

**CITY OF ANTIGO
PARKS, CEMETERY, AND RECREATION COMMISSION
MINUTES OF MEETING HELD
MAY 9, 2016**

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

Members Absent: Heather McCann

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, 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.

1. Minutes from the March 14, 2016 Meeting

Bugni moved, D. Bauknecht seconded, to approve the minutes from the March 14, 2016 meeting as previously distributed. Carried 6-0, Absent 1.

APPROVED

2. Request to Approve Most Advantageous Bid for Floating Dock at Remington Lake

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a memo advising that there were two bids submitted to replace the floating dock at Remington Lake.

Dvorak's Docks	Total Bid \$17,149
JMH Marine	Total Bid \$20,424

Upon inquiry by Alderperson Kassis, Ms. Repp indicated that she feels comfortable with the bid from Dvorak's Docks.

Upon inquiry by Sam Hardin, Ms. Repp indicated that the bid does include all three of the alternatives which were-

- Alternate 1: Labor cost to install the dock at Remington Lake
- Alternate 2: Labor cost to remove existing dock at Remington Lake
- Alternate 3: Cost of trade-in for existing dock at Remington Lake

Upon inquiry by Alderperson Bugni, Ms. Repp indicated that the \$150 bid with Alternate 3 is money taken off the bid with the trade-in.

Bugni moved, Hardin seconded, to approve the bid from Dvorak's Docks in the amount of \$17,149 for the floating dock at Remington Lake as presented. Carried 6-0, Absent 1.

APPROVED

3. Request to Update the Campground Fee Schedule to Include Off-Season Camping Rates and Camping Sites with Sewer and Water, but No Electric

Ms. Repp provided a memo indicating that the off season rates would be half of the stated rate because the City is unable to offer water or restroom/shower facilities once the water lines have been winterized.

Campers would still be able to have electric, Wi-Fi, and dump station access during the off season.

Ms. Repp's memo concluded by noting sites with limited amenities (i.e. no electric, and/or no water, and/or no sewer on site would be half the full hook-up rate as well.

CURRENT CAMPGROUND FEES

Padded RV Spaces (1-12; 30 amp electric; water and sewer)	\$20 per night
Padded RV Spaces (13; water and sewer – no electric)	\$10 per night
Overflow RV Sites (32-38; no sewer or electric)	\$10 per night
Designated Tent Spaces (14-20; electric)	\$10 per night
Non-Camper Dump Station Use	\$10 per use

Upon inquiry by Alderperson Kassis, Ms. Repp indicated that the off-season all depends when the water lines are winterized. They try to wait as long as possible before winterizing. Once this is completed, a notice is posted regarding limited services.

Ms. Repp indicated that she recently attended a campground training and this is widely practiced and within code.

Upon inquiry by Alderperson Kassis, Ms. Repp indicated that the campground area is plowed if being utilized.

Kassis moved, Bugni seconded, to approve the updated campground fee schedule to include off-season camping rates and camping sites with sewer and water, but no electric as presented. Carried 6-0, Absent 1.

RESOLUTION TO COUNCIL

4. Accept Donation from Antigo Rotary for Disc Golf Course Expansion Project

Ms. Repp provided a memo advising that Antigo Rotary has generously supported the City of Antigo Park and Recreation projects the last two years, and they will continue their support and generosity this upcoming year with a donation to expand the Disc Golf Course. Their donation will cover expenses for the additional nine baskets and tees. They will again provide assistance with actual construction of the project. The City is very grateful to Rotary for their continued support.

Ms. Repp advised that the department has received this grant the last two years with building of the bridges to continue the expansion of the walking trail. Ms. Repp provided a list of proposed projects and the club chose expansion of the disc golf course for approximately \$5,000. This commission approved the disc golf course project previously. The organization will provide a work party to come and work with the department for a day.

Bugni moved, Wendt seconded, to accept the donation from Antigo Rotary for the disc golf course expansion project as presented. Carried 6-0, Absent 1.

RESOLUTION TO COUNCIL

5. Request to Waive the Shelter and Facility Use Fee for a Memorial Bike Ride Event in Memory of Michelle Koss

Michelle Nuskiwicz provided a Waiver Request Application Form requesting waiver of the shelter and facility use fees for a memorial bike ride on June 4, 2016 at Peaceful Valley Warming House.

The ride will be a free, non-competitive, community bike ride in remembrance of Michelle Koss. There will be a police safety presentation, bike giveaways, fruit by Langlade Hospital, music, and event booths.

Hardin moved, Wendt seconded, to approve the waiver of the shelter and facility use fees for a memorial bike ride event in memory of Michelle Koss on June 4, 2016 as presented. Carried 6-0, Absent 1.

APPROVED

6. Request to Waive the Shelter Fee for Compassionate Friends – Antigo Chapter

Julie French provided a Waiver Request Application Form requesting waiver of the shelter and facility use fees for a picnic and balloon release on July 13, 2016 at Hudson Street Shelter.

The picnic/balloon release is for families who have lost a child; as a place to come together to honor the children that have been lost.

Bugni moved, Brown seconded, to approve the waiver of the shelter and facility use fees for a picnic and balloon release for Compassionate Friends – Antigo Chapter on July 13, 2016 as presented. Carried 6-0, Absent 1.

APPROVED

7. Request to Waive the Shelter Fee for Mission Antigo

Vicar David Shudy provided a Waiver Request Application Form requesting waiver of the shelter and facility use fees for a Mission Antigo Barbecue on June 18, 2016 at the Peaceful Valley Warming House.

The cook out is to celebrate the work and participants of Mission Antigo, which will just have been completed the previous week. Many churches and organizations are collaborating to improve both public and private property.

Upon inquiry by Alderperson Kassis, Mark Desotell, Director of Administrative Services, advised that Mission Antigo is a group of churches within our community that will work together for neighborhood beautification projects.

Upon inquiry by Sam Hardin, Ms. Repp advised that the City is working with the group only to help facilitate projects.

Hardin moved, Bugni seconded, to approve the waiver of the shelter and facility use fees for a barbecue for Mission Antigo on June 18, 2016 as presented. Carried 6-0, Absent 1.

APPROVED

8. Request to Waive Fees for Facility Use by Antigo Unified School District for School Picnics Which Occur During the Week Between the Hours of 7am – 3pm

Ms. Repp indicated that there is no paperwork for this request as she is requesting this agenda item. The schools let the City utilize their facilities and she would like to reciprocate. She does charge for use of the ball fields because it requires staffing and man power.

Ms. Repp indicated that the schools have their final end of the year picnics with their kids during the school days. If there were events with clubs, etc. they would request payment of facility use.

Upon inquiry by Alderperson Bugni, Ms. Repp indicated that this does not include private graduation parties. This is specifically for the schools to celebrate their end of year picnics or incentives which offer park time as rewards.

Upon inquiry by Denise Wendt, Ms. Repp indicated that this includes both public and private schools.

Ms. Repp indicated that All Saints school recently donated wood chips to be used in the park. She believes this is a good way to reciprocate.

Upon inquiry by Alderperson Kassis, Ms. Repp advised that this would include all country schools and schools within the county, such as Elcho and White Lake. The nice thing about this is that the department is aware of the high usage.

Upon inquiry by Denise Wendt, Ms. Repp noted that she will include this yearly on the waiver that the commission approves at the beginning of the year so that there is an opportunity to discuss this each year, if necessary.

Wendt moved, Brown seconded, to approve waiver of fees for facility use by Antigo Unified School District for school picnics which occur during the week between the hours of 7 am – 3 pm as presented. Carried 6-0, Absent 1.

APPROVED

9. Request to Waive the Shelter Fee for “Young Neighbors in Action”

Tracy Minish provided a Waiver Request Application form requesting waiver of the shelter and facility use fees for a recreation night on June 29, 2016 at Lake Park.

The recreation night is a half way point of the program where they gather to reflect in the weeks service projects. All the work/service is being completed in the community.

Ms. Repp indicated that this organization is similar to Mission Antigo. This organization is coordinated by the Catholic Parishes. The organizations bringing kids from all over the United States to work on projects within the community.

Mr. Desotell advised that Mission Antigo noted that anything they cannot complete, this organization is coming in later and will complete what was left.

Wendt moved, Bugni seconded, to approve waiver of the shelter fee for “Young Neighbors in Action” for a recreation night on June 29, 2016. Carried 6-0, Absent 1.

APPROVED

10. Update Regarding Aging and Disability Resource Center (ADRC) Exercise Programming Specific to Seniors

Ms. Repp provided a memo advising that she is currently in contact with Terry Brand and the Senior Center program coordinator to offer support and assistance for programs that the Senior Center will be offering. She is continuing to work with Jennifer Clark, with the Aging and Disability Resource Center, to continue with collaborative efforts for community programming for all ages.

Ms. Repp indicated that she does not want to duplicate services and wants the public to know of City programming and Aging and Disability Center programming as well. She wants to show the public that there is programming from young to old and everyone in between.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that she believes the programming is being offered on Langlade Road at the Health Services Center, where the Aging and Disability Center is located.

INFORMATION ONLY

11. Any Other Matters Authorized by Law to be Discussed

Ms. Repp is requesting the June meeting be held on June 6, 2106 as she has an item that needs Council approval. She will be requesting combining CIP funds to purchase a zero turn lawn mower.

Alderperson Kassis advised that he will not be able to attend, but Alderperson Bugni agreed to chair the meeting.

INFORMATION ONLY

Ms. Repp announced the Peaceful Valley Ground Breaking Ceremony Friday, May 13, 2016 at 9:00 am. All are welcome to attend!

INFORMATION ONLY

Upon inquiry by Alderperson Kassis, Ms. Repp indicated that the Springbrook clean-up went very well with approximately 42 volunteers. The majority of volunteers were kids as the event was held on a non-school day.

INFORMATION ONLY

Ms. Repp encouraged commission members to take a look at the green lawns. There are fewer dandelions as they were sprayed late last fall. She will be looking at including this service in future budgets. This decreases the amount of mowing to make shelters look good and decreases the amount of phone calls received from residents.

INFORMATION ONLY

Alderperson Bugni mentioned an article he saw recently on traumatic brain injury on playground equipment.

Upon inquiry by Alderperson Bugni, Ms. Repp indicated she did not read the article. It may be one of those things that people are now starting to track, or as budgets get cut surfacing may be cut or that children are not using the equipment as designed. There may be higher usage.

Upon inquiry by Alderperson Kassis, Ms. Repp indicated that there is signage that will be required, which the City is working on. The signage will show the age the equipment is intended for as well as cautioning the use of helmets on the equipment.

Upon inquiry by Alderperson Kassis, Ms. Repp explained that the newest park by Peaceful Valley has some signage.

INFORMATION ONLY

12. Adjournment

Wendt moved, Bugni seconded, to adjourn the meeting at 5:57 p.m. Carried 6-0, Absent 1.

Tim Kassis, Chairperson

Date