



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, March 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 the Minutes from the February 12, 2018 Meeting
2. PRC Updates: Staffing, Cemeteries, Shelters, Events, Recreation, Forestry, Winter Updates, and Grants & Bids
3. Cemetery Policy Burial Clarification
4. Approval of Funding Al Remington Seating Deck Project
5. Tennis Lesson Registration
6. Award Most Advantageous Bid for Half Ton Pick-up Truck
7. Award Most Advantageous Bid for 60" Zero Turn Lawn Mower
8. Award Most Advantageous Bid for Utility Vehicle
9. Award Most Advantageous Bid for 48" Diesel Mower
10. Award Most Advantageous Bid for 48" Gasoline Mower

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: March 08,2018

TIM KASSIS

Park, Cemetery & Recreation Department

Memo

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

STAFFING: We have started training our two new year-round part-time employees, Mark Noskowiak and Wesley Meyer. They will assist crews with snow removal and provide coverage on nights and weekends throughout the year.

Our seasonal positions for summer will be filled by returning staff.

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.

We still have considerable frost in the ground even with the warm weather, so grave opening preparations still require 2 day notice.

SHELTERS: Due to warm weather we have closed the outdoor 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 good turn-out for the February Open Skate, and offered popcorn and hot chocolate. We coordinated with the Family Corner Resource Center, and they advertised the event to their families.
- **WINTER FUN & FAMILY WELLNESS DAY in conjunction with the ANNUAL BROOMBALL TOURNAMENT:**

The event scheduled for Sunday, February 11th in Peaceful Valley Park had our lowest turn-out to date, but crews did an excellent job preparing and staffing the event. All four park employees were on hand to assist with the event as well as Julie Zack.

The event is free and offers families an opportunity to participate in various winter activities, games, and sleigh rides. Aspirus Langlade Hospital Occupational Health again offered delicious food and volunteer staff during the event. Keri Beck with Economic Development also assisted. We are very grateful to all those that volunteered and worked to make this event possible.

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. **Register on-line at:** www.antigo-city.org/rec1

Attachment: March_PRC_Memo (2007 : PRC Updates)

- **Pickleball:** Fall, Winter, Spring Pickleball program has 21 registered participants and they have moved their playing location to Karl's Transport.
- **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.
 - **Register on-line at:** www.antigo-city.org/rec1
 - **Brewer Trip:** 45 registered participants out of 55 as of 3/7/2018 (Cost: \$45.00; Game Day: Friday, April 20; Brewers vs. Marlins)
 - **Annual Outdoor Easter Egg Hunt:** Saturday, March 31 at 10am sharp (pictures with the bunny starting at 9:15am)
 - **Springbrook Clean-up:** Monday, April 2, 2018 (no school day) from 10am – 12pm
 - **Outdoor Movies:** Saturday, August 11 (in conjunction with Relay for Life); September date TBD
 - **Arbor Day:** TBD (we are planning on a fall planting this year)
 - **T-ball (3 & 4 year olds):** 48 registered participants as of 3/7/2018
 - **Coach Pitch (5 & 6 year olds):** 21 registered participants as of 3/7/2018
 - **Pitching Machine (7 & 8 year olds City League):** 13 registered participants as of 3/7/2018
 - **Soccer (K-8th grade):** July 9 – August 8 (16 registered participants as of 3/7/2018)
 - **Soccer Boot Camp:** Monday, July 2 – Friday, July 6
 - **Elk's Club Soccer Shoot-out :** Tuesday, July 17
 - **Flag Football (4k-6th grade) :** (Sept 11 – Oct 11) 6 registered participants as of 3/7/2018
 - **Youth Tennis Lessons** (5pm – 6pm; June 6 – July 18) 2 registered participants as of 3/7/2018
 - **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.

We are still finalizing programming details and looking at the possibility of offering some new programming.

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 UPDATES

- 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.
- The Dog Park is plowed and a trail cleared. However, weekend snowfalls and windy conditions can cause a build-up of snow before crews can clear the area.

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.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 12, 2018
Re: Cemetery Policy Burial Clarification

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 if the individual's burial rights were noted at either the time of space purchase, or if an affidavit has been filed by the family stating burial rights.

After discussions with Mike Winter, our City Attorney, we are recommending that unless it is noted at the time of the space sale or an affidavit has been filed by the owner, the deceased, or the immediate heirs of both the owner and deceased a second burial is not authorized.

I am recommending that we clarify our current cemetery policy and ordinance to note the above.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 12, 2018
Re: Approval of Funding Al Remington Seating Deck Project

We currently have \$10,000.00 set aside for bleachers, and \$5,000.00 set aside for ball diamond improvements.

I have been working with Antigo Dugout Club on the raised seating area/deck off of Langlade Road at Al Remington Ball Field.

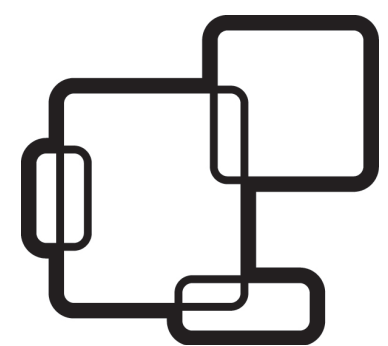
Antigo Dugout Club has a substantial amount of funds raised for the seating deck and are also continuing to submit grant/funding requests to complete the project.

I am proposing that we use our bleacher and ball diamond improvement fund dollars (total of \$15,000.00) in combination with Antigo Dugout Club funding to start the project this year.

We will be able to move the existing code compliant bleachers to other locations.

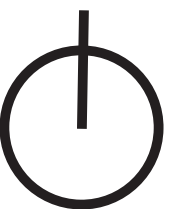


Attachment: 150701_Deck_Seating_Design (2010 : Al Remington Seating Deck)



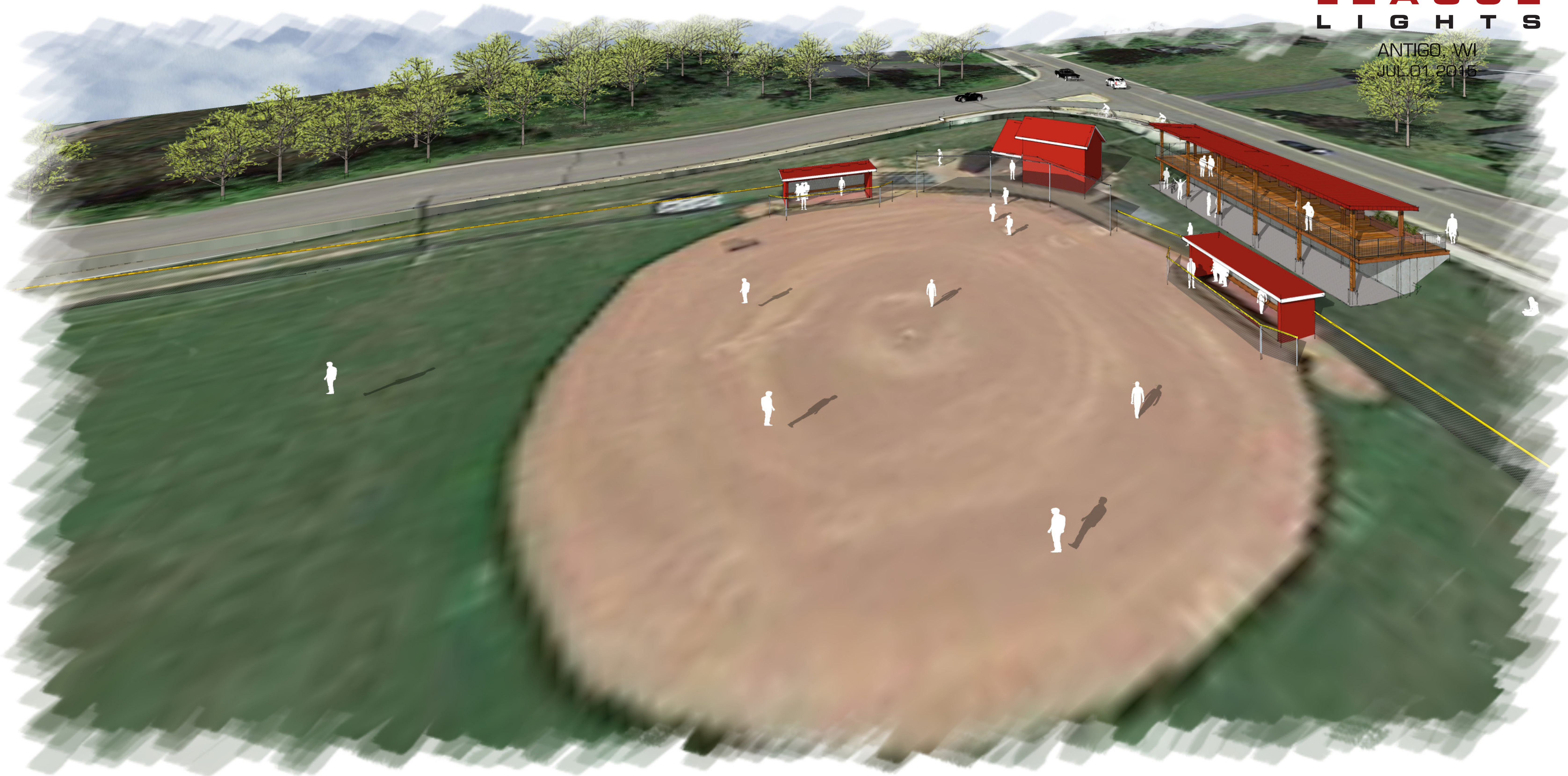
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SITE PLAN: NTS

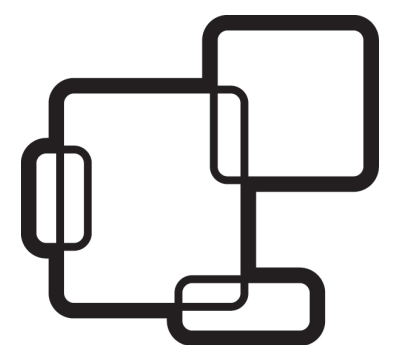


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ANTIGO, WI
JUL 01 2015



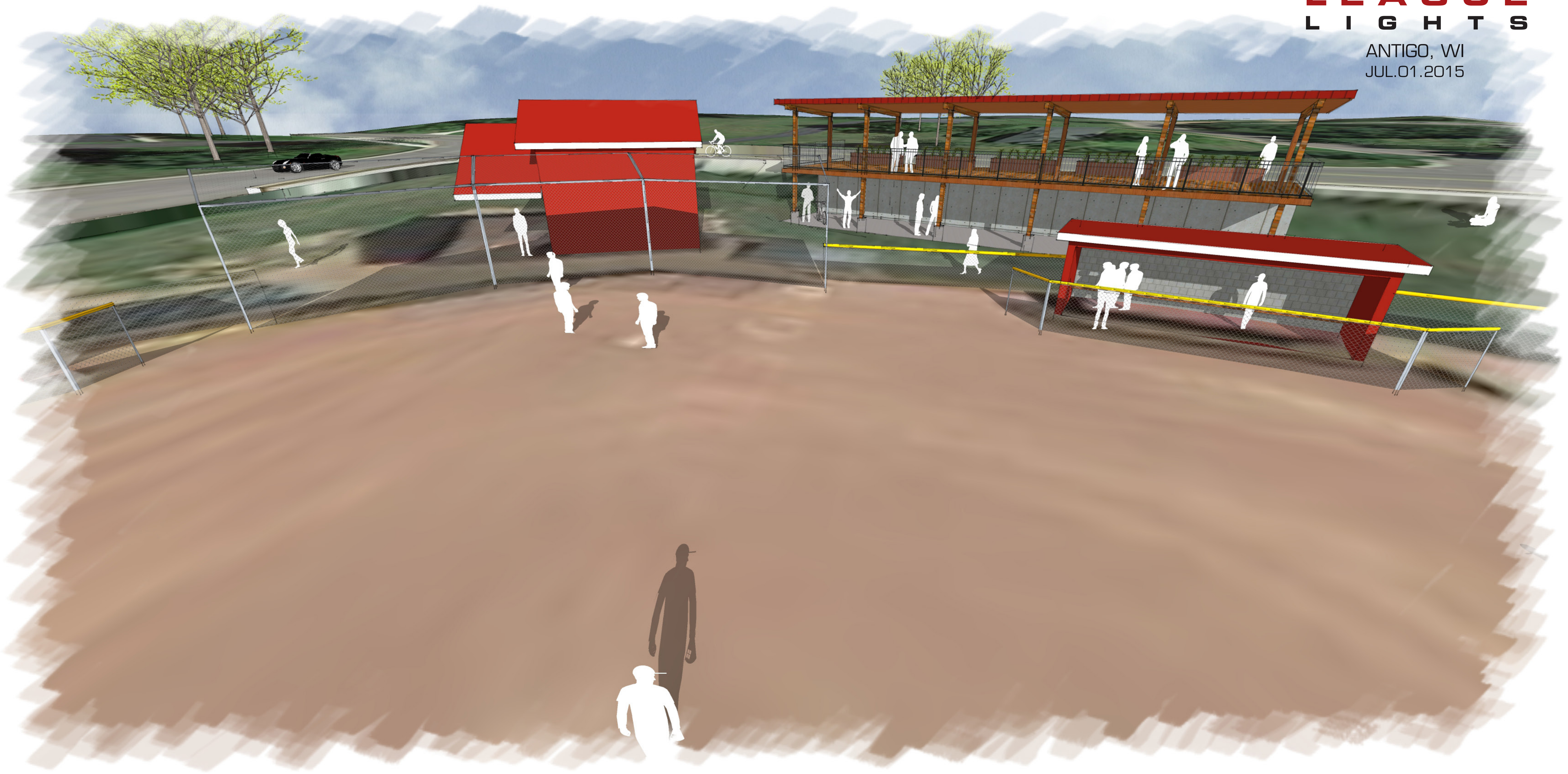
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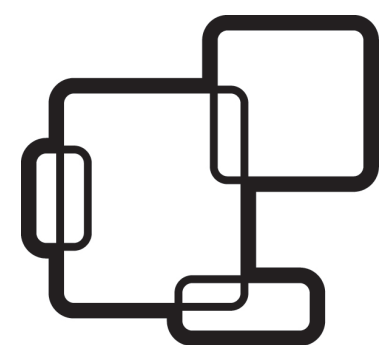
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LITTLE LEAGUE LIGHTS

ANTIGO, WI
JUL.01.2015



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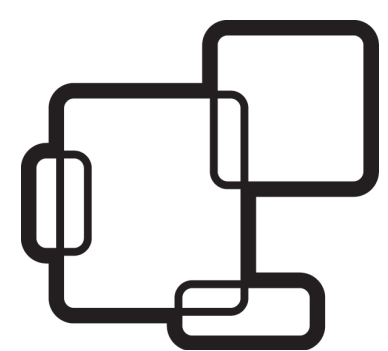
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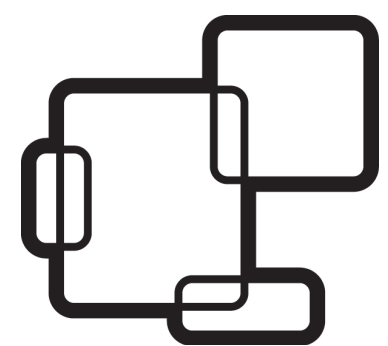
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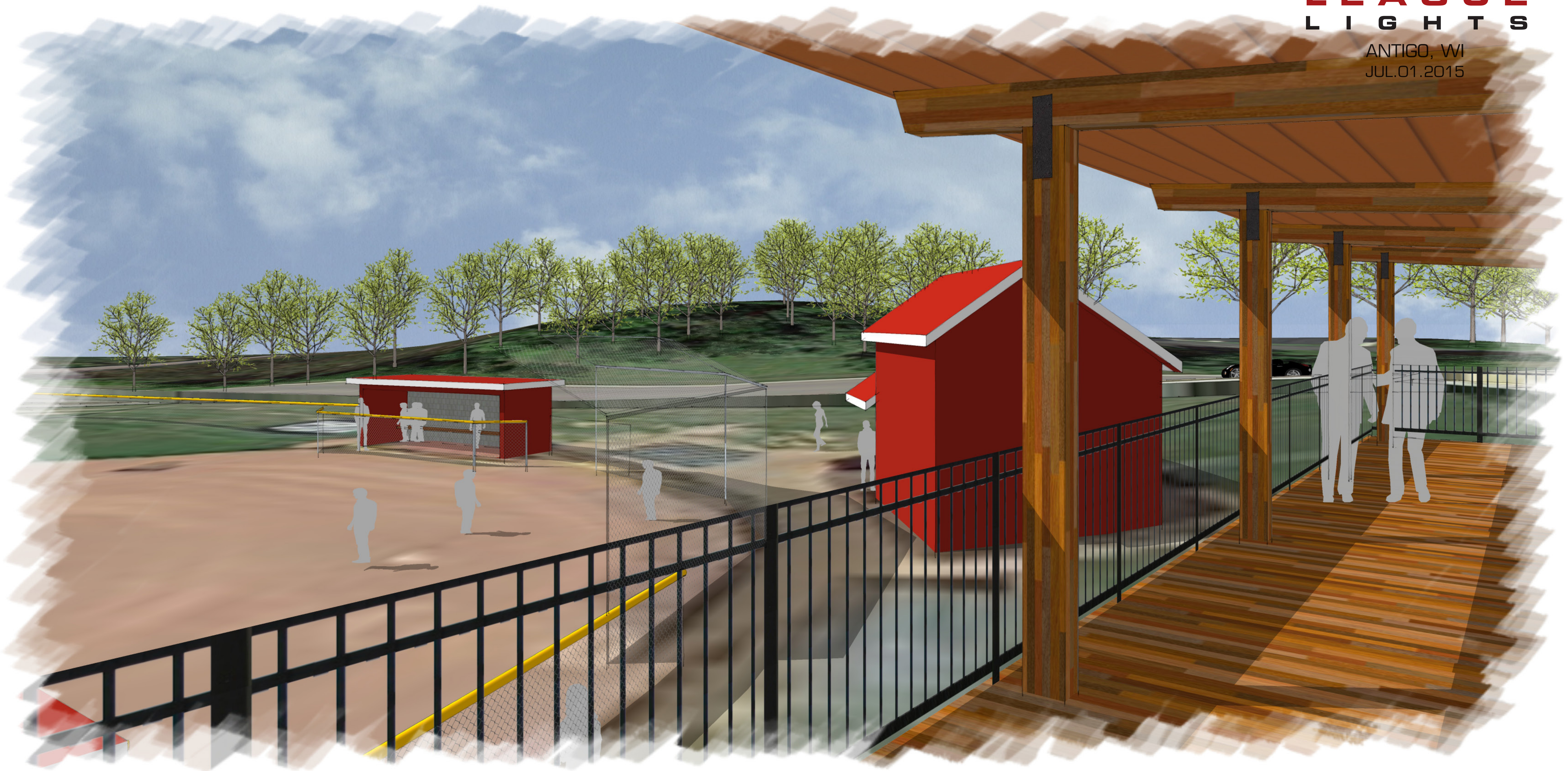
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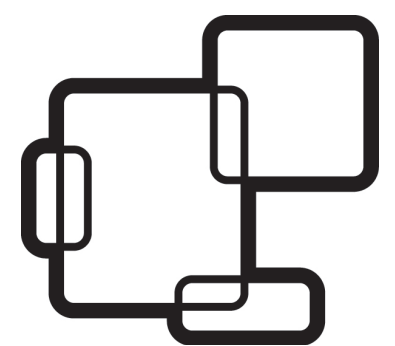
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LITTLE
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To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 12, 2018
Re: Tennis Lesson Registration

We are working with Antigo Area Tennis for Life to accept registrations for their summer tennis lesson program on-line.

They are the first organization to utilize our registration software and charge a fee. We will retain 5% of each registration per the Park, Cemetery and Recreation Commission's agreement.

I am excited to work with Antigo Area Tennis for Life to process their registrations for their summer youth tennis program.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 12, 2018
Re: Award Most Advantageous Bid for Half Ton Pick-up Truck

Bids were opened on Friday, March 8, 2018. Bid information will be available at the meeting.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 12, 2018
Re: Award Most Advantageous Bid for 60" Zero Turn Lawn Mower

Bids were opened on Friday, March 8, 2018. Bid information will be available at the meeting.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 12, 2018
Re: Award Most Advantageous Bid for Utility Vehicle

Bids were opened on Friday, March 8, 2018. Bid information will be available at the meeting.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 12, 2018
Re: Award Most Advantageous Bid for 48" Diesel Mower

Bids were opened on Friday, March 8, 2018. Bid information will be available at the meeting.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 12, 2018
Re: Award Most Advantageous Bid for 48" Gasoline Mower

Bids were opened on Friday, March 8, 2018. Bid information will be available at the meeting.