



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, May 14, 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 April 9, 2018 Meeting
2. Request Waiver of Rental Fee for Peace of Mind Giving Days on July 1, 2018
3. Request for Waiver of Shelter Rental Fees for a Summer Picnic for Langlade County Historical Society on July 11, 2018
4. Accept Donation from Antigo Dugout Club for Raised Seating Deck at Al Remington Little League Field
5. Butterfly Garden by Antigo Garden Club
6. American Transmission Company Donation for Arbor Day Tree Plantings

Any Other Matters Authorized by Law to be Considered

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 09,2018

TIM KASSIS



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: May 14, 2018
Re: Request Waiver of Rental Fee for Peace of Mind Giving Days on July 1, 2018

Mr. Joshua Davids is holding "Peace of Mind Giving Days" at the Heinzen Pavilion on July 1, 2018. Mr. Davids has paid for the rental of the shelter already but since it is a fundraising event he would like to ask that the rental fee be waived. If approved by the commission, the fee can be refunded to him by check.

I have attached the submitted paperwork for your review.

Waiver Request Application Form

2.2.a

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):

Joshua M. Davids

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: Peace of Mind Giving Days

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

We are providing music and photo booths to get people to donate items for local pantry or local organizations that help others in need.

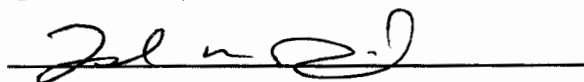
5. How event is benefitting the community (are funds being reinvested into the community...etc):

Everything that comes in goes for organizations that help out the community.

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):



Date: 5-3-18

For Office Use Only:

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

Attachment: FPL (2107 : Request Waiver of Rental Fee for Heinzen Pavilion)



APPLICATION FEE
\$25.00

2.2.a

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

DATE OF APPLICATION: 5-3-18 AGENT NAME: _____
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: 305 Hudson Street STATE: WI ZIP: 54409

EMAIL: joshdavis99@gmail.com

PHONE#: 715-610-0421 WORK/CELL NUMBER#: _____

SPONSORING ORGANIZATION: _____

ORGANIZATION'S EXECUTIVE OFFICER: _____ PHONE: _____

EVENT DATE(S): 7-1-18 START TIME: NOON AM ☒ PM END TIME: 6 AM ☒ PM

NAME OF EVENT: Peace of mind Giving Days

REASON FOR EVENT: Wanting to help out local pantry and local organization

PERSON(S) RESPONSIBLE FOR DATE/SITE: Joshua M. Davis
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: 100

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: Heinzen 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: FPL (2107 : Request Waiver of Rental Fee for Heinzen Pavilion)

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 _____

DATE 5-3-18



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: May 14, 2018
Re: Request for Waiver of Shelter Rental Fees for a Summer Picnic for Langlade County Historical Society on July 11, 2018

The Langlade County Historical Society holds a Summer Picnic every year on the grounds at 404 Superior Street. In the event of inclement weather, they would like to have the Heinzen Pavilion as a back-up location for this event and are asking for a waiver of the shelter rental fee if they need to use the pavilion. The Summer Picnic will be held on July 11, 2018 and is a fundraiser for the society.

This event if approved by the commission this year for a shelter rental fee waiver, will go on the annual waiver requests put through to the Park, Cemetery and Recreation Commission every year.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: May 14, 2018
Re: Accept Donation from Antigo Dugout Club for Raised Seating Deck at Al Remington Little League Field

Antigo Dugout Club has been working to raise funds through donations and other fundraising efforts to construct a raised seating deck at Al Remington Little League Field.

The City of Antigo has also designated funds for this project.

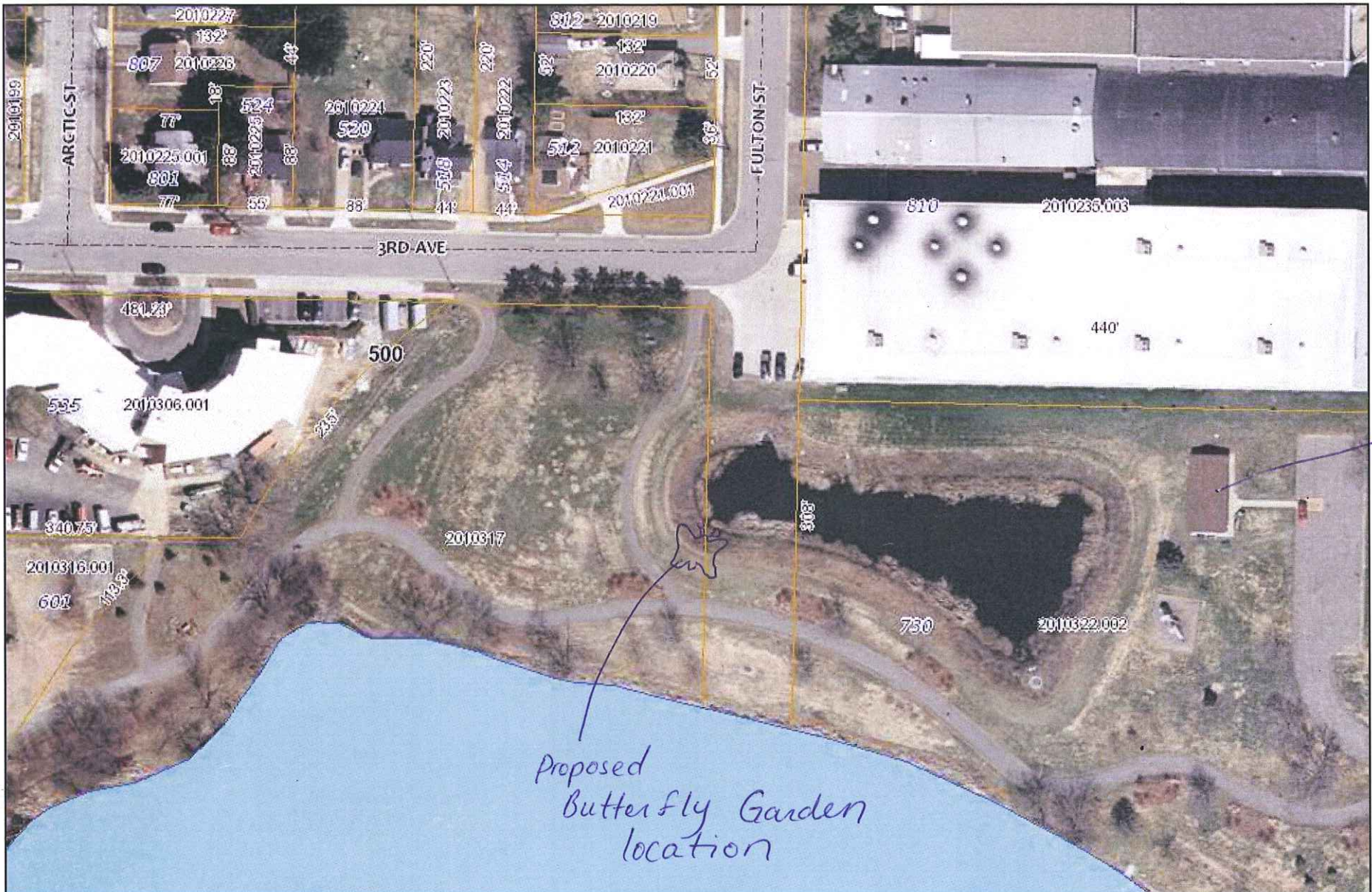
I am recommending we accept their donation to fund the project.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: May 14, 2018
Re: Butterfly Garden by Antigo Garden Club

The Antigo Garden Club would like to plant a butterfly garden in Hudson Street Park. I think this would be a beautiful addition to the park. The Antigo Garden Club has been extremely supportive in maintaining landscaping in various parks throughout our community.

I recommend approving this project. The City of Antigo Park, Recreation and Cemetery Department may assist with labor, but any other costs will be the responsibility of the Antigo Garden Club including labor to maintain the garden.



DISCLAIMER: This data is provided by the City of Antigo for informational purposes only. The City does not warrant or guarantee the accuracy or reliability of this data. The recipient of this data assumes any risk of its use for any purpose.

City of Antigo GIS



SCALE: 1" = 1,200'



Print Date: 5/7/2018

May 14, 2018

Proposal to develop a Monarch Butterfly Garden by The Antigo Garden Club

Phase 1

1. Explore possibility of: grants, donations, fund raisers, etc.
2. Mark area for Monarch Garden
3. Remove grass
4. Bring in soil
5. Frame shape of garden
6. Edging
7. Plant flowers: annuals /perennials
8. Mulch
9. Design a display cabinet to install educational material, brochure holder, etc.
10. Become a Monarch Way Station
11. Install gift of 2 benches from Walter & Zoya Wes

Phase 2

1. Brick area around garden-this makes garden area standout
- (easy maintenance for mowing grass)
2. Add more annuals and perennials
3. Make sure we are recognized as a Monarch Way Station

* Way Station is a garden that is an oasis of milkweed and nectar plants that benefit Monarchs, to help offset the decline in natural habitat throughout their spring and summer breeding season.

Some Flowers Noted on Drawing

Spring:	Perennials:
Crocus	Black eyed Susan
Daffodils	Blanket Flower (gaillardia)
Tulips	Blazing Star
Annual:	Coreopsis
Cosmos	Cone Flower
Marigolds	Milkweed
New England Asters	Pearly Everlasting
Pansy	Sedum
Verbena	Stone Crop Sedum
Zinnias	Wavy Leaf
	Wild Bergamot
	Yellow thistle

The following list are gardens in our community that Antigo Garden Club presently maintains:

Antigo /Langlade County Silt & Loam, Boys & Girls Club, Chamber of Commerce,

City Park East, City Park West, Humane Society, Raptor Educational Group,
(Formally Robins Roost) Currently mentors for Antigo Community Gardens

*Peaceful Valley (corner of
Flower Bed Field & 61*

Proposed by: Christine Macklem representing the Antigo Garden Club

OVER

**NOT LONG AGO, Monarch Butterflies numbered in the billions,
but in the last 20 years their population has dropped by 90%.**

A female lays an egg on the leaf of a Milkweed plant, usually on the underside, although she can make use of other parts of the plant for this purpose. The underneath provides protection from predators and weather. She lays her eggs singly, most often depending on the size of the milkweed plant, she will only lay one egg per plant. She does this so her offspring will have enough to eat and to avoid cannibalism, monarch caterpillars will eat each other. The Monarch goes through four stages of metamorphosis: eggs (4-5) days, larva (14 days), pupa/chrysalis (12-16) days, and finally adult. An adult butterfly will live anywhere from two to six weeks. There will be four to five generations born each year depending on the weather, but the final generation born will live seven to eight months. Most monarch butterflies winter in an area of Mexico called the Transvolcanic Belt located about 60 miles from Mexico City. This cycle has been repeating itself for over 2 million years.

The Monarch's migration is extraordinary, there is none like it in the butterfly world. Think of it: a butterfly born in Canada or US begins its epic journey up to 2,800 miles to get to a place they've never been to before - a very specific place where their great, great, grandparents went before. Truly amazing! When I think about this time span I feel all the world will benefit if we would work together to prevent the extinction of this amazing beautiful Monarch butterfly.

Many things have contributed to the decline of this butterfly, climate change, flooding, tornadoes, hurricanes, winter storm, and drought. We have always experienced these things but they have been more severe in the past years. When the monarch leaves Mexico in the spring they have one purpose: they have emerged from their state of reproductive diapause, mated and are in search of one thing MILKWEED on which to lay their eggs. They will find that in Texas. But Texas has experienced droughts for some time and milkweed generally doesn't do well under those conditions. So the already exhausted monarch must push on to find Milkweed. Monarchs are host-specific insects whose eggs can only be laid on Milkweed, so droughts are a bigger issue for the milkweed. Meanwhile back in Mexico where monarchs seek shelter in the Oyamel Fir forests in winter severe winter storms are occurring with more frequency and people are illegally cutting these trees.

We all like a beautiful yard without dandelions, clover and etc. but pollinators in general are up against some pretty tough odds. We know how important they are to our food supply and ecosystem in general but Pesticides have changed our environment dramatically. It wasn't done on purpose but in 1996 we saw the advent of Roundup-ready agricultural crops. This pesticide was also used along the sides of roads in the ditches where Milkweed used to grow. Because of this the Monarch butterfly slowly started to decline. Though it was never the intent of the makers of glyphosate products (round-up) to do something so profoundly to affect the monarch butterfly, among other pollinators, affect them it did. Less milkweed, fewer monarch. You cannot fault the agricultural community for their desire to raise more productive crops more efficiently. This is just one part of the problem.

At the annual meeting of the North American Leaders in 2015 (Canada, Mexico & USA) they addressed the issue to promote the Health of Honey Bee and Other Pollinators. In February, 2015 the federal government (USA) allocated \$3.2 million which is to be used in a number of ways to help restore acres of habitat across the monarch's range, including establishing school gardens and pollinators gardens. The plan was also to plant Milkweed along the I-35 corridor through the heart of the U.S - from Duluth, Minn. to Laredo, Texas.

Antigo a small city in Wisconsin can help do our part in preventing the extinction of the Monarch Butterfly.
Everyone who loves the idea of seeing a Monarch Butterfly in your backyard should consider planting Milkweed.

Sincerely,

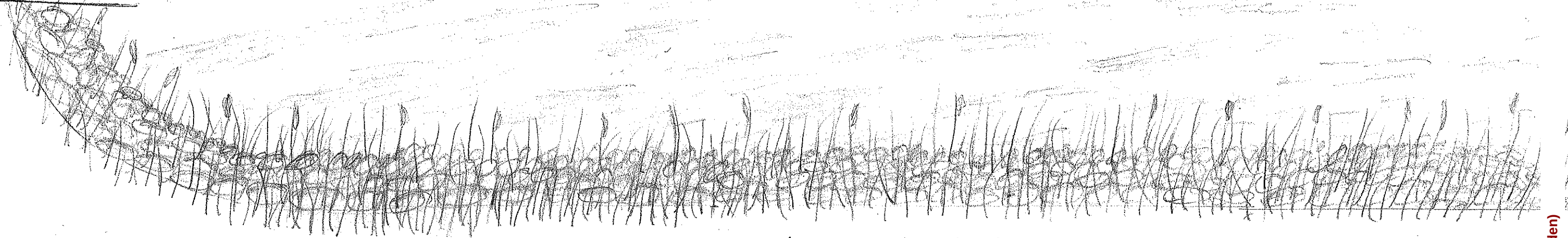
Christine Macklern, Vice President-Antigo Garden Club

**** References: "the MONARCH" by, Kylee Baumle - "Gardening For Butterflies" by, The Xerces Society -
Alliant Garden Expo 2018 - Whitehaven Butterfly Garden - Sarasota Garden Club Botanical Gardens**

OVER

Pond Behind Merit Gear

Christine Macklem
Antigo Garden Club
1/8" = 1'

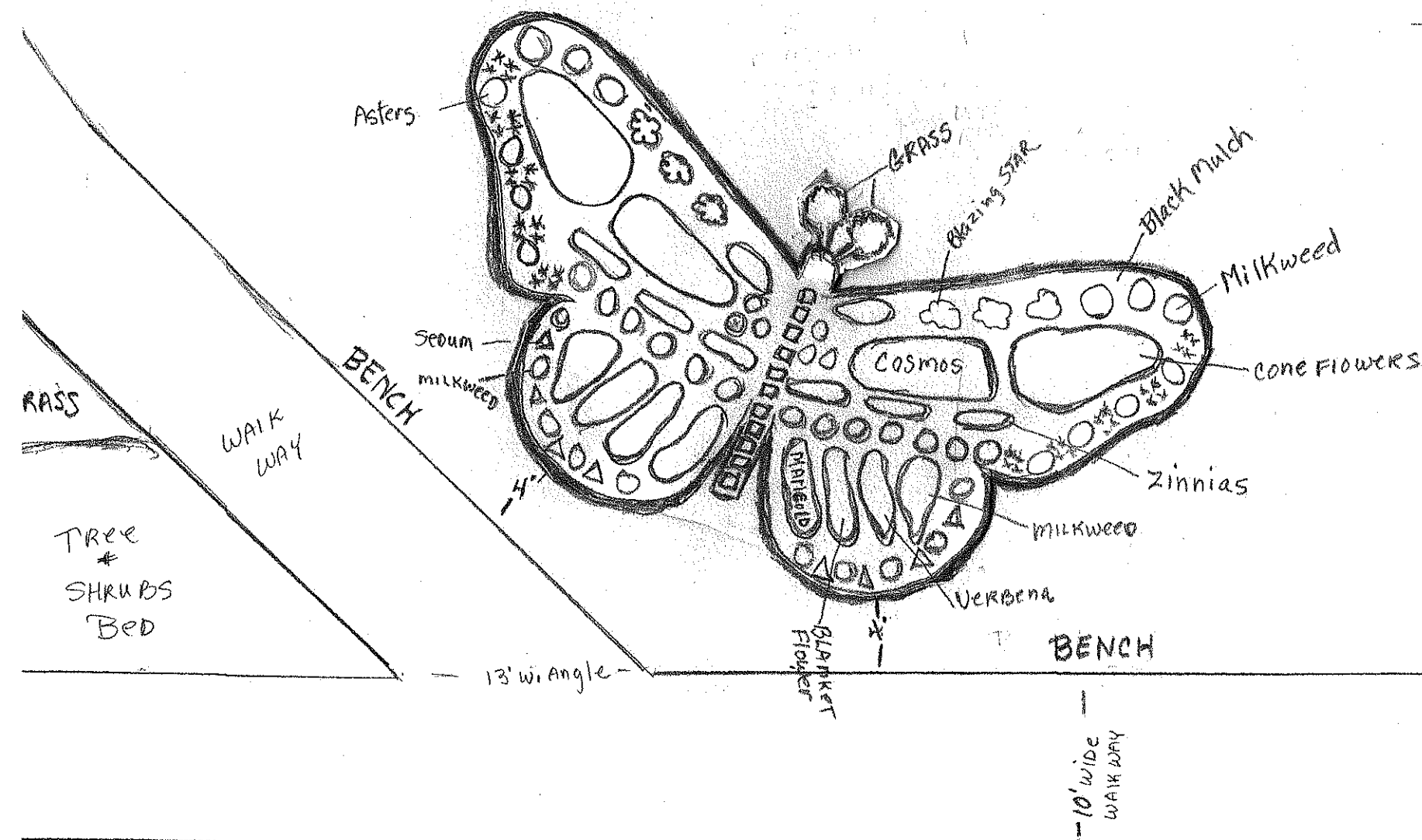


Hill slanted
Down to walkway

Milkweed + Rock + Weeds
Around Pond

Land to walkway
is a Hill

GRASS



"Proposed"
Monarch Garden
APPROX. 42' W. X 23' D.
SOME OF THE
Annuals + Perennial
PLANTS ARE NOTED

6' - 8' wide
BUTTERFLY
DISPLAY
CASE
LEARNING CENTER
FOR SCHOOLS

ABOUT 62' TO NEXT SET
OF SHRUBS + TREE

GRASS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: May 14, 2018
Re: American Transmission Company Donation for Arbor Day Tree Plantings

American Transmission Company is donating \$250.00 toward our 2018 Arbor Day. I am recommending we accept this donation. Arbor Day will be celebrated during Mission Antigo Week. Anyone interested in participating may contact the Park, Recreation and Cemetery Department. Plantings will occur in Lake Park.