

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

Others in attendance: Mark Desotell, Director of Administrative Services; 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 July 10, 2017 Meeting

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

2. Update Heinzen Peaceful Valley Pavilion Fee Schedule

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo noting that the City has had a successful first year utilizing the new Heinzen Peaceful Valley Pavilion. The current rate structure of \$50 resident/\$75 non-resident. If wanting electricity and the ability to open and close the garage doors, there is an additional \$25 fee. She would like to update the fee schedule to \$75 resident and \$100 non-resident with the understanding that electric is included with the reservation. There have been no non-electric reservation requests. Additionally, this will streamline the fee structure for the facility.

Ms. Repp noted that to date, there have been no inquiries about non-electric. Therefore, this is basically just automatically including electric.

Motion to update the Heinzen Peaceful Valley Pavilion fee schedule to \$75 resident and \$100 non-resident with the understanding that electric is included with the reservation.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/8/2017 6:00 PM
MOVER:	Barb Rebstock, Ward 1
SECONDER:	Glenn Bugni, Ward 7
AYES:	Kassis, Bugni, Wendt, Brown, Hardin, Rebstock
ABSENT:	Heather McCann

3. Approval to hire 2 Year-Round Part-Time Positions for the Park, Recreation and Cemetery Department

Ms. Repp provided a memo requesting to hire two year-round part-time employees for the Park, Recreation and Cemetery Department. She is hoping that the hiring of two year-round part-time positions to cover evenings and weekends will result in a smoother transition from winter to spring, ability to clear snow from trails, rinks, and parking lots in the evenings and on weekends (the majority of the ice rink usage is in the evenings or on weekends). This would result in reduction in training and learning time during the busy season, which will result in better services for the public and more knowledgeable and comfortable staff. This would provide dispatch with two consistent evening and weekend park staff that can be contacted should issues or questions arise. There will also be a reduction in staff burn out from covering weekends in the off season before the seasonal staff returns or after they leave. Ms. Repp is anticipating an average savings of approximately \$5,000 in overtime. She is also reducing the number of seasonal staff by one or two positions, so both positions can be funded within the existing budget.

Ms. Repp's memo provided the following proposed schedule for the positions:

Saturday and Sunday (2 shifts-8 hours) 6:00 am - 2:00 pm (morning) 1:30 pm - 9:30 pm (evening)

Monday and Tuesday 2:45 pm - 9:30 pm (6.75 hours/shift)

Wednesday and Thursday 2:45 pm - 9:30 pm (6.75 hours/shift)

The total weekly hours per employee would be 29.5. Friday would rotate between the seasonal day-shift employees.

Ms. Repp noted that the cost would be approximately \$25,000 per year per employee.

Upon inquiry by Sam Hardin, Ms. Repp noted that the part-time employees have a small amount of benefits including retirement, pro-rated vacation and sick leave. There is no health insurance available for this position.

Upon inquiry by Denise Wendt, Ms. Repp noted that currently the full-time staff is rotating weekends, which causes overtime.

Ms. Repp further detailed that one of the positions is already in the budget and just needs to be filled. The second position would be a new position. She is hoping that the savings in overtime, eliminating one or two seasonal positions and some funding from the operating budget will offset the cost of the position.

Motion to approve the two year-round part-time positions for the Park, Recreation and Cemetery Department.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 11/8/2017 6:00 PM
MOVER:	Denise Wendt, Member
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Wendt, Brown, Hardin, Rebstock
ABSENT:	Heather McCann

4. Park, Recreation and Cemetery Department Staffing, Training, Cemetery, Shelter, Campground, Event, Recreation Program, and Winter Preparation Report/Update

Ms. Repp provided a memo advising that all but one of the seasonal staff is done for the year. The year round part time employee has accepted another job elsewhere and she is looking at filling this position plus adding a second year round part time position.

Ms. Repp's memo noted that staff attended chainsaw safety training and have scheduled a tree pruning training workshop for this fall while Ms. Repp attended training through the National Park and Recreation last week.

Ms. Repp noted that the cemeteries and shelters are being winterized and the campground, although accepting reservations, no water will be supplied reducing the reservation rates during this time.

The department is looking forward to the Halloween Bash, Trick or Treating, Single Track Grand Opening and Group Trail Ride and the end of the Farmer's Market.

Ms. Repp noted that winter preparations have started as well.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that some of the pedestals on the trail have been removed by VanOoyens for repairs.

Alderperson Kassis commented that he spoke with Todd Toburen regarding the sale of firewood. Ms. Repp had spoken to him as well and is unsure that she wants firewood sold or promoted in that area.

INFORMATION ONLY

RESULT:	PLACED ON FILE-NO VOTE
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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, Brown, Hardin, Rebstock
ABSENT:	Heather McCann

Tim Kassis, Chairperson

Date