

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
JULY 10, 2017

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, Alderperson, Ward 3 Tim Kassis presiding.

Attendee Name	Title	Status	Arrived
Tim Kassis	Alderperson, Ward 3	Present	
Glenn Bugni	Ward 7	Present	
Denise Wendt	Member	Present	
Heather McCann	Member	Absent	
Zachary Brown	Member	Absent	
Barb Rebstock	Ward 1	Present	
Sam Hardin	Member	Present	

Others in attendance: Mark Desotell, Director of Administrative Services; Jim Pike, Communications and Technology Supervisor; and Jaime Horswill, Clerical/Utility Assistant.

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

1. Approval of the Minutes from the June 12, 2017 Meeting

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

2. Approval of Security System Bid for Peaceful Valley Deemed Most Advantageous to the City of Antigo

Jim Pike, Communications and Technology Supervisor; provided a memo noting that due to the investment and continued development of the Peaceful Valley Park and Festival Grounds, it was determined that a video surveillance system should be installed to protect the property. The Park, Recreation and Cemetery Director along with the Communications and Technology Department put the project out to bid via a Request for Proposal (RFP) in which several responses were received. They are recommending the committee approve the quote from Van Ert Electric for installation and configuration of the Video Surveillance system at a cost of \$15,070. There were two proposals from Communications Support Inc. that were less expensive, but their solutions failed to meet the bid requirements and were not considered. Funding for this project is a combination of funds in the Park, Recreation and Cemetery CIP budget, with additional funding coming from the City contingency fund as approved at the Finance, Personnel and Legislative Committee meeting.

Van Ert Electric Company Inc.	\$15,070.00
Lappen Security	\$22,611.79
Access Security Inc.	\$23,450.44
Per Mar Security	\$25,933.00
SGTS Inc.	\$16,023.00

Upon inquiry by Alderperson Rebstock, Mr. Pike noted that there are capabilities to add

additional cameras in the future. There are capabilities for public viewing of the cameras as well, however, at this time staff will be reviewing the cameras as necessary. The footage can be stored for thirty days.

Motion to approve the Security System Bid for Peaceful Valley from Van Ert Electric Company Inc. for \$15,070 as presented with funding derived from Park, Recreation and Cemetery CIP budget and City contingency fund as approved by the Finance, Personnel and Legislative Committee.

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

3. Accept Donation from Jil and Karl Schultz for Veteran Marker Lifting and Straightening in Elmwood Cemetery Veteran Section (Blocks 14A and 15A)

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo advising that the VFW and American Legion are coordinating an effort to lift and straighten flush markers in the Elmwood Cemetery Veteran Section (Blocks 14A and 15A). Jil and Karl Schulz have donated \$5,050 to be used towards veteran marker lifting and straightening in the Elmwood Cemetery veteran section. The markers are flush and tend to sink over time. A notice of the work will be advertised in the Antigo Daily Journal and Antigo Times.

Upon inquiry by Alderperson Kassis, Sam Hardin advised that the stones are flush with the ground, but have sank. This would bring the markers flush with the ground again.

Motion to accept the donation from Jil and Karl Schulz in the amount of \$5,050 to be used towards veteran marker lifting and straightening in the Elmwood Cemetery veteran section as presented.

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

4. Information and Updates for July: Single Track, Wading Pool, Farmers' Market, Music in the Park, Outdoor Movie, Baseball Tournament, Fireworks, Recreation Programs, Volunteers.

Ms. Repp provided a memo with current department updates. She noted that Langlade Area Mountain Bike Association has finished cutting the new one mile loop at the Single Track Trail. Mike Heiny will be coordinating some volunteer days for final finishing work. Cooler temperatures in the evening and during the day has prevented the wading pool from opening at the 11 am time. It is required by state code to have a minimum water temperature of 65 degrees.

Ms. Repp's memo noted that the Famers' Market has been going well. Music in the Park has been using the Heinzen Pavilion almost weekly for Music in the Park due to rainy and cool weather conditions. The first Outdoor Movie of the summer season was rained out on June 16th. She will look at a reschedule date. The next movie is scheduled for July 7th with a final movie night scheduled for August 18th.

Ms. Repp's memo further noted that the first baseball tournament of the season was June 16-18. Unfortunately, due to weather Sunday games were cancelled. Antigo Dugout Club Tournament Directors and members were great to work with and assisted City crews whenever

possible. The tournaments are a cooperative effort between the ball organizations and City staff, and draw a large number of visitors to our community. Overtime funding is provided by Hotel Motel. Crews did an excellent job ensuring facilities and grounds were maintained and serviced during the weekend. Tournaments are long days for City crews. Saturday is typically a 12 hours shift for 2 crew members that also work a full week leading up to the tournament. The weekend staff still manages regular weekend reservations and duties during their normal shift times. June 24th the City of Antigo hosted the Langlade County Junior League C Tournament. Staff coordinated with Antigo Dugout Club to utilize their concessions, which worked very well. Youth Softball will be hosting a tournament on July 7-9. All of the electrical sites at the campground are booked for the weekend. Antigo Dugout Club hosts their final tournament on July 21-23. All of the electrical sites are booked at the campground for this tournament.

Ms. Repp's memo concluded by noting the recreation programs and volunteers.

INFORMATION ONLY

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

Alderperson Kassis noted that the firework display was awesome and was well attended to which the Commission agreed.

INFORMATION ONLY

Sam Hardin brought up concerns with invasive species along the trail. Mark Desotell, Director of Administrative Services, will check in with Ms. Repp and check on the status.

INFORMATION ONLY

Adjournment

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

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

Tim Kassis, Chairperson

Date



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: July 10, 2017
Re: Accept Donation from Jil and Karl Schultz for Veteran Marker Lifting and Straightening in Elmwood Cemetery Veteran Section (Blocks 14A and 15A)

The VFW and American Legion are coordinating an effort to lift and straighten flush markers in the Elmwood Cemetery Veteran Section (Blocks 14A and 15A). Jil and Karl Schultz have donated \$5,050.00 to be used towards veteran marker lifting and straightening in the Elmwood Cemetery veteran section (Blocks 14A and 15A). The markers are flush and tend to sink over time. A notice of the work will be advertised in the Antigo Daily Journal and Antigo Times.

Park, Cemetery & Recreation Department

Memo

To: City of Antigo Common Council
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: July 2017
Re: Park, Recreation and Cemetery Department General Updates

SINGLE TRACK: Langlade Area Mountain Bike Association (LAMBA) has finished cutting the new 1 mile loop at the Single Track Trail (N1985 Dump Road). Mike Heiny will be coordinating some volunteer days for final finishing work.

WADING POOL: Cooler temperatures in the evening and during the day have prevented the wading pool from opening at the 11am time. We are required by state code to have a minimum water temperature of 65 degrees Fahrenheit. Normal hours are 11am – 7pm daily.

FARMERS' MARKET: Everything is going well.

MUSIC in the PARK: Music in the Park has been using the Heinzen Pavilion almost weekly for Music in the Park due to rainy and cool weather conditions.

OUTDOOR MOVIE: The first Outdoor Movie of the summer season was rained-out on Friday, June 16. We will look at a reschedule date and post once confirmed. Our next Outdoor Movie is scheduled for Friday, July 7, 2017 – Jurassic Park. The movie start time is 9pm and it will be held in Peaceful Valley Park. Friday, August 18 is the final movie night, and we will be showing Big Miracle in conjunction with Relay for Life.

BASEBALL TOURNAMENT: The first baseball tournament of the season was June 16, 17, 18. Unfortunately, due to weather Sunday games were cancelled. Antigo Dugout Club Tournament Directors and members were great to work with and assisted our crews whenever possible. The tournaments are a cooperative effort between the ball organizations and our staff, and draw a large number of visitors to our community. Overtime funding is provided by Hotel Motel.

Crews did an excellent job ensuring facilities and grounds were maintained and serviced during the weekend. Tournaments are long days for our crews. Saturday is typically a 12 hours shift for 2 of our crew that also work a full week leading up to the tournament. Our weekend staff still manages regular weekend reservations and duties during their normal shift times.

Saturday, June 24th the City of Antigo hosted the Langlade County Junior League C Tournament. We coordinated with Antigo Dugout Club to utilize their concessions, which worked very well.

Youth Softball will be hosting a tournament on July, 7, 8, 9. All of our electrical sites at the campground are booked for the weekend.

Antigo Dugout Club hosts their final tournament on July 21, 22, 23. All of our electrical sites are booked at the campground for this tournament.

Attachment: July_PRC_Memo (1629 : PRC July Updates)

FIREWORKS: The City of Antigo will host their Fireworks display following the Chamber sponsored and coordinated 4th of July Parade on Tuesday, July 4, 2017. The Fireworks will start at 9:20pm. The shoot site is located south of the High School in the retention basin.

RECREATION PROGRAMS:

- **T-Ball:** T-ball concluded its season the week of June 5th. 81 registered participants.
- **Langlade County Junior League Baseball C-Team:** The 4 City of Antigo Teams playing in the Langlade County Junior League program have their tournament the week of June 23. 59 City of Antigo registered participants.
- **Youth Tennis Lessons:** 20 registered participants
- **Pickleball:** Summer program has 14 registered participants and they have moved their playing location from Mendlik Park to Elleson Tennis Courts.
- **Soccer Boot Camp:** 18 registered participants
- **Soccer Co-ed Recreational League (167 total registered participants):**
 - o **Grades K-1:** 47 registered participants
 - o **Grades 2-3:** 53 registered participants
 - o **Grades 4-5:** 51 registered participants
 - o **Grades 6-8:** 16 registered participants
- **Elk's Club Soccer Shoot-out:** Scheduled for July 11th at Saratoga Park
- **Yoga in the Park (New Program!):** Carrie Kubacki is teaching 2 yoga classes in the park. On Wednesday afternoons classes are being held in the Pavilion. Thursday evenings (unless there is rain) classes are also held in the Pavilion.

VOLUNTEERS: We are very fortunate to have a number of individual volunteers as well as groups and organizations that provide their talents, skills, man power and valuable time to assist the Park, Recreation and Cemetery Department with projects and programs.

- **Antigo Garden Club:** Antigo Garden Club maintains City Park West planting areas, City Park East, Peaceful Valley 6th Avenue and Field Street Corner, and Robin's Roost.
- **LAMBA:** LAMBA has coordinated with the city to expand the trail system at the old landfill off of Dump Road.
- **T-ball, Baseball, and Soccer Coaches:** 32 parents have volunteered to coach our youth teams and make our programs possible.
- **Pickleball Facilitators:** 4, **Youth Tennis Lesson Instructors:** 2, **Soccer Boot Camp Instructor:** 1. All of our instructors and facilitators ensure our programs run smoothly. **Yoga Instructor:** 1
- **Arbor Day:** Approximately 30 volunteers made this event possible
- **Springbrook Clean-up:** Approximately 10 volunteers assisted with cleaning-up along Antigo Lake Basins and Springbrook. A lot was accomplished with a small group.

Thank you to all our volunteers and program
facilitators!!!!