



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, April 08, 2019

CITY HALL, 700 EDISON STREET

5:30 PM

Call to Order

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

1. Approval of the Minutes from the March 11, 2019 Meeting
2. Approve Updated Contract for Registration Software
3. Accept Donations from Elwyn Remington Foundation and Andy L & Leone Sheldon Charitable Trust
4. Approve Donation of Scoreboards and Sponsorship Listings
5. Thank You - Food Pantry
6. Staffing, Cemetery, Shelter, Event, Recreation Program, Forestry, and Grant and Bid Information

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: April 04,2019

TIM KASSIS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: April 08, 2019
Re: Approve Updated Contract for Registration Software

Our current registration software allows for on-line transactions, credit card payments, facility reservations, and program registrations. We also accept donations through the software.

The ability to accept on-line registrations and reservations has been an incredible asset for our department, and a convenience to our users.

The software allows us to track and manage reservations and registrations, so we can easily manage various programs and facility reservations.

We currently have a contract with CIVICrec that is \$1,200.00 per year as well as 4% of each sale for credit card transactions.

This contract will be updated for 2020 and will include an updated fee of \$3,700.00 per year. The cost of credit card transactions will be reduced to 3% per transaction and \$0.30/transaction.

I have reached-out to the school district that uses the same software, and we will incorporate their summer school registration into our software for an annual fee of \$1,200.00, which will result in a \$1,300.00 overall increase in software fees paid by the City of Antigo.

The software fees, with the increase, are still competitive with other on-line registration software options. Additionally, we have a considerable amount of time invested in the data that has been entered into the program, so it is not in our best interest to switch software companies at this time.

I am requesting the approval of the updated contract with CIVICrec, and the incorporation of the school district summer school software for an annual fee of \$1,200.00.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: April 08, 2019
Re: Accept Donations from Elwyn Remington Foundation and Andy L & Leone Sheldon Charitable Trust

We were awarded a grant from the Board of Directors of the Elwyn Remington Foundation for \$20,000.00 and the Andy L & Leone Sheldon Charitable Trust for \$15,000.00 for trail expansion.

I am requesting that we accept the two donations for Springbrook Trail expansion.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: April 08, 2019
Re: Approve Donation of Scoreboards and Sponsorship Listings

Antigo Youth Softball has raised funds to replace the scoreboards at:

Lake Park

Al Remington Little League

Saratoga North

Saratoga South

They would like to receive permission to recognize the businesses that payed for the project by placing their company names above or below the scoreboards in a similar fashion to the ones that are there now. This would be in the form of vinyl stickers attached to a white, aluminum coated, backer board.

They would also like to approach each previous sponsor and ask them if they would like to contribute again, so as to keep their name on the boards. If they do not wish to contribute, their name would be omitted from the new sponsor boards.

All of the installation would be done with a licensed and bonded contractor to meet the City of Antigo's requirements.

I am requesting permission to authorize Antigo Area Youth Softball to donate 4 scoreboards to be placed at the mentioned parks, and installed per City of Antigo requirements and equipment specs. In addition, I am requesting permission to place sponsorship recognition above or below the signage to recognize those that funded/supported the project.

Antigo Community Food Pantry

2120 Progress Blvd, P.O. Box 194
Antigo, WI 54409
715-623-1103
aacfp1@gmail.com

March 14, 2019

Park & Recreation Dept.
700 Edison Street
Antigo WI 54409

Dear Everyone who participated,

Thank you for your very generous donation of 241 pounds canned/dry goods and the monetary donation, to the Antigo Community Food Pantry during recent months. We appreciate your generosity. The Pantry relies on donations like yours in order to provide supplemental food and other products to those in need in our community.

We are very grateful for your support and hope that you know you have made a difference in the lives of families living in your community. Again, thank you for your donation.

Sincerely,

Patti Andraschko
ACFP Volunteer



...Nobody Hungry

Park, Cemetery & Recreation Department

Memo

To: City of Antigo Common Council
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: April 2019
Re: Park, Recreation and Cemetery Department General Updates

STAFFING: We have started interviews for open seasonal positions, and are hoping to have summer staff finalized by the end of April with some staff starting the week of April 8, 2019.

CEMETERIES: Burials as well as interment of cremated remains continued throughout the winter months. We ask for a minimum of 2 business day notice for any burials in the winter due to frost and snow cover. Any monuments awaiting placement will be scheduled once the frost is out of the ground.

SHELTERS: The Warming House and Heinzen Pavilion is available for reservations.

EVENTS:

- **Annual Outdoor Easter Egg Hunt:** Scheduled for Saturday, April 20
- **Springbrook Clean-up:** Due to large amounts of snow accumulation the Springbrook Clean-up has been postponed until Mission Antigo Week (June 8 -16)

RECREATION PROGRAMS: Spring, Summer, and Fall 2019 recreation programs are now available for on-line registration. Interested coaches may also register and receive up to 2 registration fees waived. **Register on-line at:** www.antigo-city.org

- **Pickleball:**
 - **Brewer Trip:** SOLD OUT
 - **Annual Outdoor Easter Egg Hunt**
 - **Springbrook Clean-up**
 - **Outdoor Movies**
 - **Arbor Day**
- **T-ball (3 & 4 year olds):** 63 registered participants as of 4/3/2019
- **Coach Pitch (5 & 6 year olds):** 57 registered participants as of 4/3/2019
- **Pitching Machine (7 & 8 year olds City League):** 29 registered participants as of 4/3/2019
- **Soccer (K-8th grade):** July 9 – August 8 (56 registered participants as of 4/3/2019)
- **Soccer Boot Camp**
- **Elk's Club Soccer Shoot-out**
- **Flag Football (4k-6th grade) :** (Sept 11 – Oct 11) 13 registered participants as of 4/3/2019
- **Youth Tennis Lessons** (5pm – 6pm; June 6 – July 18) 4 registered participants as of 4/3/2019
- **Dance:** 4 registered participants as of 4/3/2019
- **Coaches:** We have already had a number of coaches step forward to coach for our baseball teams, which include t-ball, coach pitch and pitching machine.

Attachment: April_Council_Memo (2730 : April PRC Memo)

FORESTRY

- The Elmwood Cemetery Timber Sale generated revenues totaling \$76,751.16. The initial estimate prior to cutting was \$60,587.50.

GRANTS AND BIDS

- I will be working with Mark, Charley, and Beth 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 connecting route for the proposed TAP Grant trail expansion.
- I will also be working on finalizing an updated 5 year comprehensive park plan as well as advertising for bids for various equipment and projects.