



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

HEINZEN PEACEFUL VALLEY PAVILION

Monday, May 08, 2017

CITY HALL

5:30 PM

HEINZEN PEACEFUL VALLEY PAVILION LOCATED AT 420 FIELD STREET, ANTIGO

Call to Order

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

1. Approval of Minutes from the March 13, 2017 Meeting
2. Waiver of Shelter Rental Fee for Heinzen Pavilion for Antigo Garden Club's Annual Plant Sale on Saturday, May 27, 2017
3. General Information and Updates: Status of Shelters, Campground, and Cemetery openings; Status of Recreation Programs and Events; Status of Pickleball; Status of Single Track Trail and Possible Partnerships/Cooperative Agreements for Maintenance and Expansion; Status of Peaceful Valley Heinzen Pavilion
4. Tour of Heinzen Peaceful Valley Pavilion

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: May 05,2017

TIM KASSIS



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: May 08, 2017
Re: Waiver of Shelter Rental Fee for Heinzen Pavilion for Antigo Garden Club's Annual Plant Sale on Saturday, May 27, 2017

The Antigo Garden Club is planning their Annual Plant Sale to be held on Saturday, May 27, 2017. They would like to hold it at the Heinzen Pavilion in the Peaceful Valley Park area. At these events they sell plants with the funds used for scholarships and to provide plantings in the city park areas.

The Antigo Garden Club is requesting the shelter rental fee without electricity be waived for this event. The only city services they are requesting would be extra trash receptacles to be placed for the use of the public who attend.

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):

ANTIGO GARDEN CLUB

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: ANNUAL PLANT SALE

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

SALE OF PLANTS FROM MEMBERS OWN GARDENS

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

FUNDS USED FOR SCHOLARSHIPS & TO GET CITY PLANTINGS

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) :

TRASH RECEPTACLE

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

Lillian M. Tamm

Date: 4/10/12

For Office Use Only:

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

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

Attachment: Antigo Garden Club (1482 : Waiver of Shelter Rental Fee)



RESERVED

Park Shelter: ☐ Hudson Street ☐ Lake Park Concession ☐ Saratoga ☐ City Park West ☐ City Park East ☐ Peaceful Valley Warming House
☐ Peaceful Valley Festival Grounds (no electric) ☐ Peaceful Valley Festival Grounds (electric capabilities)
☒ Heinzen Peaceful Valley Pavilion (no electric) ☐ Heinzen Peaceful Valley Pavilion (electric capabilities)

Day and Date of Rental (Day, 00/00/0000): 05/27/2017

*** Point of Contact or Responsible Adult:** LIL TOWER

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

Event Start Time: 7:00 AM

Event End Time: 5 PM

Name/Type of Event: PLANT SALE

Number of Participants: PUBLIC

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):

DISPLAY TABLES IF AVAILABLE

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

Selling Beer: Yes ☒ No
 Obtain a special temporary Class B license, at the City Clerk's Office, if you would like to sell fermented malt beverages.

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.

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: Antigo Garden Club (1482 : Waiver of Shelter Rental Fee)

Shelter Rental Fee:	\$40.00 Resident / \$60.00 Non-Resident
Concession Stand 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 (electric capabilities):	\$75.00 Resident / \$100.00 Non-Resident
Peaceful Valley Festival Grounds (no electric):	\$50.00 Resident / \$75.00 Non-Resident
Heinzen Peaceful Valley Pavilion (no electric):	\$50.00 Resident / \$75.00 Non-Resident
Heinzen Peaceful Valley Pavilion (electric capabilities)	\$75.00 Resident / \$100.00 Non-Resident

CONTACT INFORMATION

Address: 345 FIELD STCity: ANTIGO State: WI Zip: 54409Home Phone Number: 715-627-7372 Cell Phone Number: 715 216-4925E-mail Address: lila.tower1@gmail.com

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: Lillian M. Towner Date: 4-10-17
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: ____/____/____



APPLICATION FEE
\$25.00

3.2.a

CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: 4-18-17 AGENT NAME: LILLIAN TOWER
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: 345 FIELD ST ANTIGO STATE: WI ZIP: 54409

EMAIL: lil.tower1@gmail.com

PHONE#: 715 627-7372 WORK/CELL NUMBER#: 715-8216-4923

SPONSORING ORGANIZATION: Antigo Garden Club

ORGANIZATION'S EXECUTIVE OFFICER: Carl Merenda PHONE: 449-2775

EVENT DATE(S): 5/27/2017 START TIME: 7:00 AM/PM END TIME: 5:00 AM/PM

NAME OF EVENT: Member plant sale

REASON FOR EVENT: fund raiser

PERSON(S) RESPONSIBLE FOR DATE/SITE: Lil Tower
Must be present at the event and on the premises for the reservation date for the duration of the event.

ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 2.

TYPE: ☐ Parade/Walk/Run ☒ Special Event ☐ Street Use/Closure

For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: _____

ASSEMBLY POINT _____ DISBANDING POINT _____

PARADE/WALK/RUN ROUTE: _____

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: Heinen Pavilion

STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNICIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE _____ (NUMBER) HUNDRED BLOCK(S) OF _____ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY: _____

Attachment: Antigo Garden Club (1482 : Waiver of Shelter Rental Fee)

PLEASE ANSWER YES OR NO TO THE FOLLOWING:

1. **ARE YOU SERVING ALCOHOLIC BEVERAGES?** ☐ YES ☒ NO
 YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL FERMENTED MALT BEVERAGES
2. **ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION ?** ☐ YES ☒ NO
 EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. **WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS)** ☐ YES ☒ NO
 PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

☐ TRAFFIC CONTROL☐ BARRICADES☒ TRASH BARRELS☐ EMS SERVICES ON SITE☐ OTHER; PLEASE LIST: _____

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754

PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. CERTIFICATE TO BE ON FILE FOR \$1,000,000 IN GENERAL LIABILITY COVERAGE
2. THE CITY OF ANTIGO (WITH ADDRESS LISTED) MUST BE LISTED AS AN ADDITIONAL INSURED
3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

NAME OF YOUR LIABILITY INSURANCE CARRIER _____

☒ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE

William M. Tawer

DATE

4-10-17

Attachment: Antigo Garden Club (1482 : Waiver of Shelter Rental Fee)

General Update for Parks, Recreation and Cemetery Department

Although the weather has been cooler and wet Park, Recreation and Cemetery Department crews have been busy with a myriad of tasks to ensure parks, playgrounds, cemeteries, and early spring/summer programming is ready.

General Park Updates

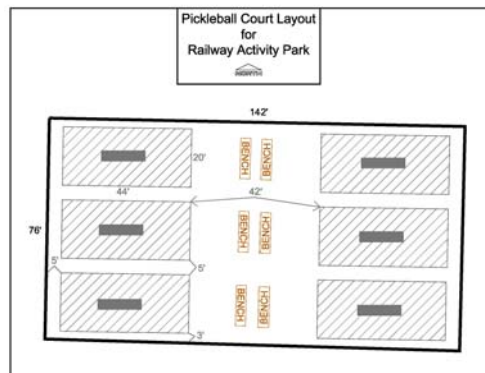
- The hockey rink has been removed from Peaceful Valley (south of the Warming House), and stored until winter.
- Crews have transitioned winter equipment (snow blowers and plows) to summer use (mower decks, loaders, and wheels instead of tracks).
- All shelters including the campground are open.
- There is a broken waterline in Elmwood Cemetery, but crews are working on a repair, so the water can be turned on.
- Mowing and trimming has begun in the parks and cemeteries.
- Construction of Saratoga Maintenance Sheds for the Saratoga ball fields is almost complete. The maintenance sheds will allow access to field equipment and bases from the interior of each field. Public access will no longer be allowed in our general maintenance room at the restroom/shelter facility.
- Crews also placed metal on all of the dugout roofs early spring. We will be working on installing new shade cloth material on the back of the dugouts as well.
- All Saints Catholic School worked with us on Friday, April 28th to spread new woodchips in the Rockin' Robin Playground (aka Castle Park). We greatly appreciated their efforts.
- I have been in contact with the original fence contractor for the Dog Park to ensure we make necessary repairs to the fencing and posts from damage that occurred over the winter months.

General Recreation Updates

- T-ball fields have been lined in preparation of the season start date: Monday, May 8 (games are played at: Peaceful Valley, Third Ward, Cherry Street and City Park East).
- In our office, Julie Zack has been processing daily shelter reservation and campground requests as well as numerous registrations for summer programming.
- County League Baseball as well as Little League Baseball and Softball have also started. The Little League opener is scheduled for Saturday, May 13, 2017. The High School Softball and Baseball seasons are also underway.
- We had a very successful Easter Egg Hunt despite the stormy weather.
- There was low attendance this year for the Springbrook Clean-up, but those in attendance did a great job picking-up along the lake basins and Springbrook.
- Our Brewer trip did not sell-out, but the accommodations, food, and view in the Dew Deck were awesome. The climbing wall was a huge success with the kids and the food was excellent.
- Arbor Day is being funded through ATC and WPS this year. We will be planting in the Railway Activity Park. Mission Antigo will also be helping us plant, and we greatly appreciate their help on this busy day.

Pickleball

- Karl's Transport approved the use of their indoor gym for pickleball through the month of May, which was a one month extension on their contract. Revenues generated during the winter off-set the costs for the month of May.
- Pickleball will be playing at both Mendlik Park and the High School's Elleson Tennis Courts this summer. They will also try the Pavilion for a rain location this summer (one court can fit beneath the building).
- We are hoping to budget for new surfacing at Railway Activity Park and move pickleball to that location once it's resurfaced. The Railway Park location has lights and the ability to hold 6 courts within the current footprint.



Single Track Trail Developments

- LAMBA and members of Antigo Bike & Ski Club are excited about bike trail expansion at Jack Lake and the City of Antigo. We are currently working with group members to work on a cooperative agreement to expand the trail system as well as maintain the trails.

Pavilion

- **Events**
 - o We will be hosting our first event in the Heinzen Pavilion on **Saturday, May 20, 2017**. Stand for Children Day will spread their event throughout Peaceful Valley Park. The Optimist Bike Rodeo, free bike repairs, the School District's Read to Succeed and many other groups and organizations will also be in attendance. Tom Pease also perform (sponsored by CoVantage Credit Union).
 - o The following weekend on **Saturday, May 27, 2017** the Heinzen Pavilion will host the Antigo Garden Club plant sale.
 - o **Saturday, June 3, 2017** kicks off the new location for the Farmers' Market in the Heinzen Pavilion.
 - o Music in the Park will also start their summer concert series on **Monday, June 5, 2017** at the City Park West Bandstand. Music in the Park will be

- o using the Heinzen Pavilion for a rain location this year.
 - o The Heinzen Pavilion is already booked for a number of smaller private events as well throughout the summer. These events include: birthday parties, graduation parties, weddings and reunions.
- **Function (chairs and tables)**
 - o With the variety of events that are being hosted we have decided to purchase tables and chairs with picnic tables as supplements to the facility. We will house the tables and chairs in a trailer and allow the event organizer to set-up the interior as they desire.
 - Chairs and tables provide easier access than bench seating at a picnic table.
 - The tables are easier to move in different configurations and allow for more variety in set-up and seating arrangements.
 - Picnic tables are cumbersome to move and typically require two people.

We are excited about the possibilities for the Heinzen Pavilion and look forward to the variety of events and gatherings that the community will hold in the park.

Park, Recreation and Cemetery Department crews have almost finished installing the plastic panels behind the mesh. They have done a fantastic job with a challenging project, and continue to complete their daily tasks as well.

We are looking forward to summer and all the activity of the season.