

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MEETING

COUNCIL CHAMBERS

Monday, January 13, 2025

CITY HALL, 700 EDISON STREET

5:30 PM

Call to Order

Minutes Approval

1. Approve Minutes from the August 12, 2024 Meeting

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

1. Approval To Provide Space and Burial for Hardship Case
2. Ball Field Maintenance Update
3. Campground Policy/Ordinance Update
4. 2024 Project Summaries
5. Park, Recreation & Cemetery End of Year & Monthly Updates

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 clerk treasure'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: January 08,2025

TIM KASSIS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: January 13, 2025
Re: Approval To Provide Space and Burial for Hardship Case

We have recently been made aware of a need for a space and burial for an individual that qualifies as a hardship. Elmwood Cemetery has a section that is dedicated for this purpose.

I am recommending permission to provide a space and burial in Elmwood Cemetery, so this individual can have a final place of rest.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: January 13, 2025
Re: Ball Field Maintenance Update

As our trails and parks continue to expand we evaluate operations, staffing, and potential volunteer opportunities throughout the year in order to maintain efficient and quality operations.

Spring is one of our busiest times of the year, and typically our seasonal staff has not started their employment, which means a heavy burden is placed on our 4 full-time staff.

Spring workloads include potential snow removal, seasonal equipment transitions, opening restrooms, shelters, campground, splash pad, removing the ice rink equipment, mowing, trimming, cemetery operations, and ball field preparations for high school softball and baseball. Often, unanticipated repairs accompany opening of the restrooms and shelters, which can result in multiple staff pulled off an assigned job task.

Historically, the Park, Recreation and Cemetery Department maintained and prepared the ball fields used by high school softball and baseball. The teams use Lake Park, Al Remington Little League, and Senior League.

In consideration of the spring work load and limited staffing, we have been in discussions with the Unified School District of Antigo regarding the responsibility of maintenance of the fields they use during their season.

Maintenance would include mowing the infields, dragging, and lining Lake Park, Al Remington Little League and Senior League during their season in lieu of paying the annual fee of \$1,900. When speaking with other communities that have public fields we determined this is a rather common model for maintenance and upkeep.

There are many variations, but this is a solution we felt was a good fit, and will allow our 4 full-time staff to prioritize other needs, maintenance, and assigned duties during the busy spring season. An increase to fees does not resolve the staffing issue.

Sec. 26-8. City campground.

(a) The city campground will be open May 1 to October 1, or as weather conditions allow, **or as staff determine campground availability.**

(b) Campsite per night:

(1) Full hook-up site \$25.00

~~(2) (2)~~ **Small camper/tent site (#14, 15, 16, 17) and** Antigo Lake RV Park overflow \$15.00

(3) ***Small camper/tent site (#14, 15, 16, 17) \$15**

~~(3)(4)~~ ***Tent site (#18, 19, 20) and *Saratoga Overflow Campground \$10.00**

~~(4)(5)~~ Campground dump station, per usage \$10.00

(6) **Additional tents must meet (c-9) criteria and are \$10.00 per night**

*** Small camper/tent sites, tent sites, and Saratoga Overflow will be considered rustic camping sites.**

(c) Antigo Campground general policies are as follows:

- (1) To claim first-come, first-served sites campers must place an appropriate camping unit on the site (i.e., camper, motor home or erected camping tent). Hunting blinds, children's play tents, boat, coolers, chairs, tents in bags, etc., are not appropriate.
- (2) The registration receipt will indicate relevant and required information and camper identification.
- (3) Campers must be 18 years of age or older to register for a campsite.
- (4) Adults registering for a site will be responsible for any violation occurring on that site including non-registered guests.
- (5) All re-registrations must occur by 4:00 p.m. the day prior to their last day if they wish to extend their stay, or the campsite will become available to another party.
- (6) No campsite is open for camping until previous camping party has checked-out (check-out time is 1:00 p.m. on the following day of the last paid night).
- (7) Quiet time is 10:00 p.m. until 6:00 a.m.
- (8) There are a maximum of six individuals per site unless all individuals are members of an immediate family.
- (9) Only one camping unit is allowed per site **at Full hook-up sites and Antigo Lake Park overflow.** The only exceptions are screen houses ~~and and/or~~ children under 18 with their own tents-; **tents can be no larger than 40 square feet, and site can only have a screen house or tent, but not both. Additional tents are \$10.00 per night (b-6)**
- (10) Campers intending to stay more than 14 consecutive days need to contact the park and recreation office for prior approval.
- (11) Water use is for camping activities only (i.e., no washing of vehicles or camping units).
- (12) Campsites must be cleaned daily by campers and waste deposited in containers provided.
- (13) Pets are allowed in the campground. Animal waste must be picked up and disposed of in a proper manner by the owner. Pets, when out of a camper, must be on a leash at all times. Pets must not become a nuisance to other campers.

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- (14) Open campfires are allowed in the established fire pits. Cooking grills or portable fire pits may also be used.
 - (15) Defacing, cutting or removing of trees or brush is prohibited.
 - (16) Wood that has been kiln dried or debarked is permitted in the campground.
 - (d) Duration of stay for rustic camping sites:
 - (1) Rustic camping sites, which include small camper/tent sites, tent sites, and Saratoga Overflow are allowed stays no more than 1 week in duration per visit, and no more than 2 weeks total per season when campground is open for reservations.
 - (e) Qualifying camping units per designated campground areas:
 - (1) Full hook-up sites, and Antigo Lake RV Park Overflow require either of the following; Class A, Class B, Class C, Fifth Wheel RV, Toy Hauler RV, Travel Trailer RV, Pop-up Camper. Tents are not allowed unless in compliance with (C-9).
 - (2) Small camper/tent sites are allowed a small camper or pop-up no more than 22' in length, or a tent that does not exceed 100 square feet. Additional camping units are not allowed unless in compliance with (C-9).
 - (3) Tent sites require a tent that does not exceed 100 square feet. Additional camping units are not allowed unless in compliance with (c-9).
 - ~~(d)~~(f) Antigo Campground reservation and payment policies are as follows:
 - (1) Reservations will be accepted for all sites beginning one year out from the requested registration date and require full payment within five business days.
 - (2) All sites that have not been reserved are on a first-come, first-served basis.
 - (3) Campsite fees are nonrefundable unless requested two weeks prior to reservation date. ~~The-Qualifying~~ refunds ~~will~~ may have a 25 percent administrative processing fee assessed.
 - (g) Staff has discretion to terminate reservation w/out refund for policy and/or city ordinance non-compliance.
- (Code 1999, § 12-1-6; Ord. No. 1203B, § 1, 9-9-2009; Ord. No. 1230B, §§ 1—6, 8-10-2011; Ord. No. 1253B, 9-11-2013; Ord. No. 1264B, § 1, 5-13-2015; Ord. No. 1298B, § 2, 12-13-2017; Ord. No. 1340B, § 1, 3-8-2023)

Wright Place Playground

- Site prep completed in spring/summer of 2024 (in-house)
- Install of play components completed week of October 1 (in-house)
- Concrete Walkways and surface areas completed (PSI) week of October 7
- Poured in place safety surfacing installed by Lee Recreation completed week of October 7
- Restoration completed week of October 14
- Ribbon Cutting October



Mendlik Basketball Courts

- Basketball Courts (American Asphalt) completed July, 20204



Optimist Skate Park

- Purchased and Installed New Features and demoed old features (in-house)
 - Requested Quotes to replace 1-2 pieces over the next 4-5 years



City Park East Shelter

- Epoxy Floor completed prior to May 1 opening (Mid North Epoxy Flooring)
- Smart side Gable End; install fall of 2024 (in-house)

Rental Trailer, Table & Chairs

- 12' enclosed trailer
- 12 tables & 72 Chairs

First year - 9 rentals



Saratoga Soccer Field Fence Install

- Fence Installation completed spring of 2024 (Country Side)



Lakeside Park Development

Trail segment, sidewalk, parking, boat launch, restoration, and shelter concrete pad/footings (substantial completion 2025)

- Additional Items:
 - Signage (made in-house; will be placed upon project completion)
 - Picnic Tables – 1 ADA (placed 2023)
 - Trash Cans (purchased)
 - ADA Grill (purchased)
 - Shelter (will construct in-house once footings and pad are poured)
 - Wayfinding Signage – Hwy 45 & 5th Ave (Streets ordered and placed)
 - Kayak Launch (Crandon Docks & Lifts placed 2023)
 - Boat Launch (placed Krueger & Stienfest 2024)
 - Roll-in dock (purchased and will be placed 2025)



Al Remington LL Trailhead Development

- Trail segment, parking, restoration, signage, picnic tables with umbrellas, and tree plantings (substantial completion 2025)





Lake Park Scoreboard

- Repainted 2024 (Duernberger Painting)



Saratoga South – Regrade and Restore Outfield



Fredrickson Memorial NTC Field

- Dugouts (Century Fence)
- Dugout benches; purchased materials & in-house build
- Bleachers
- Concession Updates; in-house
- Demo old equipment shed and installed new; in-house
- Fenced gaps; in-house with existing materials



Buckthorn Removal - South of Elmwood Cemetery

- Langlade County and City of Antigo efforts; on-going project



RC Track Construction

- Volunteer Group Langlade County Radion Control Club Corporation completed a very popular and successful RC Track at the south end of the Railway Activity Park.



Playground Woodchips

- Installed at Lake Park and North Clermont (Kretz Lumber)





Kingsbury Park

- Kirk Packard coordinated concrete pads for picnic tables

6th Avenue & Field Street Boulevards

- Street crews have begun work to add tree grates, restore designated areas to grass, and pour concrete to eliminate maintenance and improve aesthetics.



Memorial Bench Program

- Staff will be placing 7 memorial benches with plaques at Remington Lake and 2 at Hudson Street Park.
- We have very few memorial bench locations remaining

Trail Expansion:

Hogan Segment & Charlotte Segment

- Hogan Street Segment has been paved
- Charlotte Street Segment paved
- Walk-thru of the project in September 2024
- Snow will not be cleared from the trail segments this winter due to erosion control. Snow will be cleared in subsequent years.



Arborvitae Stump Removal – Cemeteries:



Peaceful Valley Festival Grounds Canopy

- Construct In-house once footings and pad are poured (2025)

Memo

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

STAFFING: We currently have 3 full-time staff until Monday, January 6, 2025, and then we will again be fully staffed with 4 full-time staff. Crews have been busy with ice rinks, clearing snow, placing memorial benches, and removing the Christmas tree and garland. Hanging baskets were taken to Hanson's so they can be planted in preparation for spring/summer 2025.

3 new hanging basket plaques were sold, and with renewals, we have collected just over \$6,400 for the program. We have had 3 non-renewals for the program, so those spaces will be available for different donors.

Brinna continues to work on the the annual Park & Rec Activity Guide that is sent home with the youngest of each family through the schools and daycares.

The online registrations for 2025 opened on January 1.



Thank you to the 14 businesses and organizations (pictures on last pages of memo) that participated in the Annual Winter Wonderland in the Peaceful Valley Festival Grounds (parking lot north of the Heinzen Pavilion).

Youth Nordic Ski Program registrations have opened for 2025. Classes start on Monday, January 6th (weather dependent). Equipment for the program can be checked-out at City Hall during normal business hours. There is no cost to participate in the program, which is run by volunteers.

CEMETERIES: Crews have continued to work to maintain the 3 City of Antigo cemeteries, and coordinate space sales and burials. Burials take place year-round, and due to frost we now require 2 business day notice for grave openings.

- **REVENUES TO DATE:** \$55,474.72

SHELTERS & FACILITIES:

- **SHELTERS:** All Shelters are now closed except for the Warming House. The Heinzen Pavilion has been flooded for ice skating. We accept reservations at the Warming House year-round.
 - **REVENUES TO DATE:** \$14,489.45
- **SINGLE TRACK TRAIL:** Enjoy just under 4 miles of trail at N1985 Dump Road. You can enjoy Fat-Tire Biking and hiking. Trail volunteers Mike Heiny and John Ebel have worked diligently all year to ensure the trail is in excellent condition.
- **DOG PARK:** Get out and let your dog run at the free off-leash 17-acre dog park; open year-round.
- **DISC GOLF:** Enjoy 18-holes year-round. Disc Golf volunteers work with our crews to ensure that the course is picked-up and maintained; we greatly appreciate the support Disc Golf has provided. Following disc golf tournaments hosted by HookUp Disc Golf, HookUp provides the Park & Recreation Department with a donation for continued course maintenance and improvements. The Street Department developed additional parking for users off Byrne.
- **BALL FIELDS:** Closed for the season. We are currently working with the School District and the various leagues regarding updates to field prep and maintenance for future years.
- **CAMPGROUNDS:** The campground officially opened May 1. The Antigo Lake RV Park and Campground and Saratoga overflow continue to remain popular. Season end date is October 1.
 - **REVENUES TO DATE:** \$41,246.04 and \$1,409.00 Dumpstation Revenues
- **ROTARY BICYCLE PARK AND PUMP TRACK:** Closed for the season.
- **JAMES & MARY DRAEGER FAMILY SPLASH PAD:** The James & Mary Draeger Family Splash Pad season dates are Memorial Day – Labor Day weekends.
- **OPTIMST SKATE PARK:** New features will be purchased and placed in 2025.

- **RENTAL TRAILER WITH 12 TABLES & 72 CHAIRS:** Total of 9 rentals for 2024, and already have bookings for 2025.
 - **REVENUES TO DATE:** \$1,150
- **MEMORIAL BENCHES:** Total of 10 memorial benches were sold in 2024.
 - **REVENUES TO DATE:** \$9,600
- **MEMORIAL TREES:** Total of 2 memorial trees were sold in 2024.
 - **REVENUES TO DATE:** \$1,000
- **PLAYGROUND PICKETS:** Total of 2 playground pickets were sold in 2024.
 - **REVENUES TO DATE:** \$50

EVENTS:

Brinna Mauk, Public Works Administrative Assistant, has been keeping social media, and the Community Calendar up-to-date on various City and Community Events.

- We are working with various groups and organizations to host their various community events within our parks and shelters. Check the Community Calendar, which can be found on the Antigo/Langlade County Community Resource Website: www.alcinfo.com.

RECREATION:

- T-ball: 68 participants
- Coach Pitch: 63 participants
- Pitching Machine: 27 participants
- Soccer: 193 participants
- Flag Football: 166 participants

REVENUES TO DATE: \$15,676.28

VOLUNTEERS:

- Volunteers make our programs and events possible. Additionally, they also help us enhance and maintain our parks and trails.
- Thank you to the Girl Scouts for picking up trash along the trail and various parks.
- Thank you to NTC for collecting over 1,200 veteran flags in the 3 cemeteries
- Thank you to all our coaches
- Thank you to Mission Antigo Volunteers
- Thank you to Antigo Garden Club, which maintains planting areas and landscaping in our parks.
- Thank you to LAMBA members for expanding and maintaining our trail system.
- Thank you to Disc Golf Volunteers for their efforts to maintain and improve the course.

PROJECTES:

- **Ice Age Trail Partnership & Collaboration** We will be working with IATA to complete an additional trail segment.
- **Wright Place Playground:** Completed
- **Al Remington Little League Parking Lot and Development** Krueger Stienfest mobilized the last week in September, installed outfall structures, and finalized the base for the parking lot and trail connection. Asphalt, curb and gutter will be completed in the spring of 2025.
- **Mendlik Park Basketball Courts** Completed
- **Lakeside Park Development** Krueger Stienfest completed the base for the parking lot and trail connection, and installed the outfall structure. Asphalt, curb and gutter will be completed in the spring of 2025.
- **Peaceful Valley Festival Grounds Canopy:** Project completion will occur in 2025
- **Al Fredrickson Memorial Field at NTC:** Completed project improvements 2024
- **City Park East Restroom & Shelter Improvements** Project completion projected prior to 2025 opening.
- **Lake Park Scoreboard** Lake Park Scoreboard new paint completed 2024.

- **Ball Field Distance Signs:** Installed prior to last tournament
- **Optimist Skate Park** features installed first week of August
- **Saratoga** Fencing was placed behind soccer goals the first week in May to create a safer park space for users
- **Woodchips:** New playground woodchips were installed at Lake Park and North Clermont
- **Kingsbury Park:** Kirk Packard coordinated concrete pads for picnic table placement in Kingsbury Park. Park and Recreation crews placed concrete picnic tables.
- **6th Avenue and Field Street Boulevards:** Tree grates were ordered and Kirk Packard and Street Crews have begun work to add tree grates, restore designated areas to grass, and pour concrete to eliminate maintenance and improve aesthetics.
- **Memorial Benches:** Staff will be placing a total of 10 memorial benches with plaques at Remington Lake and Hudson Street Park



