



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, February 11, 2019

CITY HALL, 700 EDISON STREET

5:30 PM

Call to Order

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

1. Approve the Minutes from January 21, 2019 Meeting
2. Approval to Award Engineering and Plans for Al Remington Seating Deck
3. Forestry Ordinance Update
4. Request to Allow Three Burials in One Space
5. Cemetery Ordinance Update
6. February 2019 Park, Recreation, & Cemetery Updates: Staffing, Cemeteries, Shelters, Events, Recreation Programs, Forestry, Winter Preparations, Grants and 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: February 07,2019

TIM KASSIS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: February 11, 2019
Re: Approval to Award Engineering and Plans for AI Remington Seating Deck

To move forward with the AI Remington Little League Seating Deck Project off of Langlade Road we need to have a set of engineered and stamped plans, so we can bid the project.

Unfortunately, we are unable to use the company that we approved last month.

I reached-out to the second company that had the next low quote, and they are still willing to provide us with stamped plans for \$5,000.00.

I am recommending that we approve the quote from Beaver Chips Architectural Design LLC, and DrJ Engineering LLC in the amount of not to exceed \$5,000.00. This amount is budgeted.

ARTICLE IV. - TREES AND SHRUBS

Sec. 34-106. - Adoption of state statutes.

Wis. Stats. §§ 27.09 and 86.03 are adopted and incorporated in this article by reference.

(Code 1999, § 6-4-13)

Sec. 34-107. - Statement of policy and applicability.

- (a) Intent and purpose. It is the policy of the city to regulate and establish policy for the control of planting, removal, maintenance and protection of trees and shrubs in or upon all public areas and terrace areas of the city to:
 - (1) Eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or other public areas;
 - (2) Promote and enhance the beauty and general welfare of the city;
 - (3) Prohibit the undesirable and unsafe planting, removal, treatment and maintenance of trees and shrubs located in public areas; and
 - (4) Guard all trees and shrubs, both public and private, within the city against the spread of disease, insects or pests.
- (b) Applicability. This article shall apply to trees and shrubs growing or planted after the effective date of the ordinance from which this section is derived in or upon public areas and terrace areas and also to all trees and shrubs growing or to be planted in or upon any private premises which shall threaten the life, health, safety or welfare of the public or of any public areas.
- (c) Powers of council. The common council is empowered to require landowners to remove, trim or treat specified trees, shrubs or plants under certain conditions and to prohibit the planting of certain trees or tree species, shrubs or plants on private lands within the city.

(Code 1999, § 6-4-1)

Sec. 34-108. - Definitions.

Whenever the following words or terms are used in this article, they shall be construed to have the following meanings:

Boulevard areas and terrace areas mean the land between the normal location of the street curbing and sidewalk. Where there is no curb and gutter, city owned right-of-way shall be determined. The term "boulevard" shall have the same meaning as the term "terrace." Curb means an enclosing frame, border or edging; a raised edge or margin to strengthen or confine.

Evergreen tree means any woody plant normally having one stem or trunk and bearing foliage in the form of needles and crowns which extend from ground level throughout its entire height.

City Forester means the Parks, Recreation and Cemetery Director, or his/her designee.

Major alteration means trimming a tree beyond necessary trimming to comply with this article.

Public areas includes all public parks, boulevard/terraces and other lands owned, controlled or leased by the city, including boulevard and/or terrace areas.

Public nuisance means any tree or shrub or part thereof which, by reason of its condition, interferes with the use of any public area; is infected with a plant disease; is infested with injurious insects or pests; is injurious to public improvements; or endangers the life, health, safety or welfare of persons or property.

Public trees and shrubs means all trees and shrubs located or to be planted in or upon public areas.

Shrubs means any woody vegetation or a woody plant having multiple stems and bearing foliage from the ground up.

Topping or rounding over means the cutting of large diameter branches (more than three (3") inches in diameter) at a point between lateral shoots thereby leaving stubs, resulting in substantial size reduction of the canopy and destruction of the natural form/shape of a mature tree. Topping is not allowed on public property.

Tree means any woody plant, normally having one stem or trunk bearing its foliage or crown well above ground level to potential heights of 15 feet or more.

(Code 1999, § 6-4-2)

Cross reference— Definitions generally, § 1-2.

Sec. 34-109. - Designation of city forester; authority of city forester to enter private premises.

- (a) The common council may designate a municipal employee or citizen to perform the duties of city forester under Wis. Stats. § 27.09 and may authorize such forester to perform the duties and exercise the powers imposed on the common council by this article.
- (b) The city forester or his/her authorized representative may enter upon private premises at all reasonable times for the purpose of examining any tree or shrub located upon or over such premises and carrying out any of the sections of this article. If a request to inspect such trees or shrubs is denied by the person responsible for the property, an inspection warrant may be obtained pursuant to Wis. Stats. § 66.0119.

(Code 1999, § 6-4-3)

Sec. 34-110. - Interference with city forester prohibited.

No person shall interfere with the city forester and his/her authorized representative while they are engaged in carrying out any work or activities authorized by this article.

(Code 1999, § 6-4-4)

Sec. 34-111. - Abatement of tree disease nuisances.

- (a) Tree diseases declared public nuisance. The common council has determined that there are many trees growing on public and private premises within the city, the loss of which would substantially depreciate the value of public and private property, impair the use and enjoyment of public and private premises and erode the tax base of the city, and that the health and life of such trees is threatened by fatal diseases. The common council declares its intention to control and prevent the spread of such diseases and the insect pests and vectors which carry such diseases and specifically declares such diseases to be public nuisances.
- (b) Definitions. As used in this section, unless otherwise clearly indicated by the context:
Public nuisance means:

- (1) Any deleterious or fatal tree Infection or infestation
- (2) Any tree or part thereof which, by reason of its condition and location, is hazardous or dangerous to persons and property using or upon any public street, sidewalk, alley, park or other public place, including the boulevard/terrace strip. Any tree or part thereof which, by reason of its condition and location is hazardous or dangerous to other trees, plants or shrubs growing within the city or to be injurious to sewers, sidewalks or other public improvements, whether growing upon public or private premises.

Public property means owned or controlled by the city, including without limitation because of enumeration public sites, parks, playgrounds, streets, alleys, sidewalks, boulevards and the terrace strip between the lot line and the curb or improved portion of any public way.

(c) Inspection. Inspection shall be conducted as follows:

- (1) The city forester shall inspect or cause to be inspected all premises and places within the city to determine whether any public nuisance exists thereon.
- (2) Whenever necessary to determine the existence of disease in any tree, the person inspecting such tree shall remove or cut specimens from the tree in such manner as to avoid fatal injury thereto and deliver such specimens for analysis to determine the presence of such nuisances.
- (3) The city forester or his/her agents shall have authority to enter upon private premises at reasonable times for the purpose of carrying out any of the provisions of this section.

(d) Abatement of nuisances. The duty of the city forester in the abatement of nuisances is as follows:

- (1) The city forester shall order, direct, supervise and control the abatement of public nuisances as defined in this section by spraying, removal, burning or by other means which he/she determines to be necessary to prevent as fully as possible the spread of deleterious tree diseases or the insect pests or vectors known to carry such diseases, or remove the hazard.
- (a) (2) Whenever the city forester after inspection or examination shall determine that a public nuisance exists on public property in the city, he/she shall immediately abate or cause the abatement of such nuisance in such manner as to destroy or prevent as fully as possible the spread of deleterious tree diseases or the insect pests or vectors known to carry or cause such nuisance. The cost of abating any such nuisance or part thereof which is located in or upon any park, city owned property, or city owned public right-of-way shall be borne by the city.

- (3) a. ~~When the city forester shall determine with reasonable certainty that a public nuisance exists upon private premises, he/she shall immediately serve or cause to be served personally or by certified mail upon the owner of such property, if he/she can be found, or upon the occupant thereof a written notice of the existence of such nuisance and of a time and place for a hearing before the city forester, not less than 14 days after service of such notice, on the abatement action to be taken. Such notice shall describe the nuisance and recommend procedures for its abatement and shall further state that, unless the owner shall abate the nuisance in the manner specified in the notice or shall appear at the hearing to show that such nuisance does not exist or does not endanger the health of trees in the city, the city forester shall cause the abatement thereof at the expense of the property served. If the owner cannot be found, such notice shall be given by publication in a newspaper of general circulation in the city.~~

- b. ~~If, after the hearing held pursuant to subsection (d)(3)a of this section, it shall be determined by the common council that a public nuisance exists, it shall forthwith order the immediate abatement thereof. Unless the property owner abates the nuisance as directed within five days after such hearing, the city forester shall proceed to abate the nuisance and cause the cost thereof to be assessed against the property in accordance with the procedures provided in this section. The city forester may extend the time allowed the property owner for abatement work, but not to exceed ten additional days.~~

(e) Spraying. Spraying shall be in accordance with the following:

- (1) Whenever the common council, upon the recommendation of the city forester, shall determine that any tree or part thereof is infected/infested with a deleterious or fatal tree disease/insects or is in a weakened condition the city forester may cause all trees within a 1,000-foot radius to be sprayed with an effective disease-destroying concentrate or other insecticide.
- (2) In order to facilitate the work and minimize the inconvenience to the public of any spraying operations conducted under this section, the forester shall cause to be given advance public service announcements or other effective means and shall also cause the posting of appropriate warning notices in the areas and along the streets where trees are to be sprayed at least 24 hours in advance of spraying. When any residue or concentrate from municipal spraying operations can be expected to be deposited on any public street, the forester shall also notify the chief of police, who shall take all necessary steps to make and enforce temporary parking and traffic regulations on such streets as conditions require. Temporary no parking notices shall be posted in each block of any affected street at least 24 hours in advance of spraying operations.
- (3) When appropriate warning notices and temporary no parking notices have been given and posted in accordance with subsection (e)(2) of this section, the city shall not allow any claim for damages to any vehicle caused by such spraying operations.
- (4) When trees on private property are to be sprayed, the forester shall notify the owner of such property and proceed to accordance with the requirements of subsection (d)(3) of this section.

(Code 1999, § 6-4-5)

Sec. 34-112. –Cost of Planting, Removal, Maintenance, and Protection of Public Trees and Shrubs

- a) The entire cost of planting, removal, maintenance, and protection of trees and shrubs in all public areas of the city, when performed by department employees or their contractors, at the direction of the city forester, shall be borne by the city out of the department budgets, or from funds donated or otherwise acquired for this purpose. When a private party other than the city plants, removes, maintains, or protects public trees or shrubs the said party shall incur all expenses connected therewith.
- b) Permit Required. No person shall plant, remove, maintain, or protect any public tree or shrub, or cause such work to be done without obtaining a written permit from the city.

(Code 1999, § 6-4-6)

Sec. 34-113. - Planting of trees and shrubs.

- (a) Purpose. The common council states its determination that the planting, care and protection of the trees within the city are desirable for the purpose of beauty, shade, comfort, noise abatement and economic betterment and encourages all persons to assist in a program of tree planting, care and protection.
- (b) Tree planting program. The City Forester shall recommend to the common council, a program for tree planting, care and protection for public parks, boulevard and/or terrace areas. The common council shall also encourage the planting, care and protection of trees and shrubs on private premises within the city.
- (c) Tree types. The size and genus, species and variety of trees and shrubs to be planted in terraces, and boulevards and the manner of planting shall be submitted to the city forester for approval before commencement of such work. The city forester shall prepare and maintain lists of tree species desirable for planting according to their normal mature height as follows:

- (1) Large trees: over 40 feet;
 - (2) Medium trees: 25 to 40 feet; and
 - (3) Small trees: 15 to 25 feet.
- (d) Planting size. Planting size shall be as follows:
- (1) All large or medium trees, when planted, shall be at least eight feet high and shall have a minimum trunk diameter of 1½ inches at a point six inches above the ground.
 - (2) All small trees, when planted, shall be least five feet high and shall have five or more branches.
- (e) Location. Location shall be as follows:
- (1) There shall be a minimum distance of 25 feet between small trees, 35 feet for medium trees and 50 feet for large trees. Terrace/boulevard trees shall be planted an equal distance between the sidewalk or proposed sidewalk and back of the curb or proposed back of curb. In boulevard/terrace areas less than five feet wide, planting will not be permitted. To ensure appropriate vision setback trees shall be planted in accordance to Sec. 14-777. – Traffic visibility triangle.
 - (2) Small sized trees shall be planted at least five feet from driveways and large or medium sized trees shall be planted at least 15 feet from driveways. Trees shall also be planted at least 15 feet from curb box/water shutoffs and underground utilities.
 - (3) Evergreen trees or shrubs shall not be planted in a terrace area.
 - (4) It shall be unlawful to plant or maintain shrubbery, ground cover or other plants not considered to be a deciduous leaf tree within terrace areas whose growth is in excess of eight inches in height above the top of the nearest curb.
 - (5) No tree grates will be allowed around any tree in the terrace.
- (f) Minimum opening to be maintained. Unless otherwise provided for in a written permit from the city forester, there must be at least 36 square feet of open ground about the base of each tree three inches in diameter one foot above the ground, and for each two inches of increase in such diameter there must be an increase of at least one square foot of open ground around each such tree.
- (g) Permitted species. Only trees approved by the city forester shall be planted in a public terrace strip (between curb and sidewalk).
- (h) Certain species restricted. No person shall plant within the city any female tree of the species *Populus deltoides*, commonly called the cottonwood, or any tree commonly called the seed-bearing box elder (*Acer negundo*), which may become infested with box elder bugs, and such trees are declared a nuisance. Any person having any such trees on his/her premises shall cause the trees to be removed.
- (i) Unlawfully planted trees. Trees, plants or shrubs planted within any terrace or planting easement without the authorization and approval of the city forester may be removed. The city forester shall notify the abutting owner in writing, listing the unlawfully planted trees, plants or shrubs; ordering their removal; and establishing a reasonable time within which such removal shall be accomplished. If removal is not accomplished within the time specified, the city may remove such trees, plants or shrubs and assess the costs thereof to the owner.
- (j) Frames. Without the approval of the city forester, any person, adjacent to whose land any shade or ornamental tree or shrub is growing in any street, may not, for the purpose of protecting such tree or shrub, surround the tree or shrub with a suitable box or frame for protection. Borders must be installed around the planters downtown and will be maintained by the city or designated representative. The city forester will inform the city of any repairs needed.

(Code 1999, § 6-4-7; Ord. No. 1217B, §§ 1, 2, 9-8-2010)

Sec. 34-114. - Trimming.

- (a) Trees and shrubs standing in or upon any terrace, public area or upon any private premises adjacent to any public right-of-way or public area shall be kept trimmed so that the lowest branches projecting over the public street or alley provide a clearance of not less than 14 feet. The city forester may waive this subsection for newly planted trees if he/she determines that they do not interfere with public travel, obstruct the light of any streetlight or endanger public safety.
- (b) The necessity of the pruning may be determined by the city forester.
- (c) Clearance from sidewalk to lower branches shall not be less than ten feet. All trees standing upon private property in the city, the branches of which extend over the line of the street, shall be trimmed so that no branch shall grow or hang over the line of the sidewalk lower than ten feet above the level of the sidewalk. No tree shall be permitted to grow in such a manner as to obstruct the proper diffusion of light from any public lamp. The city forester may waive this subsection for newly planted and existing trees if he/she determines that they do not interfere with public travel, obstruct the light of any streetlight or endanger public safety.
- (d) There shall be a moratorium on pruning or removal of oak trees on public or private property from April 1 – September 1.

(Code 1999, § 6-4-8)

Sec. 34-115. - Trees and shrubbery obstructing view at intersection or view of traffic signs.

- (a) Notwithstanding any other section of this article, no person shall maintain, plant or permit to remain on any private or public premises situated at the intersection of two or more streets or alleys in the city any hedge, tree, shrub or other growth which may obstruct the view of the operator of any motor vehicle or pedestrian approaching such intersection.
- (b) It is unlawful for any person to plant, cause to grow, allow to grow or maintain any trees, bushes, shrubbery or vegetation of any kind which is an obstruction to the clear and complete vision of any traffic sign or driveway approach to a street in the city. It shall be the duty of every owner of such tree, bush, shrubbery or vegetation to remove such obstruction.
- (c) Any shrub, tree or other plant which obstructs the view at an intersection or the view of a traffic sign shall be deemed to be dangerous to public travel, and the city forester may order, by written notice, the owner or occupant of any private place or premises on which there stands a tree or shrub which unreasonably interferes with or encroaches upon the street or sidewalk to take such steps as are necessary to remove such interference. If such owner or occupant fails, within ten days of receipt of notice, to take such necessary steps, the city forester and/or common council shall order city employees to remove the interference. The cost of removing the interference shall be levied and collected as a special tax upon the property upon which or in front of which such tree or shrub stands.
- (d) Any person who is an owner or occupant or firm or corporation failing to obey the written notice of the city forester as specified to subsection (c) of this section shall, upon conviction thereof, be subject to a forfeiture as established in section 1-14.

(Code 1999, § 6-4-9)

Sec. 34-116. - Removal of trees and stumps.

- (b) Tree removal permit. No person shall plant, injure, trim, remove or destroy any tree or shrub located in or upon any public place, until a permit shall have been issued by the city forester. Such permit

shall be issued only when the removal, trimming or cutting of the tree or shrub is necessary, as determined by the city forester, because of disease, damage, hazardous condition and/or location or its location is such that substantial detriment is done to the property upon which the tree or shrub stands or the property abutting the tree or shrub. Such permit shall expressly state the premises upon which the tree stands and the location of the tree thereon.

- (c) Tree and stump removal standards. In cutting down trees located in public and terrace areas, the tree must be removed with the root stump grubbed out or ground out to a depth of at least nine inches below grade measured in a straight line with the normal grade of the sidewalk to the top of the curb. All wood and debris must be removed from the street prior to the end of each working day, and all holes shall be filled to normal grade level with topsoil as soon as practicable. The abutting property owner shall have a right of first refusal to keep the wood, provided such wood is not diseased or infested. The city has the right to keep any of the wood products.
- (d) Tree replacement. Upon removal of any tree on public lands, the city forester will use his/her discretion if the tree will be replaced. With approval by the city forester, the city will replace the tree that was removed.

(Code 1999, § 6-4-10)

Sec. 34-117. - Prohibited acts.

- (a) Damage to public trees. No person shall, without the consent of the owner, for a private tree or shrub, or without written permits from the city forester, for a terrace area tree, public tree or shrub, perform or cause to be performed by others any of the following acts:
 - (1) Secure, fasten or run any rope, wire sign, unprotected electrical installation or other device or material to, around or through a tree or shrub.
 - (2) Break, injure, mutilate, deface, kill or destroy any tree or shrub or permit any fire to burn where it will injure any tree or shrub.
 - (3) Permit any toxic chemical, gas, smoke, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub or place cement or other solid substance around the base of the tree or shrub.
 - (4) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.
 - (5) Attach any sign, poster, notice or other object on any tree or fasten any guy wire, cable, rope, nails, screws or other device to any tree. However, the city may tie temporary no parking signs to trees when necessary in conjunction with street improvement work, tree maintenance work or parades.
 - (6) Cause or encourage any fire or burning near or around any tree.
 - (7) Except with a written permit from the city forester, place or maintain upon the ground any stone, brick, cement or other impervious substance in such manner as may obstruct the free access of air or water to the roots of any tree, shrub or plant in or upon any public way or public place.
- (b) Excavations. All trees on any parkway or other publicly owned property near any excavation or construction of any building or structure or street work shall be sufficiently guarded and protected by those responsible for such work to prevent any injury to such trees. No person shall excavate any ditches, tunnels or trenches or install pavement closer than 1.5' for every inch of trunk measured at DBH or 4.5' above ground level from any public tree.
- (c) Interference with forester. No person shall:

- (1) Interfere with or prevent any acts of the city forester or his/her agents while he/she is engaged in the performance of duties imposed by this section.
- (2) Refuse to permit the city forester or his/her representative to enter upon his/her premises at reasonable times to exercise the duties imposed by this article.
- (d) Refusal to abate nuisance. No person shall permit any public nuisance to remain on any premises owned or controlled by him/her when ordered by the city forester to abate such nuisance.

(Code 1999, § 6-4-11)

Sec. 34-118. - Appeal from determinations or orders.

Any person who receives a determination or order under this article from the city forester and who objects to all or any part thereof shall have the right to appeal such determination or order, subject to article XI of chapter 2, to the common council within seven days of receipt of the order. The common council shall hear such appeal within 30 days of receipt of written notice of the appeal. After such hearing, the common council may reverse, affirm or modify the order or determination appealed from, and the grounds for its decision shall be stated in writing. The common council shall, by letter, notify the party appealing the order or determination of its decision within ten days after the hearing has been concluded. The council shall file its written decision with the clerk-treasurer.

(Code 1999, § 6-4-12)



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: February 11, 2019
Re: Request to Allow Three Burials in One Space

I was contacted by a funeral home inquiring if we would allow parents to be interred on their deceased baby daughter's space. The parents would both be cremated and placed in a companion urn, so space is not an issue.

Our ordinance allows for two burials per space, but one has to be a cremation.

Two burials per space is critical for overall price structure and ensuring we annually generate enough revenues to offset our operating costs.

Additionally, we don't want overcrowding of markers or monuments, which impacts overall aesthetics of the cemetery.

Space and marker overcrowding are not an issue in this circumstance, so I would recommend we allow the interment, in a companion urn, of the parents, on their deceased daughter's space.

I also am recommending an additional fee of \$800.00 in addition to the grave opening and closing costs, and updating our fee structure to include the following:

Additional interments beyond two per space would be considered on a case-by-case basis and would require commission approval. A fee equal to the cost of a space in the section where interment would take place would be assessed at the time of scheduling the interment(s).

CITY OF ANTIGO

MUNICIPAL CEMETERY POLICIES and GUIDELINES

Antigo, Elmwood and Bohemian National Cemetery



Antigo Cemetery Department
700 Edison Street • Antigo, WI 54409
715.623.3633 Extension - 131 • www.antigo-city.org

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CEMETERY MANAGEMENT

1. The Antigo, Elmwood and the National Bohemian Cemeteries are owned by the City of Antigo.
 2. The Cemetery Supervisor / Director is hired by the City Council and under their direction.
 3. The Council reserves the right to adopt all additional Rules and Regulations, or to amend, alter or repeal any rule, regulation or prices.
 4. The Cemetery Supervisor / Director shall be responsible for the following:
 - a. Have charge and care of the Cemeteries
 - b. Selling of lots and graves
 - c. Drafting Deeds
 - d. Maintaining records of all interment, sales and orders for work on private lots
 - e. Charge of all funerals when entering the cemetery
 5. All business shall be transacted through the office, such as placing orders for work, bills paid, complaints made, and lost and found articles reported.
- The Office of the Supervisor / Director is located at 700 Edison Street and serves as office for the three cemeteries.

OWNERSHIP and TRANSFER OF RIGHTS

Ownership, Purchase and Prices of Spaces

1. All lots shall be sold subject to the rules and conditions provided, or which may be hereafter passed by the Council and the Deed of conveyance shall so state.
2. The price of spaces shall be set and approved by the City Council and available in the Supervisor / Director's office.
3. Restricted, Cremation or Flush marker only sections opened or developed by the City will cost 50 percent less than the cost in a traditional section.
4. When a lot is paid for in full, a good and sufficient Deed for Cemetery purpose only shall be issued by the City Clerk and the Mayor.
5. No lot shall be used for any other purpose than for the burial of the human dead, and the placing of appropriate markers as memorials.
6. No person will be recognized as owner or part owner of a lot unless his or her name appears on the books of the Cemetery.

Transfer / Sale of Lots or Spaces

7. The transfer / sale of lots or spaces to another party must be reported at the office of the Supervisor / Director for recording and ~~an affidavit~~ a deed must be on file, before said party will be allowed the use of the same.
8. Persons desiring to allow the interment of bodies other than the names listed on the deed must secure an affidavit for same, signed by the owner or by the legal representative, to be filed with the Supervisor / Director.

In Event of Death of the Owner

9. ~~In the event of the death of a lot owner,~~ If the owner of the space is deceased and someone else wishes to be buried in the space an affidavit must be filed in the office of the Supervisor / Director, signed by the Heirs of the owner of the space, and in the case of minors, by their Guardian, who shall be authorized to sign orders for interments, and give other needful directions regarding the use of the lot.

LOT and SPACE GUIDELINES

General Information

1. The Cemetery Authorities will not be responsible for any damage to lots or structures thereon, or for flowers or articles removed from any grave or lot. Any damage or loss should be reported to the Supervisor / Director who will endeavor to discover the offender.
2. The owners of lots wishing to make improvements to their lots must consult the Supervisor / Director, as all work is done under his / her supervision.
3. No fences or obstructions will be permitted within the Cemetery. To maintain the proprieties of the place, the Cemetery Officials explicitly reserve the right to forbid enclosures of the grounds which may be considered as interfering with the general design or good appearance of the Cemetery.
4. The general care of lots (which covers mowing the grass), is assumed by the Cemetery.
5. No one except an employee of the Cemetery will be allowed to disturb the sod on any lot or grave.
6. Mounds over the graves shall not exceed 4 inches and shall be seeded.
7. No tree shall be planted, removed, cut down or destroyed within the border of any lot without the consent of the Cemetery Officials.

Arborvitae

8. Removal of all arborvitae shrubs (in all sections of City-owned cemeteries) will begin in 2011. No new plantings or arborvitae will be allowed as of January 1, 2012. Memorial trees planted in designated cemetery or park areas will be considered instead of the arborvitae. Interested families will need to contact the Park, Recreation and Cemetery Department for memorial tree planting information.

Cremation Section

9. Block two, Section "A" and Block three, Section "A" is designated as a Cremation Section. Lot sizes are 36" x 36" with only one cremation per space authorized. Flowers, trees, shrubs, etc. are not authorized.

New / Restricted Sections

10. The northern half of blocks developed or opened after January 1, 2011 will only be permitted to have flush markers. Flowers, trees, shrubs, etc. are not authorized.

FLOWERS, MEMORIALS and GIFTS

Potted Flower Placement

11. Potted flower arrangements are allowed under the following conditions:
 - a. Must be firmly attached to upright monuments
 - b. Placed on a shepherd's hook directly next to the marker or monument, so it is touching the monument or marker at its base.
 - c. Placed on an authorized concrete pad in front of the marker (*see number 14 – Small Memorials or Gifts, section k*).
 - d. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)

Annual or Perennial Flower Plantings

12. Annual or perennial flower plantings are allowed at grave sites under the following conditions:
 - e. The foliage may not exceed a two foot planting area from the front of the base of the marker or monument.
 - f. Plants must have a cocoa bean or wood mulch perimeter of at least one foot from the base of the planted flowers. The mulch is not to exceed the width of the marker.
 - g. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)

Potted Flower and Annual Planting Placement and Removal Guidelines

13. Annual Flower Arrangement Removals and Placement must adhere to the following:
 - h. Summer flower arrangements or annual plantings must be removed by October 1, or as approved by the Supervisor / Director, to maintain a neat and orderly appearance. If the owner wishes any kept for future use, they must remove them before then, this applies to watering utensils as well.
 - i. Fall and winter arrangements may be attached to the marker or hung from a shepherd's hook after October 1.
 - j. If arrangements appear to be abandoned or unkempt they will be removed at the discretion of the Cemetery Department at any time. In no event will the Cemetery Officials be responsible for articles placed on lot.

Memorial and Gift Graveside Placement

14. Small memorials or gifts may be placed at gravesites if they adhere to the following:
 - k. If small memorials or gifts are placed at the grave site, they must be on a concrete pad. The concrete pad cannot exceed the width of the marker or monument and must be placed directly in front of the monument or marker – not to exceed two feet.
 - l. If anything is placed on any lot which shall be offensive or injurious or which violates any rule, it will be removed without notice.
 - m. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)
 - n. ~~Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)~~

RULES FOR VISITORS

15. All persons are reminded that the Cemetery is sacredly devoted to the interment of dead and that a strict observance of all proprieties due such a place will be required of them.
16. Visitors are requested to keep on the paths and avenues and to refrain from walking over lots to make a short cut through the Cemeteries.
17. No automobile or other motor vehicle shall be operated or driven within the Cemetery at a speed in excess of ten (10) miles per hour.
18. Any person or persons found loitering on the grounds after dark will be liable for arrest.
19. The throwing of rubbish on the avenues walks or any part of the grounds is strictly prohibited.
20. All persons are strictly prohibited from plucking flowers, either wild or cultivated, or from breaking any tree shrub or plant and from writing upon, marking, defacing or in any manner injuring any marker, monument, fence or structure in or belonging to the Cemetery.
21. Dogs will be allowed in the Cemetery only when confined in a vehicle, or on a leash. Pet waste must be properly disposed of.
22. Weapons are not allowed on Cemetery property, except military, attending funerals and authorized Peace Officers.

RULES FOR BURIAL, BURIAL PRICING & BURIAL RESTRICTIONS

General Rules for Burial

1. No burial will be permitted in any lot or grave in the Cemeteries until laws regarding burials, as may be in force in the City of Antigo, have been complied with.
2. The Supervisor / Director shall not be held responsible for any mistake from want of precise and proper instructions for the particular space in lot where interment is wanted.
3. Full burials must be processed through a funeral home.
4. Unless required by the Board of Health no burials will be made on Sunday, a declared City Holiday, or Legal Holiday.
5. No grave shall be dug unless the lot or grave has been paid for.
6. No interment shall take place without the Burial permit and payment made for opening of the grave, and any charges there may be due for work or services on the grave or lot.
7. Summer Burials
 - a. Orders for interment should reach the Cemetery Department at least one business day before the time of interment scheduled for a Tuesday through Thursday.
8. Winter, Saturday and Monday, Burials
 - b. The Cemetery Department must receive at least two business day notice for a Saturday, Monday, or winter burial. This allows staff adequate time to prepare the grave site.
9. For convenience, safety and appearance, the Cemetery does not permit any other equipment but its own and/or a Vault Company, to be used for service at the grave, such as lowering device and lining.
10. No grave shall be opened by any workman, but those employed by the Cemetery under the direction of the Supervisor / Director. At least two workmen are required to open and close a grave site for a full burial. Only one workman is required to open and close a cremation interment.
11. Workmen engaged in the vicinity of a burial must suspend their labors during a religious service at the grave.
12. Interment will not be allowed unless in a cement or steel vault, unless they are cremated remains.
13. The Supervisor / Director or one of his / her assistants is required to be in attendance at every interment.

Cremation Burial Requests

14. Cremation burial arrangements may be processed by the Park and Recreation Department directly.
15. Payment for the space and grave opening must be made prior to the grave opening.
16. The Park and Recreation Department must receive a disposition or death certificate for the remains before the grave can be opened.

Burial and Monument / Marker Staking Pricing

17. If required, by the Board of Health, a burial on a Sunday, a declared City Holiday, or Legal Holiday charges for opening and closing of the grave shall be two and a half times the Monday through Friday rate.
18. Overtime rates will apply if grave preparation is required beyond normal business hours (Monday – Friday, 8:30am – 3:00pm).
19. Weekday burials scheduled after 1:30pm will be charged the weekend/overtime rate.
20. Pre-paid burials scheduled outside of normally scheduled hours will be charged the difference between the Monday – Friday rate versus the overtime rate.
21. Placement of official veteran markers will not be assessed the staking fee stated in the fee schedule. All other monuments or markers will be assessed the stated staking fee.

Per Space Burial and Veteran Burial Restrictions

22. Two adult interments in one grave (that is, one above the other) will not be permitted.
23. An infant child or cremated remains may be buried on top of an adult grave.
24. Not more than two cremated remains are permitted in one space (4' x 9').
25. Additional interments beyond two per space would be considered on a case-by-case basis and would require commission approval. A fee equal to the cost of a space in the section where interment would take place would be assessed at the time of scheduling the interment(s).
26. Veteran's Section Graves: The Veteran must be the first burial and, at the time of death, the spouse must indicate a desire to be cremated and buried with his/her spouse. No other individual may be buried in that grave.

DISINTERMENT AND REMOVAL

1. Disinterment and removal of a body will not be made without the following:
 - a. Permission of the Cemetery Authorities
 - b. Permission of the lot owner
 - c. Permission of the next of kin of the deceased
 - d. Disinterment permit
 - e. Payment in full prior to disinterment

RULES FOR MONUMENTS

1. Great care should be taken in selecting designs for monuments and markers. A monument should be designed with reference to its surroundings, consideration being given to the size and character of other monuments standing near it.
2. Monument adjustments due to heaving, frost or other occurrences are not the responsibility of the cemetery department. The family of the deceased is responsible for maintaining and adjusting markers or monuments.
3. All monuments will need to have the appropriate paperwork filed with the Cemetery Department prior to placing the monument.
4. All monuments will be staked by the City of Antigo Cemetery Department staff to ensure proper placement.
5. No marker, headstone or monument shall be placed at any grave or upon any lot unless the space or lot has been paid in full.
6. A total of two grave markers, per grave site are allowed, **but one must be a flush marker** (this includes veteran makers attached to the back face of an upright monument) so as to prevent excessive and unsightly crowding. Please refer to the allowable monument and marker sizes referred to in the table below. Requests outside of these dimensions must be approved by the cemetery Supervisor / Director.
7. ~~An (one) upright monument is allowed if two spaces are owned and they are side-by-side, or approved by the cemetery Supervisor / Director.~~ Upright monument and flush marker criteria is stated in the chart below.

Monument Dimensions	2-Space Lot	3-Space Lot	4-Space Lot	5-Space Lot
Max Length, base stone	40" or 48"	48" - 54"	Up to 52"	Up to 56"
Max Height, base and die stone	26"	26"	26"	26"
Max Width, base and die stone	14"	14"	14"	14"
Max die stone thickness	8"	8"	8"	8"

Upright Monument Dimensions	* 1-Space	2-Space	3-Space	4-Space	5-6-Space	7-8 space
Max Length, base	30"	48"	54"	64"	72"	78"
Max Height, base	6"	6"	6"	6"	6"	6"
Max Depth/thickness, base	12"	14"	14"	14"	14"	26"
Max Length, headstone	24"	44"	48"	58"	66"	72"
Max Height, headstone	12"	23"	26"	26"	26"	33"
Max Depth/thickness, headstone	4"	8"	8"	8"	8"	20"

* Approval to place an upright marker on 1-space must be authorized by the cemetery supervisor/director

*Flush Marker Dimensions	1-Space	2-Space	3-Space	4-Space	5-6-Space	7-8 space
Max Length, marker	24"	38"	42"	52"	60"	66"
Max Width, marker	12"	14"	14"	14"	14"	26"

* All flush markers are required to have a 6" cement collar/border around the entire flush marker

Flush Marker Information

8. In the Cremation Section, or for one space, markers are required and must be flush with the ground. Only one size marker is authorized, that being 24" Long x 12" Wide, to include a cement collar not to exceed 30" Long x 20" Wide. Any variations must be approved by the Cemetery Supervisor / Director.

9. Any flush markers placed after January 1, 2012 will be required to have a cement collar. Restricted, cremation or flush marker only sections will only be allowed to have flush markers with a cement collar.

Temporary Monuments or Markers

10. No statues or wooden markers are allowed unless the wooden marker is a temporary marker for the winter months, or until a permanent marker can be placed. Temporary markers may not exceed three feet in height or the width of the space (4' x 9'). The markers must be firmly secured and not at risk to blow over and must be replaced with a permanent marker in the summer months (a temporary marker's placement may not be in excess of one year).

Monument Material and Construction

11. ~~Monuments shall consist of one piece only.~~
12. No material except the granite or standard bronze shall be used for markers or monuments, and bronze may be used only if securely attached to a granite base, or in a cement collar.
13. All monuments must have foundations of solid masonry of a depth and size that will prevent frost from heaving the monument.
14. Bases for monuments must be dressed to an even level bed leaving the stone of a uniform thickness.
15. All stone work shall have the surface next to the foundation bedded off sufficiently true and level to allow every part to be in contact with the foundation.
16. The use of pawls between base stone and foundation, removal of any part of the foundation to accommodate irregularities or other defective workmanship in the base stone will not be allowed.

Monument Work and Placement by Contractors and/or Monument Companies

17. The Cemetery Department needs to be made aware of any monument work performed in the cemetery.
18. Persons engaged in placing vaults, monuments or other structures are prohibited from attaching ropes to trees, shrubs or other objects without permission of the Supervisor / Director, and no stones, bricks or other material and equipment shall remain longer on the grounds than is actually necessary for the completion of the work. A place shall be designated by the Supervisor / Director for deposit of such material and equipment.
19. No corner-post shall be set by others than employees of the Cemetery and shall be marked with Block and Lot number only.
20. Dealers of Manufacturers cards or advertisements shall not be marked on any stone or placed anywhere within the Cemetery enclosures.
21. Workmen engaged in placing stones shall provide suitable boards on the ground on which to move same, or run trucks over. Immediately after a job is finished, all rubbish must be cleared away and the ground left clean and in good condition. Adjoining lots, paths or roads where work is being done must not be blocked or injured. This rule is strictly enforced.

Park, Cemetery & Recreation Department

Memo

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

STAFFING: We are currently hiring a year-round part-time position and one seasonal position.

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.

Crews continue to maintain cemetery roads in the winter months and plow following snowfalls.

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 we take to the food pantry. We had a great turn-out for the January Open Skate. The next Open Skate is scheduled for Thursday, February 14 from 11:30am – 1pm.
- **WINTER FUN & FAMILY WELLNESS DAY:** This event is scheduled for Sunday, February 10th in Peaceful Valley Park. The event is free and offers families an opportunity to participate in various winter activities, games, and sleigh rides. Aspirus Langlade Hospital Occupational Health offers free food.

RECREATION PROGRAMS: Spring, Summer, and Fall 2019 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 33 registered participants and they have moved their playing location to Karl's Transport.
- **Winter Wonderland:** We had 13 registered participants in the Winter Wonderland Program located in Peaceful Valley Festival Grounds.
- **Registration for 2019 Summer Recreation Programs:** Anyone wishing to participate in Spring, Summer, Fall or Winter Recreation Programs will be able to register beginning January 1, 2019. Shelters and Campground spaces may be reserved up to 1 year in advance of the date.
- **Coaches:** We have already had a number of coaches step forward to coach for our baseball teams, which include t-ball, coach pitch and pitching machine.
- **Youth Nordic Ski Program:** We have 26 registered participants for this free 1st year program facilitated by Andrea and Ryan Medo.

FORESTRY

- We have awarded the bid for the Timber Harvest to McFarland Cascade. They are currently in the process of prepping for the timber harvest south of Elmwood Cemetery.
- We are also contracting with McFarland Cascade to remove invasive buckthorn in the timber stand.

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.
- Ice rinks have been maintained weekly; rink and ski trail conditions are provided to EDC for posting and publication.
- Crews began grooming the x-country ski trail located north of the paved section of Springbrook Trail and north of Virginia Street.
- The Single Track 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.
- The sled hill has seen a lot of use, and I am excited to finish the shaping, landscaping, signage, and bench placement this spring/summer.

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.
- We will be bidding a garden tractor, compact tractor, and various attachments end of February or early March.
- 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.