

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
MAY 14, 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	Absent	
Sam Hardin	Member	Absent	
Barb Rebstock	Ward 1	Present	

Others in attendance: Mark Desotell, Director of Administrative Services; 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 April 9, 2018 Meeting

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

2. Request Waiver of Rental Fee for Peace of Mind Giving Days on July 1, 2018

Julie Zack, Administration and Clerical Assistant, provided a Memo and Waiver Request Application Form for Peace of Mind Giving Days requested by Mr. Joshua Davids for the Heinzen Pavilion on July 1, 2018. Mr. Davids has paid for the rental of the shelter already but since it is a fundraising event he would like to ask that the rental fee be waived. If approved by the commission, the fee can be refunded to him by check.

Mr. Davids request form indicated that they are providing music and photo booths to get people to donate items for local pantry or local organizations that help others in need. All donated items will be distributed to organizations that help the community.

Upon inquiry by Alderperson Kassis, Sarah Repp, Park, Recreation and Cemetery Director, indicated that the rental fee is \$75.00.

Upon inquiry by Alderperson Kassis, Ms. Repp explained that the group is trying to get people out and donate items to the local food pantry and other organizations. They have reached out to AVAIL and the local food pantry. Their big cost is going to be insurance. This is a first time event so waiving the shelter reservation would allow the funds to go towards the insurance. It is their way of giving back to the community.

Upon inquiry by Denise Wendt, Ms. Repp explained that Mr. Davids does not belong to a larger organization. He has been advertising on the facebook page Antigo Angels.

Upon inquiry by Alderperson Kassis, Ms. Repp advised that she does not believe this is a religious organization, rather some individuals that want to help. They are looking at this time of year when there is not a lot going on. The food pantry receives donations around the holidays

and drops off during the summer months.

Ms. Wendt suggested proof of donations. The commission agreed.

Ms. Repp indicated that the food pantry would provide a letter stating the number of pounds of food donated. The Commission could ask for a list of organizations that received donations and then could follow up with the organizations.

Motion to approve the waiver of rental fee for the Heinzen Pavilion on July 1, 2018 for Peace of Mind Giving Days after the event is complete and proof of the proposed donations is received.

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

3. Request for Waiver of Shelter Rental Fees for a Summer Picnic for Langlade County Historical Society on July 11, 2018

Ms. Zack provided a memo advising that the Langlade County Historical Society holds a Summer Picnic every year on the grounds at 404 Superior Street. In the event of inclement weather, they would like to have the Heinzen Pavilion as a backup location for this event and are asking for a waiver of the shelter rental fee if they need to use the pavilion. The Summer Picnic will be held on July 11, 2018 and is a fundraiser for the society.

Ms. Zack's memo further advised that if the Commission approves this request for the shelter rental fee, it will go on the annual waiver requests the Commission approves every year.

Upon inquiry by Alderperson Rebstock, Ms. Repp indicated that the Langlade County Historical Society would have to fill out the necessary paperwork, if they have not done so. She is unsure if it has been completed or inadvertently omitted from the packet.

Motion to approve the request for waiver of shelter rental fees for the Summer Picnic for Langlade County Historical Society on July 11, 2018 contingent upon the necessary paperwork being completed.

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

4. Accept Donation from Antigo Dugout Club for Raised Seating Deck at Al Remington Little League Field

Ms. Repp provided a memo advising that the Antigo Dugout Club has been working to raise funds through donations and other fundraising efforts to construct a raised seating deck at Al Remington Little League Field. The City of Antigo has also designated funds for this project.

Upon inquiry by Heather McCann, Ms. Repp indicated that she is not sure how much the donation will be at this point. They are continuing to fundraise for this project.

Ms. Repp indicated that the plan for the project is set. They are continuing to raise funds. The Commission has to formally accept the donated funds and then bid the project out as there are City funds being utilized as well.

Ms. Repp explained when working with previous projects such as the batting cages, the funds were strictly from the Dugout Club so the process was a little different.

Motion to accept all donations from the Antigo Dugout Club for the raised seating deck at Al Remington Little League Field.

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

5. Butterfly Garden by Antigo Garden Club

Ms. Repp provided a memo advising that the Antigo Garden Club would like to plant a butterfly garden in Hudson Street Park. She thinks this would be a beautiful addition to the park. The Antigo Garden Club has been extremely supportive in maintaining landscaping in various parks throughout the community.

Ms. Repp is recommending approval of this project. The Park's Department may assist with labor, but any other costs will be the responsibility of the Antigo Garden Club including labor to maintain the garden.

Ms. Repp advised that the location of the proposed Butterfly Garden is directly south of Merit Gear. The group completed more touring recently and their proposal may change. Ms. Repp would like to wait until they have a finalized plan before the Commission approves anything. At this time the department will be working with the club to determine the best location. Originally they had thought to put in on a slope, and now they are looking at a flatter location. This would be good if the club ever decided in the future to terminate the garden as it would be easier for the Parks Department to return the area to grass.

RESULT:	INFORMATION ONLY
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6. American Transmission Company Donation for Arbor Day Tree Plantings

Ms. Repp provided a memo advising that the American Transmission Company (ATC) is donating \$250.00 towards Arbor Day 2018. Arbor Day will be celebrated during Mission Antigo Week. Anyone interested in participating may contact the Park, Recreation and Cemetery Department. Plantings will occur in Lake Park.

Ms. Repp advised that ATC has been doing this for a number of years. This year the plants will be at Lake Park, where the department has removed Ash Trees, Basswood, and one Maple Tree.

Upon inquiry by Alderperson Kassis, Ms. Repp advised that the Ash Trees were not infected. They have not found any evidence of Emerald Ash Borer in any of the trees removed.

Motion to approve the \$250.00 donation from American Transmission Company for 2018 Arbor Day Tree plantings.

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

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 5:45 PM

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

Tim Kassis, Chairperson

Date