm - 6pm): Event sponsored by City of Antigo, Aspirus Langlade Hospital, Economic Development, Boys & Girls Club, Antigo Area Optimists and Fire Department Union. Although there was substantial wind during the Fun Day there was still a good turn-out and crews did a great job prepping the grounds, maintaining the fire pits, and cleaning-up following the event.
- **Registration is now being accepted for 2017 Spring, Summer and Fall Programs** (including the Brewer Trip). Advertisements went out in both the Antigo Daily Journal and the Antigo Times regarding spring, summer and fall information. We also sent home information through the schools and work with the Boys & Girls Club of Langlade County and Summer School to collaborate and advertise.
- **Park & Trail Updates can be received by texting:** RECREATION to 888777 (this includes rink conditions and x-country ski trail conditions). This is updated weekly.

Next month I am hoping to present the Cemetery Ordinance for review, so we can continue to work to complete the 5 year Park and Recreation Comprehensive Plan.

Attachment: March_PRC_Memo (1423 : Memo for March)