

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
NOVEMBER 13, 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	Absent	
Barb Rebstock	Ward 1	Absent	

Others in attendance: Sarah Repp, Park, Recreation and Cemetery Director; and Julie Zack, Administration Clerical.

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

1. Approval of the Minutes from the October 9, 2017 Meeting

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

2. TAP Grant Application Approval

Sarah Repp, Park, Recreation and Cemetery Director, provided a memo advising that the City of Antigo is continually pursuing opportunities to expand the trail system and offer residents and visitors additional off-road paved trails that connect various community facilities, businesses, and parks through safe designated routes. The expansion of the trail system continues to provide recreational benefits as well as alternatives for commuting year round.

Ms. Repp's memo noted that Mark Desotell, Director of Administrative Services, has met with staff regarding a potential route that would provide connections to the north as well as the western areas of the city. Staff is optimistic that this will be a competitive Transportation Alternatives Program (TAP) Grant application to expand the trail system. She is requesting approval to proceed with the application, which is due the end of January 2018. She further provided a map which includes the proposed route.

Mr. Desotell noted that when speaking with the Department of Transportation (DOT) there were a few items of concern which have been addressed, such as the proposed trail conflicting with Highway 64.

Upon inquiry by Alderperson Kassis, Mr. Desotell advised that if this proposal is accepted the trail would be close to double its size.

Mr. Desotell noted that with the grant, the City is able to apply for up to \$1,000,000 in grant funds with a 20% match. The DOT would appreciate smaller applications, therefore the City will be applying for on-street type of assistance such as striping.

Upon inquiry by Alderperson Kassis, Mr. Desotell noted that he is not sure at this time how much the grant application will be for. This agenda item will be sent to Public Works and then forwarded on to Council, which at that time staff will have more concrete figures.

Motion to approve applying for the TAP Grant as presented.

RESULT:	RESOLUTION TO COUNCIL [UNANIMOUS]
	Next: 12/13/2017 6:00 PM
MOVER:	Denise Wendt, Member
SECONDER:	Zachary Brown, Member
AYES:	Tim Kassis, Glenn Bugni, Denise Wendt, Zachary Brown
ABSENT:	Heather McCann, Sam Hardin, Barb Rebstock

3. Approval to offer Adult Co-ed Pick-up Hockey as a City of Antigo Park & Recreation Program

Ms. Repp provided a memo advising that the adult coed pick-up hockey league is open to anyone 18 and over. The league typically meets one time per week at the indoor multi-purpose rink at the Fairgrounds. The league is looking for assistance to promote their program, grow their program, and also have the benefits of being a City of Antigo sponsored activity, which includes on-line registration, marketing/publicity, and the ability to provide insurance to the Antigo Area Youth Hockey Association.

Ms. Repp recommends that if approved, accepting the adult coed pick-up hockey league that the following stipulations are required of the league and participants: Full equipment with full face shields are required, no alcoholic beverages are allowed, all participants must register and complete a waiver form prior to play, there must be a designated facilitator for the program that will provide weekly communication and organization of the league, no checking or slap shots allowed and a donation to the Antigo Area Youth Hockey Association to cover the cost of rink use would be the responsibility of the co-ed league and not the City of Antigo.

Ms. Repp's memo concluded by noting that the City of Antigo currently has a similar partnership with Pickleball. The Pickleball program does well, due to a strong commitment from their league facilitators. The community benefits by having a recreation program offered and advertised along with existing programs providing consistency of information.

Ms. Repp explained the pick-up hockey sport and the insurance aspect.

Motion to approve offering adult co-ed pick-up hockey as a City of Antigo Park and Recreation program as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Ward 7
SECONDER:	Tim Kassis, Ward 3
AYES:	Tim Kassis, Glenn Bugni, Denise Wendt, Zachary Brown
ABSENT:	Heather McCann, Sam Hardin, Barb Rebstock

4. Staffing, Training, Cemeteries, Shelters, Campground, Events, Single Track, Recreation Programs and Winter Preparations Update for Park, Cemetery and Recreation Commission

Ms. Repp provided a memo with general department updates. Ms. Repp noted that all seasonal employees have completed employment for 2017. She plans on advertising and filling the year-round part-time positions for a January start date. She advised that staff members have or will be attending training for proper tree pruning and care. She has attended training regarding construction contract risk transfer and will be working with the Clerk-Treasurer updating policies and requirements per information that was received at training.

Cemeteries have been winterized as well as non-heated shelters. Peaceful Valley Warming House remains available for reservations and use. They are still accepting reservations for the campground, but the facility has been winterized and water is no longer available. Reservation rates are reduced at this time.

The Halloween Bash was held October 28th with 16 local businesses, organization and groups participating in the event. The Haunted Warming House was a success as well as the Optimist Cheese Curds. REGI had a good turn out for the bird release in Elmwood Cemetery following the event. There were approximately 600-800 people who attended the Halloween Bash. They will continue to look for ways to improve the event and coordinating with other Halloween activities within the community.

The Single Track Grand Opening and Group Trail Ride was successful including some riders from Merrill.

There are some recreational offerings for the winter season, which includes Pickleball (19 registered participants and have moved their playing location to Karl's Transport); Winter Wonderland; open skates (1 open skate per month beginning in November and on non-school days) and Winter Fun and Family Wellness Day.

Ms. Repp concluded her memo by noting winter preparations such as ordering salt, sending information out regarding snow removal; crews preparing for ice rinks and grooming the x-country ski trail.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that the Halloween Bash was highly attended therefore, adjustments will be needed for the future. Ms. Repp noted that with the overlap in trick-or-treating and the activity at the Middle School, she feels that the participants were disbursed, which is a good thing.

Upon inquiry by Alderperson Kassis, Ms. Repp explained that the chili cook-off and Christmas parade is a Chamber event. She is working with the Chamber to coordinate the tree lighting and Christmas caroling.

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 5:47 pm

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

Tim Kassis, Chairperson

Date