

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
APRIL 09, 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	Present	
Sam Hardin	Member	Absent	
Barb Rebstock	Ward 1	Present	

Others in attendance: Sarah Repp, Park, Recreation and Cemetery Director; 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 12, 2018 Meeting

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

2. Award Most Advantageous Bid for 60" Mower

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo advising that Fuller Sales and Service had provided two mowers. The bid for the 7000 Series Toro was not noted during the bid opening, or included on the bid tab/results, therefore it is being brought back to the Commission for review and award. The bids were as follows:

Quinlan's Equipment	\$12,800.00
Fuller Sales and Service	\$23,039.28
Fuller Sales and Service	\$13,119.12 (this bid was not included in the bid tab/results last month)
Riesterer and Schnell	Did not meet specs

Ms. Repp advised that the second bid for \$13,119.12 was provided on time, however, was missed during the bid opening. Once the bid tab/results were sent to the bidders, she received a call from Fuller Sales about the omission. Ms. Repp looked and found the second bid. Ms. Repp contacted the City Attorney who advised that she should bring the item back to committee.

Ms. Repp advised that the low bid is still from Quinlan's Equipment for \$12,800 and does meet the specifications requested.

Motion to approve the 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: 5/9/2018 6:00 PM
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Wendt, McCann, Brown, Rebstock
ABSENT:	Sam Hardin

3. Spring/Summer Activity Guide

Ms. Repp provided the 2018 Spring and Summer Park and Recreation Guide. She advised that this has been printed in the Antigo Daily Journal and Antigo Times as well as posted on-line. The Brewer Trip has been sold out.

Ms. Repp advised that the Annual Easter Egg Hunt was held this past Saturday. All of the eggs were picked up, but had a very low attendance.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that the hunt was postponed due to the weather the previous weekend and was cold last weekend.

Ms. Repp further advised that Springbrook Clean-up has been postponed as well due to the inclement weather.

Ms. Repp advised that the department is doing a fall Arbor Day planting this year.

Ms. Repp noted that the Dance Technique Program is new this year.

Baseball has had a slow registration this year, but so has Little League and Softball. A reminder has been sent which has increased registration.

INFORMATION ONLY

RESULT:	PLACED ON FILE-NO VOTE
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4. Park, Recreation, & Cemetery Updates: Staffing, Cemeteries, Shelters, Events, Rec Programs, Forestry, Winter Updates, Grants & Bids

Ms. Repp provided a memo with general department updates. The two new year-round part-time employees have started training. The seasonal positions for summer will be filled by returning staff.

The outdoor ice rinks have been closed and the Warming House is available for reservations.

The recreation programs are now available for on-line registration. The Annual Outdoor Easter Egg Hunt has been postponed to April 7 as well as the Springbrook Clean-up with a date yet to be determined. The department is still finalizing programming details and looking at the possibility of offering some new programming.

Ms. Repp 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 connecting 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 advised that shelters will not be able to be opened until the frost comes out of the ground. There have been some reservations at the Warming House and Pavilion.

Upon inquiry by Denise Wendt, Ms. Repp noted that there have been camping reservations. Electric and sewer are available for half the price of normal camping.

Upon inquiry by Alderperson Kassis, Ms. Repp advised that the Knowles Stewardship Grant is due May 1st. There is another grant opportunity available to help with connectivity and Americans with Disabilities Act (ADA) accessibility through Association of American Retired Persons (AARP), due May 16th.

Mark Desotell, Director of Administrative Services, advised that the Transportation Alternatives Program (TAP) Grant has already been submitted, but they have requested additional information which is due by April 11th.

INFORMATION ONLY

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

Alderperson Bugni advised that the bell and clock from the old City Hall is at the Historical Society. The Historical Society is looking at cleaning their garage and asked Alderperson Bugni to bring it up at the meeting to see if City Hall is interested in them.

Mr. Desotell will contact the Historical Society.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 5:40 PM

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

Tim Kassis, Chairperson

Date