



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, January 08, 2018

CITY HALL, 700 EDISON STREET

5:30 PM

Call to Order

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

1. Approval of the Minutes from the December 11, 2018
2. Reallocation of CIP Funds for 2018 Equipment Purchases Without an Increase in Budget
3. Approval to Apply for Knowles Stewardship Grant for Trail Expansion from the West Rotary Bridge to the North
4. Park, Cemetery, and Recreation General Updates Including, Staffing, Cemeteries, Shelters, Events, Recreation Programs, Forestry, Winter Preparations, Grants & Bids.

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 Jaime Horswill, 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: January 04,2018

TIM KASSIS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: January 08, 2018
Re: Reallocation of CIP Funds for 2018 Equipment Purchases Without an Increase in Budget

Park, Cemetery & Recreation Department

Memo

To: Park, Cemetery and Recreation Commission
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: January 2018
Re: Reallocating CIP funds for 2018 equipment purchases without an increase in budget

I would like to request a reallocation of CIP funds within their function area to purchase equipment for 2018.

The request is due to sooner than anticipated equipment replacements.

The reallocations are listed below:

- Pickup - ½ ton with lift gate
 - Current budgeted amount: \$6,800.00
 - Requesting \$17,651.00 from Truck with Dumpbox (1 ton) - w/plow
 - Requesting \$8,000.00 from Compact Tractor with attachments
 - New budgeted amount: \$32,451.00
- Utility Vehicle

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- Current budgeted amount: \$8,698
 - Requesting \$5,000.00 from Zero Turn Mower
 - New budgeted amount: \$13,698.00

The reallocations will allow us to bid and purchase the following in 2018:

- 1, pick-up ½ ton
- Utility vehicle
- 3 mowers (combination of zero turn and garden tractor)

Additionally, we plan on trading 2 trucks and 2 mowers



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: January 08, 2018
Re: Approval to Apply for Knowles Stewardship Grant for Trail Expansion from the West Rotary Bridge to the North

Applications for the Knowles Stewardship Grant are due May 1, 2018. Grant funding is a 50/50 match.

We have successfully received funding for a number of park improvement projects using Knowles Stewardship funds in the past, and feel trail expansion to the north from the West Rotary Bridge would be a competitive grant application. Additionally, this trail connection will allow for a complete route to the north side of Antigo if awarded the TAP grant, which Mark Desotell is currently preparing for submission.

I am requesting approval from the Park, Cemetery and Recreation Commission to approve submission of a Knowles Stewardship Grant Application (due May 1) with the intent to provide the necessary matching funds to complete the project if awarded the grant.

Park, Cemetery & Recreation Department

Memo

To: City of Antigo Common Council
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: January 2018
Re: Park, Recreation and Cemetery Department General Updates

STAFFING: We are interviewing for 2 year-round part-time positions on Thursday, January 4, 2018. The positions will provide coverage on nights and weekends.

CEMETERIES: Burials as well as interment of cremated remains continue throughout the winter months. We ask for a minimum of 2 business day notice for any burials in the winter due to frost and snow cover. With the colder temperatures any monuments awaiting placement will be scheduled for spring.

Staff was busy over the holiday breaks with burials. They did an excellent job coordinating equipment and preparation work to accommodate the dates and times for the families.

SHELTERS: Peaceful Valley Warming House is now open daily from 8:00am – 8:30pm for those wishing to utilize the outdoor hockey and ice rinks.

EVENTS:

- **OPEN SKATES held in NOVEMBER, DECEMBER, JANUARY, and FEBRUARY:** Held during the winter months at the Fairgrounds Multi-Purpose Building. The Open Skates are held on no school days and are made possible through cooperation and coordination with AAYHA (Antigo Area Youth Hockey Association). The skates are free with the donation of a canned good, which are taken to the food pantry. We had a great turn-out for December during the holiday break. The next Open Skate is scheduled for Friday, January 19 from 11:30am – 1pm.
- **WINTER FUN & FAMILY WELLNESS DAY in conjunction with the ANNUAL BROOMBALL TOURNAMENT:** This event is scheduled for Sunday, February 11th in Peaceful Valley Park. The event is free and offers families an opportunity to participate in various winter activities, games, and sleigh rides. Teams can also participate in the broomball tournament, and Aspirus Langlade Hospital Occupational Health offers free food.

RECREATION PROGRAMS: Spring, Summer, and Fall 2018 recreation programs are now available for on-line registration. Interested coaches may also register and receive up to 2 registration fees waived.

- **Pickleball:** Fall, Winter, Spring Pickleball program has 19 registered participants and they have moved their playing location to Karl's Transport.
- **Winter Wonderland:** We had 21 registered participants in the Winter Wonderland Program located in Peaceful Valley Festival Grounds.
- **Registration for 2018 Summer Recreation Programs:** Anyone wishing to participate in Spring, Summer, Fall or Winter Recreation Programs will be able to register beginning January 1, 2018. Shelters and Campground spaces may be reserved up to 1 year in advance of the date.

Attachment: January_PRC_Memo (1925 : PRC General Update - January)

FORESTRY

- Erik Rantala, Forest Administrator, and I worked on 12 informational forestry articles (funded through an Urban Forestry Grant) that will be published (one/per month) in both the Antigo Daily Journal and the Antigo Times. I will post the articles on our website under the forestry page as well as our Park & Rec Facebook page.

The 12 articles will focus on the following:

- o Summary of City and County Forestry
- o Resources for Reference
- o Events & Activities
- o Invasive Plants
- o Memorial Trees
- o EAB
- o Ordinance
- o Benefits of Trees
- o Trees and Power Lines
- o Tree Planting
- o Tree Removals
- o Proper Tree Care & Pruning

WINTER PREPERATIONS

- Information regarding sidewalk snow removal for all public sidewalks was circulated in the water bills as well as advertisements in print and electronic media.
- There is good ice on the hockey rink, and crews will be placing the nets this week. The larger figure skating rink has also been getting layers of ice added and should be in great condition by next week.
- Crews began grooming the x-country ski trail located north of the paved section of Springbrook Trail and north of Virginia Street. We send weekly updates to Keri Beck and Angie Close at EDC and they update the weekly trail and ice rink reports.
- We tried to pack the snow on the Single Track Trail at the old landfill off of Dump Road, but the Gator was too wide. Fortunately, the trail has seen a fair amount of use from walkers and individuals snowshoeing, so it is in good condition if you want to get a couple mile hike in after work through beautiful landscape.

GRANTS AND BIDS

- I will be working with Mark, Charley, and Beth to complete a Knowles Stewardship Grant to expand the Springbrook Trail to the north from the West Rotary Bridge. This trail connection will be an important connector for the overall trail expansion plan and provide a connecting route for the proposed TAP Grant trail expansion.
- I will also be working on finalizing an updated 5 year comprehensive park plan as well as advertising for bids for various equipment and projects.