



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, March 14, 2022

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 14, 2022 Meeting
2. Approve Waiver of Shelter Fee for Raptor Education Group Inc. (REGI)
3. Approval to Waive Shelter Fee for Wild Ones Northwoods Gateway Chapter
4. Addition of a Designated Trash/Recycle Area for the City Campground
5. Approval to Submit a Knowles Stewardship Grant for Boat/Kayak Launch Development of Parcel No. 201-0317 and West of Parcel 201-0317

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 Cheryl Barta, 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 09,2022

TIM KASSIS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 14, 2022
Re: Approve Waiver of Shelter Fee for Raptor Education Group Inc. (REGI)

Request to approve the waiver of the shelter fee for Raptor Education Group Inc. (REGI) for July 21 and August 4 at the Hudson Street Shelter where they will hold a summer camp for community youth.

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual) requesting wavier(s):

Raptor Education Group, Inc. (REGI)

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

- ☒ Shelter / Concession Reservation Fee (\$40.00 / \$50.00 Resident or \$60.00 / \$75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.
- ☐ Special Event/Parade Fee (\$25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.
- ☐ Street Use (\$25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.
- ☐ Insurance – If you are not requesting an insurance waiver please include insurance with application
- o Insurance documentation must be on file with the City of Antigo prior to the event date
 - o The City of Antigo must be listed as additional insured
 - o \$1,000,000 general liability coverage is required
 - o The above insurance information may be found within Article XI, Special Event/Parade Ordinance Sec. 18-433, Insurance Required.

**Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.*

3. Name of Event: Raptor Adventures Summer camp through REGI, a 501(c)(3) non-profit organization

4. Description of Event (please attach an additional sheet if necessary):

"Something's Fishy" is theme for 7/21 & 8/4 2022 of camp. We will be teaching campers how to fish responsibly & teaching about aquatic Biodiversity.

5. How event is benefitting the community (are funds being reinvested into the community...etc):

This event gets campers outdoors (most from this community) and encourages a greater understanding and appreciation of wildlife & habitats in which they live. Our camp goal is to Foster responsible environmental Stewardship through nature exploration.

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed):

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

forname Sumaro

Date: 2/16/2022

For Office Use Only:

FPL: Submitted _____ PCR Submitted: _____ Council Submitted: _____
FPL: Approved _____ PCR Approved: _____ Council Approved: _____

Attachment: REGI-Waiver (5404 : Waiver of Shelter Fee for REGI)



RESERVED

Park Shelter: ☒ Hudson Street ☐ Lake Park Shelter ☐ Lake Park Concession ☐ Saratoga ☐ City Park West ☐ City Park East
☐ Peaceful Valley Warming House ☐ Peaceful Valley Festival Grounds ☐ Heinzen Peaceful Valley Pavilion ☐ Little League Concession

Day and Date of Rental (Day, 00/00/0000): (Thursday, 7/21/2022) & (Thursday, 8/4/2022)

* Point of Contact or Responsible Adult: Briana Suriano

Must be present at the event and on the premises for the reservation date

Event Start Time: 8AM

Event End Time: 4PM

Name/Type of Event: Summercamp (REGI) Number of Participants: TBD

PLEASE NOTE: There will be a minimum fee of \$100.00 for non-emergency calls to dispatch. Please be sure you have reviewed our park shelter information before your reservation date, and contact the caretaker at the number listed below for any issues that are non-emergency.

Special Activities or Needs (please note we cannot guarantee additional picnic tables or their placement within the park):

We will be fishing with campers and ponding for aquatic invertebrates

If any of the following apply you are responsible for taking the appropriate action.

Selling or Serving Beer: Yes ☒ No

Obtain a special temporary Class B license, at the City Clerk's Office, if you would like to sell or serve fermented malt beverages at a public event.

Tent with Stakes: Yes ☒ No

Ensure Diggers Hotline has been contacted prior to staking. Private lines within the park will have to be located by an electrician. You are responsible for any damage to underground utilities.

Amplification: Yes ☒ No

Excessive volume may be disruptive to nearby neighbors; please limit volume to a reasonable level. Amplification and/or speaker system equipment is not provided by the Park, Recreation and Cemetery Department.

Outside Vendors (i.e. Bouncy Houses, Food...etc): Yes ☒ No

Please consult city staff for guidelines if you are hiring outside vendors.

Inviting the Public: Yes ☒ No

You are required to complete and file an event permit. A certificate of insurance must be on file prior to your event, with the City of Antigo listed as an additional insured, and \$1,000,000.00 general liability. If you wish to have the City of Antigo waive the insurance requirement you must complete a waiver request form, meet all necessary requirements, and submit the request to Antigo Common Council.

Shelter Rental Fee:	\$40.00 Resident - \$60.00 Non-Resident
Warming House/Lake Park Concession Rental Fee:	\$50.00 Resident - \$75.00 Non-Resident
Ball Field Rental Fee:	\$6.00 Resident - Non-Resident
Lake Park Ball Field Rental Fee:	\$2.00 Resident - Non-Resident
Peaceful Valley Festival Grounds:	\$75.00 Resident - \$100.00 Non-Resident
Helzen Peaceful Valley Pavilion:	\$75.00 Resident - \$100.00 Non-Resident

CONTACT INFORMATION

Address: N2160 W ROLLWOOD Rd

City: Antigo State: WI Zip: 54409

Home Phone Number: X Cell Phone Number: 715-623-2563

E-mail Address: briana@raptoreducationgroup.org

REFUND POLICY:

You may cancel your reservation 2 weeks prior to the reservation date. There will be a 25% administrative processing fee applied to qualifying reservations. You may move your reservation date to a different day within the same calendar year with no penalty.

Whereas, the City of Antigo desires to be absolved from all responsibility for and all risk of damage or injury that may be sustained by anyone using said facilities; Now, Therefore, in consideration of the use of said facilities, the undersigned hereby releases the City of Antigo, its agents and employees, provide defense in an event of a claim and agrees to hold them harmless from any and all claims, demands, causes of action, present or future, whether known, anticipated or unanticipated, and resulting from and arising out of or incidental to the use of said facilities by the undersigned or its invitees in connection with its utilization of said facilities in any manner whatsoever.

We have read and understand the foregoing Release and Hold Harmless Agreement. We have read and understand the park policies and regulations. We accept the responsibility to maintain the facility in its proper condition and are responsible to reimburse the City of Antigo for damages done to the facility.

PLEASE NOTE:

There will be a minimum fee of \$100.00 for non-emergency calls to dispatch. Please be sure you have reviewed our park shelter information before your reservation date, and contact the caretaker at the number listed for any issues that are non-emergency.

Signature: Briana Luciano

Date: 2/17/2022

Applicant must be 18 years of age or older

City of Antigo Concession Stand Agreement

Only complete if you are reserving Lake Park Concession or Peaceful Valley Warming House

Stipulations and agreements of this contract are as follows.

Please initial in each blank and comply with the following when utilizing our concession stands:

- a. Concession building, score booth and immediate surrounding area is clean and free of waste, garbage, debris, boxes, etc, at all times.
- b. If repairs are required you will be responsible for the total cost of repairs.
- c. The concession stand building will be emptied of merchandise immediately following the scheduled event.
- d. The City of Antigo is not responsible for the loss or destruction of personal items in the concession building.
- e. The building will be available to the requesting organization the day of the event.

Key or Lock Code Distribution Policies for Short Term Sign-Out (please initial next to each blank):

- 1. All keys must be checked-out at the Park, Cemetery and Recreation office during normal business hours.
- 2. No key or lock code will be issued to anyone under the age of 18.
- 3. If a key is lost or stolen or a lock code compromised, the responsible individual must notify the Park, Recreation and Cemetery office as soon as possible and no later than 3 business days.
- 4. If the lock needs to be rekeyed, the responsible individual is assessed the costs of rekeying the lock and all associated costs.
- 5. Qualifying lock codes or keys, for use of a facility, will be available the day prior to an event Monday through Saturday. If there is a Sunday event the key or lock code will be available Friday. However, you may not access the facility until the day of your reservation.
- 6. All keys must be returned the day after the event, or the Monday following a weekend event. Other return requests will be at the discretion of the Park, Cemetery and Recreation Supervisor and/or designee.
- 7. Only the City of Antigo is authorized to duplicate keys.

Please sign and return completed form with payment to:

City Hall • Park and Recreation Department
700 Edison Street • Antigo, WI 54409 • 715.623.3633 extension-154-131
www.antigo-city.org • Fax: 715.627.7099

Administrative Use Only

Facility Name: _____ Key # _____ Date Key Checked-Out: ____/____/____

Facility Name: _____ Key # _____ Date Key Checked-Out: ____/____/____



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 14, 2022
Re: Approval to Waive Shelter Fee for Wild Ones Northwoods Gateway Chapter

The local Wild Ones Chapter will be hosting an educational program for the public about safe gardening.

They are requesting a wavier of the shelter fee, and I am recommending the fee waiver.

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual requesting waiver(s):

Wild Ones Northwoods Gateway Chapter

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

- ☒ **Shelter / Concession Reservation Fee** (\$40.00 / \$50.00 Resident or \$60.00 / \$75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.
- ☒ **Special Event/Parade Fee** (\$25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.
- ☐ **Street Use** (\$25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.
- ☐ **Insurance** – If you are not requesting an insurance waiver please include insurance with application
- o Insurance documentation must be on file with the City of Antigo prior to the event date
 - o The City of Antigo must be listed as additional insured
 - o \$1,000,000 general liability coverage is required
 - o The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

**Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.*

3. Name of Event: Safety in the Garden -

4. Description of Event (please attach an additional sheet if necessary):

(free)
A lecture (an informal discussion) open to the general public about gardening tips to stay safe while gardening. Proper techniques and equipment can keep a gardener safe from dangerous microbes, insects, chemicals, etc.

5. How event is benefitting the community (are funds being reinvested into the community...etc):

We will be training people to stay safe in their yards + gardens at no cost to them as we are a non-profit organization. At the same time, we are introducing people to our organization whose mission is to teach the community about the benefits of planting native plants in our community and how vital a role these plants have in attracting and hosting important pollinators.

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed):

none

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

Jennifer Ventura

Date: 3/25/22

For Office Use Only:

FPL: Submitted

PCR Submitted:

Council Submitted:



RESERVED

Park Shelter: ☐ Hudson Street ☐ Lake Park Shelter ☐ Lake Park Concession ☐ Saratoga ☐ City Park West ☐ City Park East
☐ Peaceful Valley Warming House ☐ Peaceful Valley Festival Grounds ☒ Heinzen Peaceful Valley Pavilion ☐ Little League Concession

Day and Date of Rental (Day, 00/00/0000): 05/17/2022

*** Point of Contact or Responsible Adult:** Jen Ventura
Must be present at the event and on the premises for the reservation date

Event Start Time: 5pm **Event End Time:** 9pm

Name/Type of Event: Safety in the Garden / lecture **Number of Participants:** 6-10
for 7/25/22

PLEASE NOTE: There will be a minimum fee of \$100.00 for non-emergency calls to dispatch. Please be sure you have reviewed our park shelter information before your reservation date, and contact the caretaker at the number listed below for any issues that are non-emergency.

Special Activities or Needs (please note we cannot guarantee additional picnic tables or their placement within the park):

If any of the following apply you are responsible for taking the appropriate action.

Selling or Serving Beer: Yes ☒ No

Obtain a special temporary Class B license, at the City Clerk's Office, if you would like to sell or serve fermented malt beverages at a public event.

Tent with Stakes: Yes ☒ No

Ensure Diggers Hotline has been contacted prior to staking. Private lines within the park will have to be located by an electrician. You are responsible for any damage to underground utilities.

Amplification: ☒ Yes ☐ No

Excessive volume may be disruptive to nearby neighbors; please limit volume to a reasonable level. Amplification and/or speaker system equipment is not provided by the Park, Recreation and Cemetery Department.

Outside Vendors (i.e. Bouncy Houses, Food...etc): Yes ☐ No

Please consult city staff for guidelines if you are hiring outside vendors.

Inviting the Public: Yes ☒ No

You are required to complete and file an event permit. A certificate of insurance must be on file prior to your event, with the City of Antigo listed as an additional insured, and \$1,000,000.00 general liability. If you wish to have the City of Antigo waive the insurance requirement you must complete a waiver request form, meet all necessary requirements, and submit the request to Antigo Common Council.

Attachment: Wildones_Shelter (5411 : Waiver of Shelter - Wild Ones)

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Warming House/Lake Park Concession Rental Fee:	\$50.00 Resident / \$75.00 Non-Resident
Ball Field Rental Fee:	\$6.00 Resident / Non-Resident
Lake Park Ball Field Rental Fee:	\$7.00 Resident / Non-Resident
Peaceful Valley Festival Grounds :	\$75.00 Resident / \$100.00 Non-Resident
Heinzen Peaceful Valley Pavilion:	\$75.00 Resident / \$100.00 Non-Resident

CONTACT INFORMATION

Address: W8405 Trillwomhn.City: AntigoState: WIZip: 54409Home Phone Number: 715 350-2994Cell Phone Number: 715-350-1148E-mail Address: jnvent@aol.com

REFUND POLICY:

You may cancel your reservation 2 weeks prior to the reservation date. There will be a 25% administrative processing fee applied to qualifying reservations.
You may move your reservation date to a different day within the same calendar year with no penalty.

Whereas, the City of Antigo desires to be absolved from all responsibility for and all risk of damage or injury that may be sustained by anyone using said facilities; Now, Therefore, in consideration of the use of said facilities, the undersigned hereby releases the City of Antigo, its agents and employees, provide defense in an event of a claim and agrees to hold them harmless from any and all claims, demands, causes of action, present or future, whether known, anticipated or unanticipated, and resulting from and arising out of or incidental to the use of said facilities by the undersigned or its invitees in connection with its utilization of said facilities in any manner whatsoever.

We have read and understand the foregoing Release and Hold Harmless Agreement. We have read and understand the park policies and regulations. We accept the responsibility to maintain the facility in its proper condition and are responsible to reimburse the City of Antigo for damages done to the facility.

PLEASE NOTE:

There will be a minimum fee of \$100.00 for non-emergency calls to dispatch. Please be sure you have reviewed our park shelter information before your reservation date, and contact the caretaker at the number listed for any issues that are non-emergency.

Signature: Jennifer Ventura Treasurer - Wild Ones Northwoods Gateway Chapter Date: 2/25/22
Applicant must be 18 years of age or older

City of Antigo Concession Stand Agreement

Only complete if you are reserving Lake Park Concession or Peaceful Valley Warming House

Stipulations and agreements of this contract are as follows.

Please initial in each blank and comply with the following when utilizing our concession stands:

JN 2/25/22
[Signature]
[Signature]
[Signature]
[Signature]

- Concession building, score booth and immediate surrounding area is clean and free of waste, garbage, debris, boxes, etc. at all times.
- If repairs are required you will be responsible for the total cost of repairs.
- The concession stand building will be emptied of merchandise immediately following the scheduled event.
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- The building will be available to the requesting organization the day of the event.

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www.antigo-city.org • Fax: 715.627.7099

Administrative Use Only

Facility Name: _____ Key # _____ Date Key Checked-Out: ____/____/____



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 14, 2022
Re: Addition of a Designated Trash/Recycle Area for the City Campground

Due to the popularity of our campground we would like to add a designated trash and recycle collection area. These funds are budgeted in the Capital Equipment/Improvement Plan (CIP).

The cost for the installation and construction will not exceed our total budgeted amount in the CIP Campground Improvement line-item.

Approval to install a designated trash and recycle collection area at the campground using budgeted CIP funds.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 14, 2022
Re: Approval to Submit a Knowles Stewardship Grant for Boat/Kayak Launch
Development of Parcel No. 201-0317 and West of Parcel 201-0317

The City of Antigo would like to develop the green space on parcel no. 201-0317, and west of parcel 201-0317 to accommodate a boat/kayak launch that is American Disability Act (ADA). In addition, the City of Antigo would like to add a small shelter/picnic area in this location.

The development will enhance the green space north of Lakeside, and provide community members and visitors a location to picnic, rest, and access the Antigo Lake Basins and Springbrook for recreation, or fishing.

The City of Antigo has budgeted funds for the development, and is requesting permission to apply for a Knowles Stewardship Grant to assist with funding. Knowles Stewardship is up to a 50/50 match.