



City of Antigo

Park, Cemetery and Recreation Commission Meeting

Council Chambers
City Hall, 700 Edison Street

Monday, October 13, 2025
5:30 PM

Call to Order

Approval of Minutes

1. Approve Minutes from the April 14, 2025 Meeting

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

2. Park, Recreation and Cemetery Updates for 2025 Spring, Summer, Fall
3. Recognize and Accept Donation from Antigo Fillies for Al Remington Little League Speaker System
4. Apply a Late Registration Fee of \$20.00 Following the Close of Registrations for City of Antigo Recreation Programs
5. Request To Place Mental Health Signs in Parks

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 clerk treasurer's office, 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 Posted: October 9, 2025

Tim Kassis, Chairperson

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
APRIL 14, 2025

Parks, Cemetery and Recreation Commission of the City of Antigo met in Regular Meeting on the above date at 5:30 PM in the Council Chambers, City Hall, Member Tim Kassis presiding.

Attendee Name	Title	Status	Arrived
Tim Kassis	Member	Remote	
Glenn Bugni	Member	Present	
Barb Rebstock	Ward 1	Present	
Lynne Henricks	Member	Present	
Dawn Banczak	Member	Present	
Tyler Schwarz	Member	Present	
Jason Brettingen	Member	Absent	

Others in attendance were: Karin Derauf, City Administrator; Shannon Smith, Administrative/Clerical Assistant; Sarah Repp, Parks, Recreation and Cemetery Director and Daniel Duley, Police Chief.

Minutes Approval

1. Approve Minutes from March 10, 2025

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Member
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Rebstock, Henricks, Banczak, Schwarz
ABSENT:	Jason Brettingen

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

1. Approval to Update Donations to Include Picnic Tables with Umbrellas for \$2,500 for Locations with Existing Picnic Tables with Umbrellas

Sarah Repp, Parks, Recreation and Cemetery Director, stated her department has planned locations for picnic tables with umbrellas. She noted that due to the popularity of the memorial bench program, she is out space at some high interest locations for benches. Ms. Repp stated her department does have the picnic tables with umbrellas already purchased with locations planned that could be used as a memorial donation option. Ms. Repp stated the proposed price for the memorial picnic table with an umbrella would be \$2,500. Ms. Banczak questioned the durability of the umbrella and Ms. Henricks questioned what material the table and umbrella are made of. Ms. Repp stated the table and umbrella were made of metal. Ms. Henricks questioned locations and number of tables. Ms. Repp stated she has a map of locations that will be available to the public via the City website.

Aldersperson Kassis questioned where plaques would be attached. Ms. Repp stated her department is still working on a final placement, however, where the table meets the umbrella is a likely option.

Aldersperson Kassis questioned if there have been any requests for them yet. Ms. Repp stated she has requests for memorial benches at the splash pad, however they are all sold, so she thought since they already had the picnic tables purchased perhaps she could open them up for families to have a memorial picnic table instead. Ms. Repp stated it would help offset the cost of the picnic tables that were planned to be put in anyway. Karin Derauf, City Administrator, questioned the cost of the picnic tables. Ms. Repp stated the total cost is \$3,100 per picnic

table. She noted that it did not include the cost of the cement pad that the table would need to sit on.

Motion to Approve to Update Donations to Include Picnic Table with Umbrella for \$2,500 for Locations with Planned Picnic Tables with Umbrellas.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lynne Henricks, Member
SECONDER:	Dawn Banczak, Member
AYES:	Kassis, Bugni, Rebstock, Henricks, Banczak, Schwarz
ABSENT:	Jason Brettingen

2. Update the Process for Receiving Meeting Packets and Contact Information

Ms. Repp stated the mail is not as quick as it has been in the past. She stated if a commission member does not receive the packet by email, the alternative would be to pick it up at City Hall once notified that the packet is ready or to receive the packet at the meeting. Several commission members stated they would like a printed copy at the meeting. They will complete a form with their preference.

Any Other Matters Authorized by Law to be Considered

Ms. Henricks noted there was a lot of storm damage along the walking trail. She questioned who cleaned up the damage and what would that do to Ms. Repp's budget. Ms. Repp stated her department along with the Street department are working together to clean up the damage. Ms. Repp noted that her department is hoping to clean up the park this week before the Easter egg hunt this weekend. She noted her department has left the park for as long as possible to avoid causing damage with equipment. Ms. Repp noted because the Governor has declared a state of emergency due to the storm, they have released applications for Urban Forestry Catastrophic Storm grant that she has successfully applied and received funding for in the past. Ms. Repp has her employees log their work appropriately to apply for the grant reimbursement.

Ms. Banczak questioned when the bathrooms open at the parks. Ms. Repp stated the restrooms are opened on May 1st as well as the campground. She noted that they are working on getting the water meters and back flow preventers in place for the splash pad and the campground. Ms. Repp stated they placed port-a-potties at Little League, Senior League, Lake Park and one will be placed at Saratoga Park. She noted they will remove the port-a-potties once the restrooms are opened.

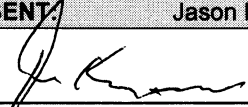
Ms. Repp stated she has reached out to the contractor for the Little League Park parking lot updates. She is waiting for a response currently; however she stated the contractor has until the end of June to complete the majority of the project.

Ms. Repp stated they are slowly filling their seasonal help positions.

Adjournment

1. **Motion to:** Adjourn at 5:43 PM

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Glenn Bugni, Member
SECONDER:	Barb Rebstock, Ward 1
AYES:	Kassis, Bugni, Rebstock, Henricks, Banczak, Schwarz
ABSENT:	Jason Brettingen



Tim Kassis, Chairperson

5-14-25

Date

Memo

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

STAFFING: The majority of our seasonal staff have either gone back to school, or started employment in their career fields. We are thankful for the extra help the seasonal staff provide during the busy spring and summer season; we could not complete the many tasks without their support.

One of our full-time staff, Ryan Higgins was called to service, and will be deployed for the next year. We wish him a safe uneventful deployment, and thank him for his service. We are hoping to have a “winter” seasonal position or LTE position to support the remaining 3 full-time staff during Ryan’s absence.

HANGING BASKETS:

Renewal letters have been sent for participants of the Hanging Basket Program. Staff removed the baskets following Labor Day, and have taken them to Hanson’s in preparation for next year.

CEMETERIES: Crews have continued to work to maintain the 3 City of Antigo cemeteries, and coordinate space sales and burials. Burials take place year-round.

SHELTERS & FACILITIES:

- **SHELTERS:** Shelters opened May 1 and close September 2. We accept reservations at the Warming House year-round.
 - **REVENUES TO DATE 2025:** \$13,186
 - **SINGLE TRACK TRAIL:** Enjoy just under 4 miles of trail at N1985 Dump Road. You can enjoy Fat-Tire Biking and hiking. Trail volunteers Mike Heiny and John Ebel have worked diligently all year to ensure the trail is in excellent condition. Some sections of trail have trees down that streets and parks are working to remove. We received a donation for the Single Track Trail, and will be purchasing leaf blowers for volunteers to use to keep the trail clear of leaves.
 - **DOG PARK:** Get out and let your dog run at the free off-leash 17-acre dog park; open year-round.
 - **DISC GOLF:** Enjoy 18-holes year-round. Disc Golf volunteers work with our crews to ensure that the course is picked up and maintained; we greatly appreciate the support Disc Golf has provided. Following disc golf tournaments hosted by HookUp Disc Golf, HookUp provides the Park & Recreation Department with a donation for continued course maintenance and improvements. The Street Department has developed additional parking for users off Byrne.
 - **BALL FIELDS:** The High School did an amazing job prepping and maintaining the fields at Senior League, Lake Park, and Al Remington Little League. This was a new operational procedure this year, and it allowed our staff to work on the many other tasks that are required of them in the spring. We will be working with the other leagues, and teams in 2026 to adopt a similar operational procedure, and we’ll be incorporating robot mowers. These modifications to operating procedures will leverage staff time and productivity.
 - **CAMPGROUNDS:** The campground officially opened May 1 and closes October 1.
 - **REVENUES TO DATE 2025:** \$37,679
 - **ROTARY BICYLCE PARK AND PUMP TRACK:** We will work with volunteers to continue to improve the course.
 - **JAMES & MARY DRAEGER FAMILY SPLASH PAD:** The James & Mary Draeger Family Splash Pad **season dates are Memorial Day Weekend (May 23) – Labor Day weekends.**
 - **OPTIMST SKATE PARK:** New features were installed in mid-June.
- **RENTAL TRAILER WITH 12 TABLES & 72 CHAIRS:** Bookings have been routine, and frequent.

RECREATION (registrations as of 9/29/2025):

- T-ball: 59 registered participants
- Coach Pitch: 62 registered participants
- Pitching Machine: 38 registered participants
- Soccer: 206 registered participants
- Flag Football: 166 registered participants

REVENUES TO DATE: \$17,916

VOLUNTEERS: Volunteers make our programs and events possible. Additionally, they also help us enhance and maintain our parks and trails.

- Thank you to the volunteers that collected trash along the trail and in the parks.
- Thank you to all our coaches
- Thank you to NTC volunteers for picking up veteran flags in Elmwood Cemetery
- Thank you to Boys & Girls Club of the Northwoods for picking up veteran flags in Antigo Cemetery
- Thank you to Cub Scout Troop 643 for placing veteran flags in Elmwood Cemetery, and collecting trash along the Springbrook Trail, and adjacent parks.
- Thank you to Mission Antigo Volunteers who coordinate Springbrook Clean-up, and assist with Arbor Day.
- Thank you to Antigo Garden Club's Sharon Gibson, which maintains planting areas at City Park West
- Thank you to Volunteers maintaining our single track trail system; lead volunteers Mike Heiny and John Ebel
- Thank you to Disc Golf Volunteers for their efforts to maintain and improve the course; lead volunteers HookUp Disc Golf

PROJECTES:

- **Al Remington Little League Parking Lot and Development** : Completed
- **Lakeside Park Development** Completed
- **Peaceful Valley Festival Grounds Canopy:** Project completion will occur in 2025
- **City Park East Restroom & Shelter Improvements** Crews completed the upgrades which included new exterior doors, new restroom partitions and paint prior to opening on May 1.
- **Optimist Skate Park:** New features were installed the week of June 16.
- **6th Avenue and Field Street Boulevards:** Contractors completed the concrete, and crews have completed installation of all the tree grates except 2.
- **Ice Age Trail Partnership & Collaboration** We will be working with IATA to complete an additional trail segment.
- **Woodchips** Crews placed new woodchips at the following parks: Mendlik, Third Ward, City Park East and Saratoga. New woodchips will also be placed on Duffek Island, and Rockin' Robin Playground (AKA Castle Park).







Parks, Cemeteries, and Recreation
City of Antigo
700 Edison St.
Antigo, WI 54409

Date: October 13, 2025
To: Park, Cemetery and Recreation Commission
From: Sarah Repp, Parks, Recreation & Cemetery Director
Subject: Recognize and Accept Donation from Antigo Fillies for Al Remington Little League Speaker System

The Antigo Fillies used funds raised by their organization to upgrade the speaker system at Al Remington Little League.

Fiscal Impact:

Recommendation: Recommendation to acknowledge and approve Antigo Fillies donation of upgrading the speaker system at Al Remington Little League.

Attachments:

None



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Date: October 13, 2025
To: Park, Cemetery and Recreation Commission
From: Sarah Repp, Parks, Recreation & Cemetery Director
Subject: Apply a Late Registration Fee of \$20.00 Following the Close of Registrations for City of Antigo Recreation Programs

Registrations for spring, summer, and fall programming open January 1 each year. We have noticed a trend of last minute registrations (sometimes even after the programs have started). We try to place all interested participants, but last minute registrations does result in additional administrative work, and time.

I am recommending a late registration fee of \$20 for anyone registering following the "close" of registrations.

Fiscal Impact: Unknown.

Recommendation: I am recommending a late registration fee of \$20 for anyone registering following the "close" of registrations.

Attachments:
None



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City of Antigo
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Date: October 13, 2025
To: Park, Cemetery and Recreation Commission
From: Sarah Repp, Parks, Recreation & Cemetery Director
Subject: Request To Place Mental Health Signs in Parks

Ian Resch, with the Langlade County Health Department reached out to request the placement of Mental Health Signs in various locations along the Springbrook Trail. Attached are proposed locations, and an example of an image of what the signs will look like. They are requesting that the signs remain up for a year, and they would be responsible for installation, removal and maintenance.

I am proposing that the signs be placed at our kiosk areas located at the dead end of Virginia and Byrne Street. These locations are designated locations for community information, and park and recreation notices and information. Placement in these designated areas also keeps our trails and parks uncluttered with various signs and notifications.

Fiscal Impact:

Recommendation: I am proposing that the signs be placed at our kiosk areas located at the dead end of Virginia and Byrne Street. These locations are designated locations for community information, and park and recreation notices and information. Placement in these designated areas also keeps our trails and parks uncluttered with various signs and notifications.

Attachments:

1. 1
2. 2



3rd Ave

3rd Ave

3rd Ave

3rd Ave

3rd Ave

Lake Park field

Senior League Park

Antigo
Lake Park

 **MENTAL HEALTH TIP**

Ask for Help

"To anyone out there who's hurting — it's not a sign of weakness to ask for help. It's a sign of strength."
— Barack Obama

Text or Call 988 to reach the Suicide & Crisis Line