



## City of Antigo

### Park, Cemetery and Recreation Commission Meeting

**Council Chambers  
City Hall, 700 Edison Street**

**Monday, December 8, 2025  
5:30 PM**

#### **Call to Order**

#### **Approval of Minutes**

1. Approve Minutes from the October 13, 2025 Meeting

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

2. Approving Most Advantageous Bid for Storm Damaged Trees
3. Approving Most Advantageous Bid for a Three-Year Contract for Tree Removals, Prunings, and Assessments
4. Approving Seasonal Lake Park Concession Fee for Antigo Dugout Club

#### **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 the 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 Mailed: December 4, 2025**

**Tim Kassis**

**City of Antigo**  
**Park, Cemetery and Recreation Commission**  
**Monday, October 13, 2025**

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

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Tim Kassis	Ward 3	Present	
Glenn Bugni	Ward 7	Remote	
Barb Rebstock	Ward 1	Present	
Lynne Henricks	Member	Absent	
Dawn Banczak	Member	Present	
Tyler Schwarz	Member	Absent	
Jason Brettingen	Member	Absent	

Others in attendance were: Sarah Repp, Parks, Recreation, and Cemetery Director and Shannon Smith, Administrative/Clerical Assistant.

**Approval of Minutes**

1. Approve Minutes from the April 14, 2025 Meeting

Motion to Approve Minutes from the April 14, 2025 Meeting

<b>Result:</b>	<b>Carried (4 to 0) Approve Minutes from the April 14, 2025 Meeting</b>
<b>Mover:</b>	Glenn Bugni
<b>Second:</b>	Barb Rebstock
<b>Ayes:</b>	Tim Kassis, Barb Rebstock, Glenn Bugni, Dawn Banczak
<b>Nays:</b>	None

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

2. Park, Recreation and Cemetery Updates for 2025 Spring, Summer, Fall

Sarah Repp, Parks, Recreation, and Cemetery Director, went over the update report provided in the agenda packet. She stated the hanging basket program was successful, noting this is the first year the City has been in charge of the entire hanging basket program. She highlighted that Austin Helms was responsible for watering the flower baskets and did a great job. Ms. Repp stated they raised approximately \$9,000 to \$10,000 to help offset the cost of running the program. She noted they just sent the letters out for funding and have approximately \$1,600.

Ms. Repp noted everything is on track and highlighted pictures in the packet for the two big projects that were completed this last year, Lakeside Park and Al Remington Little League trail and trail head.

Aldersperson Kassis questioned what is happening with the proposed park on the corner of Dorr Street and Fifth Avenue. Ms. Repp noted that it had been approved by Council if funding and time is available. Aldersperson Kassis questioned what the concept for the park was and Ms. Repp showed the model of the possible concept. She noted they looked at having metal panels

with designs cut into them, an area for port a potties, either grass or turf and the possibility of a serenity walkway, noting it has been requested in park planning meetings. Ms. Repp noted most of the work for the park can be done in house. Upon inquiry from Ms. Banczak, Ms. Repp stated the park would take up all the footprint of that parcel and noted they would work with the Street Department to ensure the park does not impede on snow removal.

Alderson Kassis would like to have this project on this committee's agenda. Alderson Kassis questioned the funding of the park and Ms. Repp noted a lot work being completed in house, possible donations and she is checking to see if the Vibrant Spaces grant will be available again. Alderson Kassis questioned the timeline of completion for the project. Ms. Repp stated because it would be in-house work she would just need to coordinate with the Street Department. Ms. Banczak suggested using the Memorial Program to help with the cost as well. Alderson Kassis would like the park on future agendas for updates. Ms. Repp noted that if the City does move forward with a D. Wayne Lukas memorial, Lisa Hayes will help with information gathering, contacting family and putting together a write-up for the paper.

Alderson Kassis questioned cemetery upkeep with fallen tombstones and Ms. Repp stated the tombstone is the responsibility of the family. She noted that similar to trees in risk of falling into the right of way, if the tombstone is a hazard, her department will have to step in and deal with them on a case-by-case basis. Ms. Repp noted the City is working with different groups on the upkeep of veteran and older tombstones.

**Result: Information Only**

3. Recognize and Accept Donation from Antigo Fillies for Al Remington Little League Speaker System

Upon inquiry from Alderson Kassis, Ms. Repp noted the speaker system and installation donation was approximately \$4,000-\$6,000.

Motion to Approve Recognizing and Accepting Donation from Antigo Fillies for Al Remington Little League Speaker System

<b>Result:</b>	<b>Carried (4 to 0) Approve to Recognize and Accept Donation from Antigo Fillies For Al Remington Little League Speaker System</b>
<b>Mover:</b>	Glenn Bugni
<b>Second:</b>	Dawn Banczak
<b>Ayes:</b>	Tim Kassis, Barb Rebstock, Glenn Bugni, Dawn Banczak
<b>Nays:</b>	None

4. Apply a Late Registration Fee of \$20.00 Following the Close of Registrations for City of Antigo Recreation Programs

Ms. Repp stated the City does not turn people away from City programming, noting a handful of people wait until the last minute. She noted it is difficult to get everything organized when people register last minute, stating they still accommodate, but it creates a lot of extra work. Ms. Repp would like to implement an additional fee after the close of registration to incentivize registering on time. She noted registration opens January 1st, noting other organizations have a hard time limit and will turn people away, restating she does not want to turn anyone away. Upon inquiry from Alderson Kassis, Ms. Repp stated most programming fees for residents is \$20.00 and non-residents are \$24.00-\$26.00. Ms. Banczak noted the fees are reasonable.

Ms. Repp stated she does not turn anyone away and noted the difficult process of adding a child to an activity last minute.

Aldersperson Rebstock is concerned a parent may not allow a child to participate in an activity if they are charged a late fee. Ms. Repp discussed how open the registration is and how advertised programs are through the schools and with the City Social Media.

Upon inquiry from Aldersperson Kassis, Ms. Repp stated that per program they have about 10 late registrations. Aldersperson Kassis questioned if \$20.00 would encourage people to register on time, to which Ms. Repp stated that she feels it would incentivize people to get registered on time. Ms. Repp noted she would rather have someone register their children then change their mind and receive a refund. Aldersperson Kassis noted he does not want children to miss out on activities but understands the additional workload of late registration.

Aldersperson Rebstock would like to reduce the fee to \$10.00 and Ms. Banczak agreed that there should be a late fee. Ms. Repp spoke about how she works to keep the cost low by offering one color shirts and having one style of hat for baseball.

Aldersperson Kassis noted he wants to see community participation in programs. Aldersperson Bugni stated \$10.00 seems reasonable.

Motion to Apply a Late Registration Fee of \$10.00 Following the Close of Registrations for City of Antigo Recreation Program

<b>Result:</b>	<b>Carried (4 to 0) Approve to Apply a Late Registration Fee of \$10.00 Following the Close of Registrations for City of Antigo Recreation Programs</b>
<b>Mover:</b>	Barb Rebstock
<b>Secunder:</b>	Glenn Bugni
<b>Ayes:</b>	Tim Kassis, Barb Rebstock, Glenn Bugni, Dawn Banczak
<b>Nays:</b>	None

5. Request To Place Mental Health Signs in Parks

Ms. Repp stated Ian Resch from the Langlade County Health Department, reached out asking to put mental health signs in different locations. She suggested the signs go in the kiosk areas, noting the parks and trails are experiencing a lot of vandalism issues.

Upon inquiry from Aldersperson Kassis, Ms. Repp stated the Health Department will pay for the signs and put them up. Aldersperson Rebstock suggested the dog park kiosk for a sign as well. Ms. Repp stated signage requests usually correlate with events being held in City parks or facilities. Aldersperson Kassis questioned if Ms. Repp gets a lot of requests for signs. Ms. Repp noted she gets some and explained that events like the Tater Trot put their signs up before the event, then remove them after.

Aldersperson Kassis clarified the request is for the signs to be up for one year. Ms. Repp confirmed one year and showed the example sign in the packet. Aldersperson Rebstock noted the lack of cost to the City and stated it may provide help for a resident.

Ms. Repp did explain to Mr. Resch from the Health Department that the City would not be responsible for replacing the signs if they were damaged. Upon inquiry from Alderperson Rebstock, Ms. Repp noted there are not a lot of signs up currently and noted signs are removed when the events are over.

**Motion to Approve Placing Mental Health Signs in Parks**

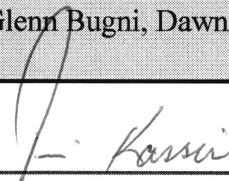
<b>Result:</b>	<b>Carried (4 to 0) Approve to Approve Placing Mental Health Signs in Parks</b>
<b>Mover:</b>	Glenn Bugni
<b>Second:</b>	Barb Rebstock
<b>Ayes:</b>	Tim Kassis, Barb Rebstock, Glenn Bugni, Dawn Banczak
<b>Nays:</b>	None

**Any Other Matters Authorized by Law to be Considered**

**Adjournment**

**Motion to Adjourn at 6:00 PM**

<b>Result:</b>	<b>Carried (4 to 0) Adjourn at 6:00 PM</b>
<b>Mover:</b>	Barb Rebstock
<b>Second:</b>	Glenn Bugni
<b>Ayes:</b>	Tim Kassis, Barb Rebstock, Glenn Bugni, Dawn Banczak
<b>Nays:</b>	None

  
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Tim Kassis, Chairperson

11-12-25  
\_\_\_\_\_  
Date



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

**Date:** December 8, 2025  
**To:** Park, Cemetery and Recreation Commission  
**From:** Sarah Repp, Parks, Recreation & Cemetery Director  
**Subject:** Approving Most Advantageous Bid for Storm Damaged Trees

Bid tabulation will be available at the Commission meeting

**Fiscal Impact:**

**Recommendation:**

**Attachments:**

None



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**Date:** December 8, 2025  
**To:** Park, Cemetery and Recreation Commission  
**From:**  
**Subject:** Approving Most Advantageous Bid for a Three-Year Contract for Tree Removals, Prunings, and Assessments

Bid tabulation will be available at the Commission Meeting

**Fiscal Impact:**

**Recommendation:**

**Attachments:**

None



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**Date:** December 8, 2025  
**To:** Park, Cemetery and Recreation Commission  
**From:** Sarah Repp, Parks, Recreation & Cemetery Director  
**Subject:** Approving Seasonal Lake Park Concession Fee for Antigo Dugout Club

Antigo Dugout Club, which supports various youth baseball programs in the community, reached out to see about the possibility of reserving Lake Park Concession for their use during the upcoming season.

Lake Park Concession is available to the public for reservations at a rate of \$60 for a resident and \$90 for a non-resident.

A report was run that showed a look-back over the past 5 years for reservations during their season dates, and on average the revenues generated by reservations were \$265 during that timeframe.

Assessing a daily reservation fee to the club would be cost prohibitive, so I am proposing if Antigo Dugout Club wishes to use Lake Park Concession for their season that a \$265 fee be assessed for use of the facility, which off-sets revenues not being generated by public reservations. Once Antigo Dugout's season is completed Lake Park Concession will again be available to the public for reservations.

Lake Park Concession is one of our underutilized facilities/shelters, and I feel this would be a great use of the facility. We will still have 8 other shelters available for reservations during the Antigo Dugout Club season.

**Fiscal Impact:** None

**Recommendation:** Allow Antigo Dugout Club to utilize Lake Park Concession for their baseball season for a rate of \$265.

**Attachments:**

None