

**CITY OF ANTIGO  
PARKS, CEMETERY AND RECREATION COMMISSION  
MINUTES OF MEETING HELD  
APRIL 14, 2025**

Parks, Cemetery and Recreation Commission of the City of Antigo met in Regular Meeting on the above date at 5:30 PM in the Council Chambers, City Hall, Member Tim Kassis presiding.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Tim Kassis	Member	Remote	
Glenn Bugni	Member	Present	
Barb Rebstock	Ward 1	Present	
Lynne Henricks	Member	Present	
Dawn Banczak	Member	Present	
Tyler Schwarz	Member	Present	
Jason Brettingen	Member	Absent	

Others in attendance were: Karin Derauf, City Administrator; Shannon Smith, Administrative/Clerical Assistant; Sarah Repp, Parks, Recreation and Cemetery Director and Daniel Duley, Police Chief.

**Minutes Approval**

1. Approve Minutes from March 10, 2025

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Bugni, Member
<b>SECONDER:</b>	Barb Rebstock, Ward 1
<b>AYES:</b>	Kassis, Bugni, Rebstock, Henricks, Banczak, Schwarz
<b>ABSENT:</b>	Jason Brettingen

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

1. Approval to Update Donations to Include Picnic Tables with Umbrellas for \$2,500 for Locations with Existing Picnic Tables with Umbrellas

Sarah Repp, Parks, Recreation and Cemetery Director, stated her department has planned locations for picnic tables with umbrellas. She noted that due to the popularity of the memorial bench program, she is out space at some high interest locations for benches. Ms. Repp stated her department does have the picnic tables with umbrellas already purchased with locations planned that could be used as a memorial donation option. Ms. Repp stated the proposed price for the memorial picnic table with an umbrella would be \$2,500. Ms. Banczak questioned the durability of the umbrella and Ms. Henricks questioned what material the table and umbrella are made of. Ms. Repp stated the table and umbrella were made of metal. Ms. Henricks questioned locations and number of tables. Ms. Repp stated she has a map of locations that will be available to the public via the City website.

Alderperson Kassis questioned where plaques would be attached. Ms. Repp stated her department is still working on a final placement, however, where the table meets the umbrella is a likely option.

Alderperson Kassis questioned if there have been any requests for them yet. Ms. Repp stated she has requests for memorial benches at the splash pad, however they are all sold, so she thought since they already had the picnic tables purchased perhaps she could open them up for families to have a memorial picnic table instead. Ms. Repp stated it would help offset the cost of the picnic tables that were planned to be put in anyway. Karin Derauf, City Administrator, questioned the cost of the picnic tables. Ms. Repp stated the total cost is \$3,100 per picnic

table. She noted that it did not include the cost of the cement pad that the table would need to sit on.

Motion to Approve to Update Donations to Include Picnic Table with Umbrella for \$2,500 for Locations with Planned Picnic Tables with Umbrellas.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Lynne Henricks, Member
<b>SECONDER:</b>	Dawn Banczak, Member
<b>AYES:</b>	Kassis, Bugni, Rebstock, Henricks, Banczak, Schwarz
<b>ABSENT:</b>	Jason Brettingen

## 2. Update the Process for Receiving Meeting Packets and Contact Information

Ms. Repp stated the mail is not as quick as it has been in the past. She stated if a commission member does not receive the packet by email, the alternative would be to pick it up at City Hall once notified that the packet is ready or to receive the packet at the meeting. Several commission members stated they would like a printed copy at the meeting. They will complete a form with their preference.

### **Any Other Matters Authorized by Law to be Considered**

Ms. Henricks noted there was a lot of storm damage along the walking trail. She questioned who cleaned up the damage and what would that do to Ms. Repp's budget. Ms. Repp stated her department along with the Street department are working together to clean up the damage. Ms. Repp noted that her department is hoping to clean up the park this week before the Easter egg hunt this weekend. She noted her department has left the park for as long as possible to avoid causing damage with equipment. Ms. Repp noted because the Governor has declared a state of emergency due to the storm, they have released applications for Urban Forestry Catastrophic Storm grant that she has successfully applied and received funding for in the past. Ms. Repp has her employees log their work appropriately to apply for the grant reimbursement.

Ms. Banczak questioned when the bathrooms open at the parks. Ms. Repp stated the restrooms are opened on May 1st as well as the campground. She noted that they are working on getting the water meters and back flow preventers in place for the splash pad and the campground. Ms. Repp stated they placed port-a-potties at Little League, Senior League, Lake Park and one will be placed at Saratoga Park. She noted they will remove the port-a-potties once the restrooms are opened.

Ms. Repp stated she has reached out to the contractor for the Little League Park parking lot updates. She is waiting for a response currently; however she stated the contractor has until the end of June to complete the majority of the project.

Ms. Repp stated they are slowly filling their seasonal help positions.

## Adjournment

1. **Motion to:** Adjourn at 5:43 PM

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Bugni, Member
<b>SECONDER:</b>	Barb Rebstock, Ward 1
<b>AYES:</b>	Kassis, Bugni, Rebstock, Henricks, Banczak, Schwarz
<b>ABSENT:</b>	Jason Brettingen

Tim Kassis  
Tim Kassis, Chairperson

4-22-25  
Date