# CITY OF ANTIGO

## PARKS, CEMETERY AND RECREATION COMMISSION MEETING

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| MULTI-PURPOSE ROOM | Monday, February 12, 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 Minutes from the January 8, 2018 Meeting
2. Cemetery Policy Burial Update
3. Saratoga Shelter Improvements
4. Recommendation to Hire Consultant to Manage Timber Sales
5. Brewer Trip Registration Fee
6. PRC General 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 08,2018 TIM KASSIS

"Antigo Area on the go"

**To:** Mayor and City Council

**From:** Sarah Repp, Parks, Recreation, and Cemetery Supervisor

**Date:** February 12, 2018

**Re:** Cemetery Policy Burial Update

Our current cemetery policy allows two burials per space as long as one interment is a cremation.

We currently authorize families to complete affidavits to allow a second burial on an existing burial. However, after discussions with Mike Winter, our City Attorney, we are recommending that unless it is noted at the time of the space sale we should no longer allow the interment of remains on an existing burial, because you are unable to know the wishes of the deceased.

We would still allow two burials per space, but we would require this information to be noted prior to a burial.

I am recommending that we update our current cemetery policy and ordinance to reflect this change.

"Antigo Area on the go"

**To:** Mayor and City Council

**From:** Sarah Repp, Parks, Recreation, and Cemetery Supervisor

**Date:** February 12, 2018

**Re:** Saratoga Shelter Improvements

The Antigo Youth Softball Association has inquired about updating the Saratoga Shelter maintenance room to accommodate a small concession area. They would be responsible for costs associated with the upgrade.

Roger and Beth reviewed the rough plan, and they felt the project would enhance the current facility.

I am recommending that we authorize Antigo Youth Softball to upgrade the Saratoga Shelter to accommodate a small concession area that could then be utilized by those renting the shelter/facility.

"Antigo Area on the go"

**To:** Mayor and City Council

**From:** Sarah Repp, Parks, Recreation, and Cemetery Supervisor

**Date:** February 12, 2018

**Re:** Recommendation to Hire Consultant to Manage Timber Sales

The DNR no longer manages Timber Sales, which means they will not be available to assist with any future Timber Sales.

However, the retired DNR employee that managed the timber sales about 9 years ago is now consulting and would be able to manage the sale at Elmwood Cemetery and other locations for approximately $30.00/hour. He is estimating the Elmwood Cemetery Timber sale would not cost more than $900.00 in consulting fees.

I worked with him on the original sale and he did an excellent job. He is rough estimating that the sale could possibly generate $35,000.00-$40,000.00 in revenue; potentially more and possibly less.

The sooner we get started on this the better, because we will begin losing potential revenue due to the age of the trees.

I would use funds generated from the sale to pay for the consulting and management services.

Additionally, we will look at management options for the invasive Buckthorn that exists in the Elmwood Timber Stand.

I am recommending that we approve consultant, Ted Ave'Lallemant, to manage upcoming timber sales. Because he is providing a specific professional service I am requesting authorization to waive the bidding requirement. His fees are also below the $6,000.00 threshold that would require bidding.

"Antigo Area on the go"

**To:** Mayor and City Council

**From:** Sarah Repp, Parks, Recreation, and Cemetery Supervisor

**Date:** February 12, 2018

**Re:** Brewer Trip Registration Fee

We have an annual Brewer Trip each year. This trip is open to families and individuals of all ages. In the past we have set pricing based on final cost of the tickets and bus and then adjusted fees, so they off-set the total cost. This year that cost would be $65.00.

I am proposing that we reduce our fees and absorb approximately $1,000.00, which would mean each individual ticket would be $45.00.

If we do not fill the bus we can't sell our tickets back, so we are unable to make-up lost revenues.

I am hopeful that the reduction in cost will allow for more families and individuals to participate that maybe could not have due to the cost.

Last year pricing was set at $59.00 and we sold 29 tickets. The prior 3 years pricing was set between $38.00 and $44.00 and we had wait lists 2 of the years.

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

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**STAFFING**: We will be starting our two new year-round part-time employees in the next couple weeks. They will assist crews with snow removal and provide coverage, when needed 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.

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 Monday, February 26 from 11:30am – 1pm.

- **WINTER FUN & FAMILY WELLNESS DAY in conjuction 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.
- **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.



Attachment: February_PRC_Memo (1968 : PRC General Updates - Februrary)

**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:
  - Summary of City and County Forestry
  - Resources for Reference
  - Events & Activities
  - Invasive Plants
  - Memorial Trees
  - EAB
  - Ordinance
  - Benefits of Trees
  - Trees and Power Lines
  - Tree Planting
  - Tree Removals
  - 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.
- 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.
- 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.
- Crews were able to reposition the lights at the Railway Activity Park to illuminate the sled hill for evening sledding.

**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.

Attachment: February_PRC_Memo (1968 : PRC General Updates - Februrary)