

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
APRIL 08, 2019

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 7 Glenn Bugni presiding.

Attendee Name	Title	Status	Arrived
Tim Kassis	Ward 3	Absent	
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	Present	

Others in attendance: Sarah Repp, Park, Recreation and Cemetery Director; Mark Desotell, Director of Administrative Services; and Julie Zack, Administrative Clerical.

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

1. Approval of the Minutes from the March 11, 2019 Meeting

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

2. Approve Updated Contract for Registration Software

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo advising that the current registration software allows for on-line transactions, credit card payments, facility reservations, and program registrations. They also accept donations through the software. The ability to accept on-line registrations and reservations has been an incredible asset for the department, and a convenience to the users. The software allows for the tracking and managing of reservations and registrations, so they can easily manage various programs and facility reservations. Currently, the City has a contract with CIVICrec that is \$1,200 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 per year. The cost of credit card transactions will be reduced to 3% per transactions and \$0.30/transaction.

Ms. Repp's memo further noted that she has reached out to the school district that uses the same software, and they will incorporate their summer school registration into the City's software for an annual fee of \$1,200, which will result in a \$1,300 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, staff has a considerable amount of time invested in the data that has been entered into the program, so it is not in the City's best interest to switch software companies at this time.

Ms. Repp is requesting approval of the updated contract with CIVICrec, and the incorporation of the school district summer school software for an annual fee of \$1,200.

Upon inquiry by Alderperson Rebstock, Ms. Repp advised that funding comes from the general operating budget.

Upon inquiry by Alderperson Bugni, Ms. Repp explained that initially when the department decided to go with CIVICrec, this company was just starting, therefore the fees were very low. They have built a solid base of clients and sold to a larger company, hence the increase in the annual fee.

Motion to approve the updated contract with CIVICrec for \$3,700 as presented with the incorporation of the school district summer school registrations for an annual fee of \$1,200.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/8/2019 6:00 PM
MOVER:	Barb Rebstock, Ward 1
SECONDER:	Denise Wendt, Member
AYES:	Glenn Bugni, Denise Wendt, Zachary Brown, Barb Rebstock
ABSENT:	Tim Kassis, Heather McCann, Sam Hardin

3. Accept Donations from Elwyn Remington Foundation and Andy L & Leone Sheldon Charitable Trust

Ms. Repp provided a memo that indicated the Park and Recreation Department was awarded a grant from the Board of Directors of the Elywn Remington Foundation for \$20,000 and the Andy L & Leone Sheldon Charitable Trust for \$15,000 for trail expansion.

Ms. Repp advised that she is still waiting to hear back from two other potential donors.

Upon inquiry by Denise Wendt, Ms. Repp advised if the other two donations are received, this should cover the cost of the low level boardwalks. She is also applying for the Stewardship Grant. The Department would have to come up with approximately \$50,000 if that grant is received.

Motion to approve the donation from the Remington Foundation for \$20,000 and the Andy L & Leone Sheldon Charitable Trust for \$15,000 for trail expansion.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/8/2019 6:00 PM
MOVER:	Barb Rebstock, Ward 1
SECONDER:	Zachary Brown, Member
AYES:	Glenn Bugni, Denise Wendt, Zachary Brown, Barb Rebstock
ABSENT:	Tim Kassis, Heather McCann, Sam Hardin

4. Approve Donation of Scoreboards and Sponsorship Listings

Ms. Repp provided a memo advising that Antigo Youth Softball has raised funds to replace the scoreboards at Lake Park, Al Remington Little League, Saratoga North and Saratoga South. They would like permission to recognize the businesses that paid 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. Ms. Repp is requesting permission to authorize the Antigo Area Youth Softball to donate four scoreboards to be placed at the mentioned parks, and installed per City of Antigo requirements and equipment specs. In addition, she is requesting permission to place sponsorship recognition above or below the signage to recognize those that funded/supported the project.

Motion to approve the donations for Antigo Youth Softball of scoreboards and sponsorship listings as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 5/8/2019 6:00 PM
MOVER:	Zachary Brown, Member
SECONDER:	Barb Rebstock, Ward 1
AYES:	Glenn Bugni, Denise Wendt, Zachary Brown, Barb Rebstock
ABSENT:	Tim Kassis, Heather McCann, Sam Hardin

5. Thank You - Food Pantry

Ms. Repp received a letter from the Antigo Community Food Pantry thanking everyone who participated and their very generous donation of 241 pounds of canned/dry goods and the monetary donation received during recent months. They appreciate the generosity. The pantry relies on donations like this in order to provide supplemental food and other products to those in need in the community. They are grateful for the support and hope that everyone knows they have made a difference in the lives of families living in the community.

Ms. Repp advised that the donation was made from collections at open skates.

INFORMATION ONLY

RESULT:	PLACED ON FILE-NO VOTE
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6. Staffing, Cemetery, Shelter, Event, Recreation Program, Forestry, and Grant and Bid Information

Ms. Repp provided a department general update memo discussing staffing, cemeteries, shelters, events, recreation programs, forestry and grants and bids.

Ms. Repp noted that the summer positions have been advertised in the newspaper. She has received a number of applications. The Department is still trying to fill the year-round part-time position.

Ms. Repp advised that the Brewer Trip sold out and she is also looking for volunteers for the Easter Egg hunt. She received numerous donations, but they are too large to put in the eggs. Therefore, she will put coupons in the eggs and the winners will bring the coupon to a booth to collect their prize.

Springbrook clean-up has been delayed until Mission Antigo week (June 8-16).

Ms. Repp further advised that all registrations are in line with last years.

Ms. Repp noted that the timber sales were higher than expected. The original estimate was \$60,587.50 and the actual revenue was \$76,751.16. However, she just received another check for approximately \$1,200.

INFORMATION ONLY

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

Ms. Repp reminded the Commission to give her their suggestions regarding the park improvement plans/suggestions.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 5:44 pm

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

Tim Kassis, Chairperson

Date