

**CITY OF ANTIGO  
PARKS, CEMETERY, AND RECREATION COMMISSION  
MINUTES OF MEETING HELD  
MARCH 14, 2016**

Members Present: Alderpersons Kassis and D. Bauknecht, Zach Brown, Sam Hardin and Denise Wendt

Members Absent: Heather McCann

Others Present: Sarah Repp, Park, Recreation and Cemetery Supervisor; and Jaime Horswill, Utility/Clerical Assistant.

This meeting of the Parks, Cemetery, and Recreation Commission was called to order by Alderperson Kassis, on the above date at 5:33 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 February 23, 2016 Meeting**

Bugni moved, D. Bauknecht seconded, to approve the minutes from the February 23, 2016 meeting as previously distributed. Carried 6-0, Absent 1.

**APPROVED**

**2. Recommendation to approve Ruekert Mielke and their subcontractor to complete a public tree inventory and update GIS accordingly**

Sarah Repp, Park, Cemetery and Recreation Supervisor, provided a memo noting the City of Antigo has received an urban forestry grant from the Wisconsin Department of Natural Resources for 2016. The grant is a 50% match. One component of the grant is to update the tree inventory, which was last done in 2004. The inventory will assist staff with management and prioritization of pruning, removal, and planting.

Ms. Repp's memo further added that Ruekert Mielke currently manages the City's GIS mapping program and has begun implementing the tree inventory data on the existing GIS map. The tree inventory will integrate with the current GIS mapping software, and it will be similar to the existing cemetery and sign program that is managed by the city. Because multiple departments utilize the software and are already familiar with the program it is beneficial for the city to continue to work with Ruekert Mielke and enhance the existing mapping components. She is requesting approval to waive the bidding process, so she can work with Ruekert Mielke and their subcontractor to complete the inventory for a total cost of approximately \$19,000.

Ms. Repp advised that the newest tree inventory was completed in 2004. All inventory will then be done in real time. This will also fix the map so that the trees are where they are supposed to be and not pictured in the street.

Upon inquiry by Denise Wendt, Ms. Repp noted that the trees will be those public trees in the parks, cemeteries and boulevards.

Ms. Repp indicated that this amount is beyond the \$6,000 amount, so the bidding process will need to be waived.

Upon inquiry by Alderperson Kassis, Ms. Repp explained that this will put a value on each tree as well. This will be an asset when dealing with the public who want to take down healthy trees.

Bugni moved, Kassis seconded, to approve Ruckert Mielke and their subcontractor to complete a public tree inventory and update GIS accordingly and waive the bidding process. Carried 6-0, Absent 1.

## **RESOLUTION TO COUNCIL**

### **3. Collaborating with Aging and Disability Resource Center (ADRC) to offer exercise programming specific to seniors**

Ms. Repp provided a memo noting that the ADRC is interested in collaborating with the City of Antigo Park and Recreation Department to grow and assist with management of their senior programs and activities. At this time there are no specific details, but Ms. Repp believes it would be beneficial to work the ADRC to promote, register, and assist with coordination of their programming. They currently offer a Strong Bones and Arthritis Foundation Class.

Ms. Repp noted that with the success of Pickleball, Tennis League, and recent conversations about a Senior Center, it is a good opportunity to bring discussion on how the Park and Recreation Department can incorporate and promote additional programming for seniors.

Ms. Repp will bring back more information once it is available.

Ms. Repp noted that the City programming deals mostly with youth and this gives the opportunity for seniors to be involved as well. This will be another way to engage the community.

## **INFORMATION ONLY**

### **4. Accept donation from Gridiron Club to reduce Flag Football Fees for 2016 Participants**

Ms. Repp provided a memo noting that the Dave Brandt League has merged with Flag Football to create a non-tackle program for 4k-6 grade. The Brandt league has always felt passionate about offering a free program to participants. They would like to continue to support youth football for the community and provide funding to reduce program fees. The current programs fees are \$13 per resident and \$26 per non-resident.

Ms. Repp advised that one option presented would be for Brandt League to reduce these fees to \$5 per resident and \$10 per non-resident. They believe they could support this fee reduction program for the next 2-3 years.

Ms. Repp noted the second option would be to eliminate the non-resident fee and all participants would pay \$13 for the program. This promotes a strong sense of community with a positive unified message; promotion of healthy activity and program participation for all of Langlade County.

Ms. Repp concluded her memo by advising that she is grateful that the Gridiron Club and Brandt League want to continue to promote youth programs and flag football within our community.

Ms. Repp believes that people feel the most financial burden when there are city versus non-city fees. Paying \$26 per child can get expensive when you have multiple children.

Upon inquiry by Samuel Hardin, Ms. Repp indicated that with the \$5/\$10 fee reduction program for the next 2-3 years for approximately \$2,000.

Upon inquiry by Alderperson Kassis, Ms. Repp explained that the City will still receive the \$13/\$26 revenues, but the Dave Brandt League would offset the difference.

Ms. Repp will be speaking with Tim Brandt over the next few days, but the committee needs to decide if the donation will be accepted. The decision will be Gridiron Club's on how to arrange the fee schedule.

This recreation opportunity is growing. There were 171 kids in the program last year (96 residents/75 non-residents). This year Ms. Repp will be incorporating another age group.

Kassis moved, Wendt seconded, to accept a donation from the Gridiron Club to reduce flag football fees for participants. Carried 6-0, Absent 1.

## **RESOLUTION TO COUNCIL**

### **5. Request to waive facility use fee for youth softball tournament**

Antigo Fillies Fastpitch submitted a Waiver Request Application Form requesting waiver of the shelter/reservation fee for Lake Park Concession, Saratoga and Little League Concessions for their softball tournament to be held July 8, 2016 – July 10, 2016.

The tournament is looking to host eight teams (at three age levels) benefitting numerous businesses within the City of Antigo.

Ms. Repp indicated that this is a new request this year. It will be a nice addition.

Hardin moved, Bugni seconded, to waive the facility use fees for youth softball tournament as presented. Carried 6-0, Absent 1.

## **APPROVED**

### **6. Request to waive facility use fees for Langlade County Salvation Army Rummage Sale**

The Salvation Army of Langlade County submitted a Waiver Request Application Form requesting waiver of the shelter/reservation fee for Hudson Street shelter for a rummage sale to be held June 4, 2016 during the city wide rummage sale.

The rummage sale asks for freewill donations to benefit the Langlade County Salvation Army. All funds raised are a part of the Salvation Army funds used in Langlade County. All items left over will be donated to C.A.R. in Antigo.

Kassis moved, Hardin seconded, to waive the facility use fees for Langlade County Salvation Army Rummage Sale as presented. Carried 6-0, Absent 1.

## **APPROVED**

### **7. Request to provide a letter of support for a shelter/trailhead facility in Langlade County near Elcho**

Ms. Repp presented a sample letter on behalf of the Elcho Board of Education, students, and staff of the Elcho School District, they are excited to support the Elcho Ski Club's project to build a new Chalet at the Moccasin ski trail.

An opportunity such as this would certainly benefit the students of the school district, not only as the Technology Education Construction Class helping construct such a project, but also all other students being allowed to share in such an opportunity. They feel as though

this project would serve as an asset to many school groups since it is in close proximity of the district. Hopefully, physical education classes could possibly use this for lifelong experiences such as skiing, snowshoeing, mountain biking, science and biology classes, etc. The possibilities are endless!

The sample letter concluded by saying they fully support the efforts of the Elcho Ski Club's new project of build community relationships with the district. We need to remember that, "Together we can make a difference."

The Ski Club is requesting a letter of support from the City of Antigo for a shelter/trailhead facility near Elcho.

Upon inquiry by Alderperson Kassis, Ms. Repp explained that our community as a whole is working together to provide numerous recreational activities. The city wide bike route was given a hand by the entire county.

Ms. Repp indicated that some of the reason Antigo is successful with outdoor activities is because of all of the different activities that the county can provide as a whole. Promoting each other only helps the greater community.

Denise Wendt noted that Tom Lazares from Jack Lake has been a huge help with the disc golf program.

Ms. Repp noted that this is a show of goodwill and we should be supporting each other.

Kassis moved, Brown seconded, to approve the request to provide a letter of support for a shelter/trailhead facility in Langlade County near Elcho as presented. Carried 6-0, Absent 1.

## **RESOLUTION TO COUNCIL**

### **8. Spring and Summer Program and Marketing Update**

Ms. Repp provided the committee with the department's activity guide. She further noted that the guide was printed in the newspaper, shoppers guide and will be distributed through the schools along with the summer school information.

Ms. Repp advised that this is a collaborative effort with numerous community organizations.

Ms. Repp noted that more information is available on the website. These events are also listed on the community calendar.

Ms. Repp is working collaboratively on a community website. She will have more information available at the next meeting.

## **INFORMATION ONLY**

### **9. Any Other Matters Authorized by Law to be Discussed**

Denise Wendt questioned the possibility of the City having the option for a reduced rate for numerous children with regard to recreation activities.

Ms. Repp advised that she would like to speak with other groups that are trying to promote recreational activity within the community to help reduce program costs.

## **INFORMATION ONLY**

Upon inquiry by Alderperson Kassis, Ms. Repp explained the process with the contract for Tradewell for the new pavilion. She is hoping to get the footings in before the materials are ordered.

**INFORMATION ONLY**

**10. Adjournment**

Bugni moved, D. Bauknecht seconded, to adjourn the meeting at 6:00 p.m. Carried 6-0, Absent 1.

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Tim Kassis, Chairperson

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Date