

**CITY OF ANTIGO  
PARKS, CEMETERIES, AND RECREATION COMMISSION  
MINUTES OF MEETING HELD  
JANUARY 11, 2016**

Members Present: Alderpersons Kassis, D. Bauknecht and Bugni, Heather McCann (arriving at 5:31pm), Zach Brown, Sam Hardin and Denise Wendt

Members Absent: None

Others Present: Sarah Repp, Park, Recreation and Cemetery Supervisor; Mark Desotell; Director of Administrative Services; and Jaime Horswill, Utility/Clerical Assistant.

This meeting of the Parks, Cemeteries, and Recreation Commission was called to order by Alderperson Kassis, on the above date at 5:30 pm in the Multi-Purpose Room, City Hall. Jaime Horswill, Utility/Clerical Assistant recorded the minutes thereof.

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**1. Minutes from the December 14, 2015 Meeting**

Bugni moved, Hardin seconded, to approve the minutes from the December 14, 2015 meeting as previously distributed. Carried 6-0, Absent 1.

**APPROVED**

**2. Recommendation to Antigo Common Council to Allow the Park, Cemetery and Recreation Commission the Authority to Award the Most Advantageous Bid for the City of Antigo for the Peaceful Valley Pavilion at the February Park, Cemetery and Recreation Commission Meeting**

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a memo advising that the City of Antigo has advertised bids for the Peaceful Valley Park Pavilion Project. To allow the City of Antigo the ability to award bids in a timely manner, that is most advantageous to the City of Antigo, the Park, Cemetery and Recreation Commission would award the bids at the February Commission meeting with approval from the Antigo Common Council.

Ms. Repp advised that this will allow the process to move up almost three weeks so that the project can be awarded in a timely manner. This will also allow the project to start as soon as possible.

Upon inquiry by Alderperson Kassis, Ms. Repp indicated that the bids are due February 16, 2016. The February Commission meeting date will be moved to accommodate the bids.

Alderperson Bugni questioned the time crunch to which Ms. Repp indicated that once you start getting into March and the spring months it seems like everything tightens up. Mark Desotell, Director of Administrative Services, indicated that contractors have to order materials as well.

Sam Hardin suggested notifying all Council members of the meeting date so that if they would like to attend, they could.

Upon inquiry by Alderperson Bugni, Ms. Repp indicated that the criteria for this project is two references from projects of similar size and scope and cost. There are options within the bids, which will allow for elimination of items but still allow for function and aesthetics. Some of the deduction items could be done at a later date or possibly in-house as cost saving measures.

Upon inquiry by Alderperson Bugni, Ms. Repp advised that the City cannot give preference to local contractors.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that she does not believe any bids have been submitted so far, however, the advertisement for bids was just recently in the paper.

Alderperson Bugni noted his concerns with the process, to which Ms. Repp referred specific questions to the Clerk-Treasurer for clarification. Ms. Repp explained that typically if a project is budgeted for, this commission can approve it. This project is a little different because we were waiting on the grant. Not all of the funds were specifically earmarked for this project, which now requires Council approval. If everything would have been known ahead of time and budgeted, it would have stayed within this Commission.

Upon inquiry by Alderperson Kassis, Ms. Repp indicated that the plans have been approved and everything has been taken care of up to this point.

Hardin moved, Wendt seconded, to recommend to the Antigo Common Council to allow the Park, Cemetery and Recreation Commission the authority to award the most advantageous bid for the City of Antigo for the Peaceful Valley Pavilion at the February Park, Cemetery and Recreation Commission meeting. Carried 7-0.

## **RESOLUTION TO COUNCIL**

### **3. Recommendation for the Park, Recreation and Cemetery Supervisor to Have Permission to Approve 2016 Shelter and/or Facility Reservation Requests for Annual Recurring Events and Programs**

Ms. Repp provided a memo with a list of events, picnics, walks or runs that utilize one of the shelters and/or facilities within the park system. Ms. Repp is requesting permission to approve the list of shelter and/or facility waiver requests for 2016.

Ms. Repp's memo noted that this procedure was tried for the first time last year, in 2015, and created a streamlined and efficient process for waiving requested and approved shelter reservations (event and street use permit waivers will be handled by the Clerk-Treasurer).

Ms. Repp's memo further advised that the listed events are annual community events that meet some or all of the following criteria. New waiver requests not included in the list would require Park, Cemetery and Recreation Commission's approval.

- The event is open to the public at no charge and offers either an educational experience for attendees or a remembrance or memorialization for those within our community.
- The picnic or event recognizes volunteers that have participated in a community service project.
- The organization or group is not creating a profit from the event. If funds are raised during the event they are invested back into our community and used for various community projects, events, programs or local organizations.

Bugni moved, McCann seconded, to grant permission to the Park, Recreation and Cemetery Supervisor to approve the 2016 shelter and/or facility reservation requests for annual recurring events and programs as presented. Carried 7-0.

## **RESOLUTION TO COUNCIL**

**4. February Park, Cemetery and Recreation Commission Meeting Date Change to Monday, February 22, 2016 at 5:30 pm**

Alderson Kassis is requesting to change the date to Tuesday, February 23, 2016 at 5:30 pm as he may be out of the country.

Heather McCann may not be available on February 23<sup>rd</sup>, however there should be a quorum as no other commission member appeared to have a problem with the date change.

Kassis moved, Bugni seconded, to approve changing the February Park, Cemetery and Recreation Commission meeting date to Tuesday, February 23, 2016 at 5:30 pm. Carried 7-0.

**APPROVED**

**5. Any Other Matters Authorized by Law to be Discussed**

Ms. Repp reported that one of the Park and Recreation employees, Tom Falk, has retired as of January 4, 2016 after 28 years of service.

**INFORMATION ONLY**

Denise Wendt questioned the meeting time of 5:30 pm. She would like the meetings to be at 4:30 pm or 5:00 pm.

Alderson Kassis noted that he would like to leave the time where it is at. All of the other City meetings are at 6:00 pm.

Ms. Wendt noted that she gets done with work at 4:30 pm.

Upon inquiry by Ms. Wendt, Ms. Repp advised that the meetings were at 6:00 pm and moved to 5:30 pm for the summer months and ended up staying at this time.

Alderson Kassis noted that he could possibly make meetings at 5:00 pm.

Alderson Bugni advised that the Historical Society meets on Mondays at 4:00 pm and may interfere with this meeting.

Ms. Wendt advised that this is just a suggestion and she is fine with the meeting staying at 5:30 pm.

**INFORMATION ONLY**

Upon inquiry by Alderson Kassis, Ms. Repp indicated that the department is working on the ice skating rinks.

Ms. Repp indicated that the bridge is almost complete. Ms. Repp met with the Department of Natural Resources regarding fish habitat and will be bringing this item to the February meeting.

Ms. Repp indicated that open skate took in 177 pounds of canned goods for the local food pantry.

Ms. Repp advised that the department is getting ready for Winter Wellness Day and scheduling spring and summer programs.

Ms. Repp further noted that the department is working on snow removal and getting machinery ready for spring and there will be a new employee to train in the near future.

Ms. Repp added that tree removal will be occurring soon with help from the Street Department. The focus is the ash trees. She will be updating the inventory and she noted the current inventory has been prioritized for removal.

**INFORMATION ONLY**

Mr. Desotell advised that Ms. Repp had an excellent article in the paper between Christmas and New Year's summarizing efforts of Park and Recreation. He suggests the committee read the article.

Members of the commission applauded and noted Ms. Repp's efforts.

**INFORMATION ONLY**

**6. Adjournment**

Bugni moved, Hardin seconded, to adjourn the meeting at 5:47 p.m. Carried 7-0.

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Tim Kassis, Chairperson

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Date