



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, June 11, 2018

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 May 14, 2018
2. Update to Resolution to Include Year-Round Part-Time Staff and Provide Additional Clarification
3. Staffing, Cemeteries, Shelters and Facilities, Events, Volunteers, Recreation Programs, Forestry, Grants and Bids Updates

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: June 07,2018

TIM KASSIS

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.

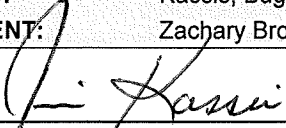
RESULT:	CARRIED [UNANIMOUS]
MOVER:	Denise Wendt, Member
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Wendt, McCann, Rebstock
ABSENT:	Zachary Brown, Sam Hardin

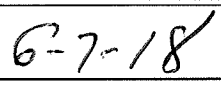
Any Other Matters Authorized by Law to be Considered

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

ORIGIN: PARKS, CEMETERIES & RECREATION COMMISSION

3/4/2015 6/7/2018

WHEREAS, the Park, Recreation and Cemetery Department has expanded hours during the spring, ~~and~~ summer, ~~and~~ fall months, and

WHEREAS, the Park, Recreation and Cemetery Department would also like to have the ability to staff nights and weekends during the winter months to assist with snow removal and possible expansion of various recreation programs, and

WHEREAS, seasonal general laborer ~~and year-round part-time~~ staff is often required to work on holidays, evenings, and weekends; to ensure shelters, events, the wading pool, and various facilities are available to the public, and

WHEREAS, evening, weekend, and holiday shifts are often difficult to fill and require an added level of responsibility, and

WHEREAS, a \$0.50 increase, per the council approved pay scale, for those filling weekend (defined as Saturday and Sunday) and night/second shift, and time and a half for those working on declared city holidays (and the day the city observes the holiday), would greatly assist with filling the required shifts, and

WHEREAS, the additional funds will not result in an increase to the current budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL, City of Antigo, to approve \$0.50 incentive pay for weekend and evening shifts, and time and a half for those working on declared city holidays, per the council approved pay scale. The funds will not result in an increase to the current budget.

Attachment: Resolution Seasonal Incentive Pay_6-7-2018 (2166 : Resolution Update)

Park, Cemetery & Recreation Department

Memo

To: City of Antigo Park, Cemetery and Recreation Commission
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: June 2018
Re: Park, Recreation and Cemetery Department General Updates

STAFFING: Unfortunately one of our year-round part-time employees has taken a different job. I will be filling his position with a seasonal employee that will cover Monday and Tuesday nights from 2:45pm – 9pm as well as Saturday and Sunday mornings from 6:30pm – 2pm.

I will also be requesting to fill the year-round part-time position following our summer season.

CEMETERIES: All staff did an excellent job preparing for the busy Memorial Day weekend. Just under 1,500 cemetery flags were placed by staff, early in the week, prior to the holiday weekend. Parks and Cemeteries were mowed and trimmed; there were also a number of camping and shelter reservations that kept staff busy.

SHELTERS & FACILITIES:

- **SHELTERS:** All shelters are open and we have reservations during the week as well as weekends.
- **WADING POOL:** The Wading Pool is now open 7 days/week from 11am – 7pm. If the pool is closed it is due to mechanical issues or chemical / temperature levels, which are regulated by the state.
- **SINGLE TRACK TRAIL:** Mike Heiny and Paul Wagner are half-way through the 2018 trail expansion that will add an additional mile to the existing 2 miles of trail. We are very grateful for their efforts and to City Gas for allowing the use of their mini-dozer to create the trails.



EVENTS:

- We are working with various groups and organizations to host their various community events within our parks and shelters. Check the Community Calendar, which can be found on the Antigo/Langlade County Community Resource Website: www.alcinfo.com
- The Farmers' Market had their opening on Saturday, June 2nd at the Heinzen Peaceful Valley Pavilion, and Music in the Park kicked-off their summer series (every Monday and Thursday) on Monday, June 4 at City Park West (rain location – Heinzen Peaceful Valley Pavilion).
- Mission Antigo Week will be coordinating Springbrook Clean-up and assisting with Arbor Day the week of June 18th.

VOLUNTEERS:

- Volunteers make our programs and events possible. Additionally, they also help us enhance and maintain our parks and trails.
- Thank you to all our coaches (34 registered coaches for City of Antigo programs as of 6/6/2018).
- Thank you to Mission Antigo Volunteers
- Thank you to Antigo Garden Club, which maintains planting areas and landscaping in our parks.
- Thank you to LAMBA members for expanding our trail system.

Attachment: June_PRC_Memo (2167 : Memo)

RECREATION PROGRAMS: Spring, Summer, and Fall 2018 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/rec1.

- **Pickleball:** Play has now moved outdoors to Elleson Tennis Courts and has 14 registered participants.
- **Brewer Trip:** SOLD OUT
(Cost: \$45.00; Game Day: Friday, April 20; Brewers vs. Marlins)
- **Annual Outdoor Easter Egg Hunt:** Rescheduled for Saturday, April 7.
- **Springbrook Clean-up:** Coordinated by Mission Antigo beginning on Saturday, June 16 and ending Friday, June 22, 2018.
- **Outdoor Movies:** Saturday, August 11 (in conjunction with Relay for Life); Friday, September 14 (Star Wars the Force Awakens)
- **Arbor Day:** We will be planting in Lake Park on Thursday, June 21 from 10:30am – 11:30am. Mission Antigo and other community volunteers will be assisting. We will be planting a total of 10 trees to replace trees that have been removed.
- **T-ball (3 & 4 year olds):** 87 registered participants as of 6/6/2018
- **Coach Pitch (5 & 6 year olds):** 48 registered participants as of 6/6/2018
- **Pitching Machine (7 & 8 year olds City League):** 28 registered participants as of 6/6/2018
- **Soccer (K-8th grade):** July 9 – August 8 (116 registered participants as of 6/6/2018)
- **Soccer Boot Camp:** Monday, July 2 – Friday, July 6 (4 registered participants as of 6/6/2018)
- **Elk's Club Soccer Shoot-out :** Tuesday, July 17
- **Flag Football (4k-6th grade) :** (Sept 11 – Oct 11) 19 registered participants as of 6/6/2018
- **Youth Tennis Lessons** (5pm – 6pm; June 6 – July 18) 17 registered participants as of 3/7/2018
- **Coaches:** We are still looking for coaches for our youth soccer program, and need 4 coaches for our Grade 2-3 program, and 1 coach for our Grade 6-8 program.

We are still finalizing programming details and looking at the possibility of offering some new programming.

FORESTRY

- Erik Rantala, Forest Administrator, and I worked on 12 informational forestry articles (funded through an Urban Forestry Grant) that will be published (one/per month) in both the Antigo Daily Journal and the Antigo Times. I will post the articles on our website under the forestry page as well as our Park & Rec Facebook page.

The 12 articles will focus on the following:

- o Summary of City and County Forestry
- o Resources for Reference
- o Events & Activities
- o Invasive Plants
- o Memorial Trees
- o EAB
- o Ordinance
- o Benefits of Trees
- o Trees and Power Lines
- o Tree Planting
- o Tree Removals
- o Proper Tree Care & Pruning

GRANTS AND BIDS

- A Knowles Stewardship Grant to expand the Springbrook Trail to the north from the West Rotary Bridge has been submitted and we are waiting to hear if we have been funded. 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 (this grant was also submitted).
- We have received an extension for our 5 year comprehensive park plan, and will be finalizing an updated plan early winter.
- We have received 3 new mowers, a UTV, and we are waiting on our truck. Staff is happy with the new equipment.