

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
DECEMBER 11, 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	Present	
Zachary Brown	Member	Present	
Sam Hardin	Member	Present	
Barb Rebstock	Ward 1	Present	

Others in attendance: Sarah Repp, Park, Recreation and Cemetery Director; Mark Desotell, Director of Administrative Services; 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 November 13, 2017 Meeting

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

2. Approval of 2018 Facility Use Waivers

Julie Zack, Administration and Clerical Assistant, provided a memo with a list of proposed facility waivers for 2018. The events, picnics, walks or runs utilize one or more of the shelters within the park system. She is requesting waiver of the requests for 2018 once they are filed within the department. The events are annual community events that meet some or all of the following criteria: the event is open to the public at no charge and offers either an educational experience for attendees or a remembrance or memorial for those within the community; the picnic or event recognizes volunteers that have participated in a community service project; or the organization or group is not creating a profit from the event. If funds are raised during the event they are invested back into the community and used for various community projects, events, programs or local organizations.

Sarah Repp, Park, Recreation and Cemetery Director, advised that this waiver is for shelter fees only. Any insurance or permit waivers will go to the Finance, Personnel and Legislative Committee.

Motion to approve the 2018 facility use waivers as presented.

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

3. Park, Recreation and Cemetery Department December Update on Staffing, Training, Cemeteries, Shelters, Campground, Cameras/Security, Events, Recreation Programs, and Winter Preparations

Ms. Repp provided a memo outlining Park, Recreation and Cemetery Department general updates.

Ms. Repp's memo noted the advertising for two year-round part-time positions. She is hoping to have these positions filled in January. All four full-time employees have attended tree pruning training, while Ms. Repp attended Playground Maintenance Technician Training.

Burials as well as interment of cremated remains continue throughout the winter months. The department asks for a minimum of two business days notice for any burials in the winter due to frost and snow cover. With the colder temperatures any monuments awaiting placement will be scheduled for spring.

The department is still accepting reservations for the campground, but the facility has been winterized and water is no longer available. Once the waterlines have been winterized they will still accept reservations, but the campers must be self-contained. The reservations rates are reduced during this time.

The security cameras have been placed and are functional in and around Peaceful Valley Park and facilities. The campground camera has been upgraded and repaired. All cameras allow for remote access, which will assist staff and law enforcement should any issues arise.

There are numerous events and recreation programs during the winter months. There are open skates scheduled for November, December, January and February. The Winter Wonderland displays life sized cards that can be viewed in the Peaceful Valley Festival Grounds. Winter Fun and Family Wellness Day is offered in conjunction with the Annual Broomball Tournament on February 11, 2018. The Pickleball program is still running with the location moved to Karl's Transport.

Ms. Repp's memo concluded by noting winter preparations that are occurring. Information regarding sidewalk snow removal for all public sidewalks was circulated in the water bills as well as advertisements in print and electronic media. Crews have been waiting for consistent cold weather to flood the hockey rink in Peaceful Valley. Once there is a base of snow they will begin grooming the x-country ski trail located north of the paved section of Springbrook Trail and north of Virginia Street. Crews will also be able to create the large rink in Peaceful Valley and open the Warming House to the public. The department is also going to try and groom the Single Track Trail loops for fat tire biking this year.

Upon inquiry by Alderperson Kassis, Ms. Repp advised that she will speak with Jim Pike regarding putting a live feed onto the City's website of an area of the City such as the walking trail or ice skating rink that others can view.

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 5:43 pm

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

Tim Kassis, Chairperson

Date