



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, June 12, 2017

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 May 8, 2017 Meeting
2. Request for Waiver of Rental Fee for Motivational Speaker for Lisa & Debbie Thom for City Park West on July 12, 2017
3. Saratoga Batting Cage Construction
4. Accept Donation for Trailer from Antigo Farmers' Market
5. Single Track Trail, Wading Pool, Farmers' Market, Arbor Day, Outdoor Movie, and Baseball Tournament Information

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: June 08,2017

TIM KASSIS



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: June 12, 2017
Re: Request for Waiver of Rental Fee for Motivational Speaker for Lisa & Debbie Thom for City Park West on July 12, 2017

Debbie and Lisa Thom wish to have a motivational Christian speaker for an event at City Park West on Wednesday, July 12th. They wish to have the rental fee for City Park West waived for this non-profit event.

There will be no charge for persons to attend the event but there will be a free-will offering done to assist with paying for the cost of the speaker. It is my understanding that the Thoms are accepting the remaining cost for the speaker other than what is generated by the offering. They do plan to have a little music before the speaking event and possibly serve pies and BBQ's.

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):

Debbie Thom

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
- Insurance documentation must be on file with the City of Antigo prior to the event date
 - The City of Antigo must be listed as additional insured
 - \$1,000,000 general liability coverage is required
 - 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:

Motivational Speaker and Music

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

Christian speaker to inspire people to live by God's word, help people be a better version of themselves.

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

its a non-profit event
free will offering to help pay the speaker

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) :

Electricity, trash bins and pickup

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

Debbie Thom

Date: 05-09-2017

For Office Use Only:

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

I have a heart for our community with the drugs teen pregnancy drinking and abuse. I think that she is a great speaker and if she can just change one heart it would be worth it but I know that every one will be touched by her words

Thank you for your help

Deb Thom



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): 07-12-2017 4:00pm - 8:00pm

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

Event Start Time: 4:00pm **Event End Time:** 8:00pm

Name/Type of Event: _____ **Number of Participants:** 500

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):

Need Electricity
would like to serve pies and BBQ's

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.

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
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: W9347 Rollwood Rd

City: Antigo State: WI Zip: 54409

Home Phone Number: 715-623-6016 Cell Phone Number: _____

E-mail Address: ljt1998@yahoo.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: _____

Date: 05/09/17

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
\$25.00

2.2.a

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

DATE OF APPLICATION: 08-09-2017 AGENT NAME: Lisa Thom
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: 1425 Edison St Antigo STATE: WI ZIP: 54409

EMAIL: ljt17998@yahoo.com

PHONE#: _____ WORK/CELL NUMBER#: _____

SPONSORING ORGANIZATION: _____

ORGANIZATION'S EXECUTIVE OFFICER: _____ PHONE: _____

EVENT DATE(S): July 12, 2017 START TIME: 4:00 AM PM END TIME: 8:00 AM PM

NAME OF EVENT: _____

REASON FOR EVENT: Christian Motivational Speaker

PERSON(S) RESPONSIBLE FOR DATE/SITE: Lisa Thom, Debbie Thom
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: 500

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: West Park

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: Motivational Speaker (1546 : Request for Waiver of Rental Fee for Motivational Speaker for Debbie and Lisa Thom for City Park

PLEASE ANSWER YES OR NO TO THE FOLLOWING:

1. **ARE YOU SERVING OR SELLING ALCOHOLIC BEVERAGES?** ☐ YES ☒ NO
YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL OR SERVE FERMENTED MALT BEVERAGES AT A PUBLIC EVENT
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 _____

05-09-2017

Attachment: Motivational Speaker (1546 : Request for Waiver of Rental Fee for Motivational Speaker for Debbie and Lisa Thom for City Park



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: June 12, 2017
Re: Saratoga Batting Cage Construction

Tom Heinzen has been working to raise funds for batting cage installation at Saratoga Park. Attached is a map noting the proposed location for the batting cages, which will be similar to Al Remington Field Batting Cages.

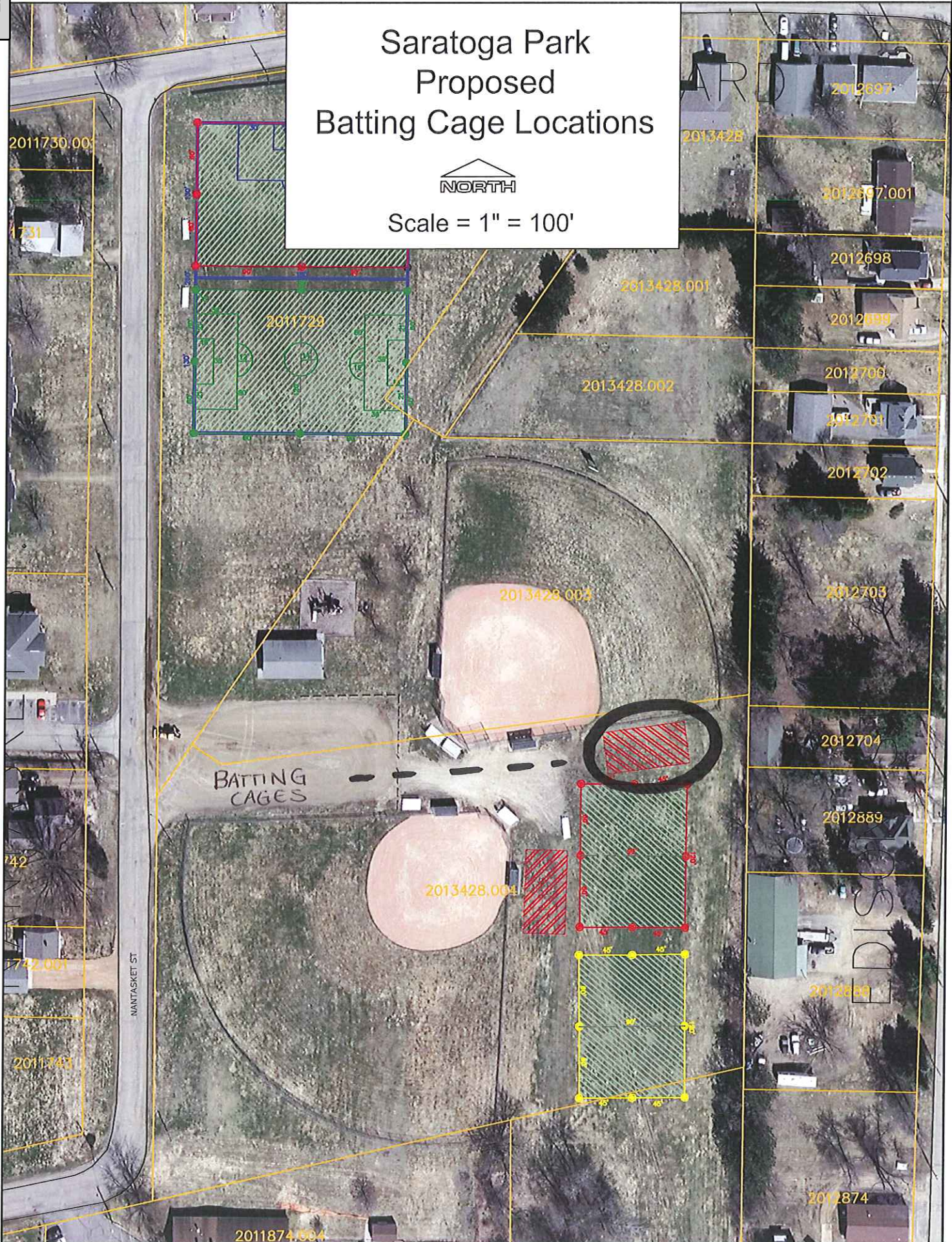
Donors for the project would be recognized through approved donation signage that would mirror Al Remington Field Press Box/Concession Stand signage.

Batting cage installation at Saratoga Park will provide leagues and players additional practice and skill development opportunities.

Saratoga Park Proposed Batting Cage Locations



Scale = 1" = 100'





To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: June 12, 2017
Re: Accept Donation for Trailer from Antigo Farmers' Market

The Antigo Farmers' Market would like to donate \$1,500.00 towards the Heinzen Peaceful Valley Pavilion trailer, which houses 22 tables, 132 chairs, pedestrian crossing signs, barricades, and other miscellaneous event items. The items in the trailer are utilized by those reserving the facility. The Farmers' Market is also able to utilize the items housed within the trailer.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: June 12, 2017
Re: Single Track Trail, Wading Pool, Farmers' Market, Arbor Day, Outdoor Movie, and Baseball Tournament Information

SINGLE TRACK: Langlade Area Mountain Bike Association (LAMBA) has finished cutting the new 1 mile loop at the Single Track Trail (N1985 Dump Road). They have made incredible progress, and the group has been excellent to work with. Finishing work will be done on the new section of trail in the next couple weeks. A big thank you Mike Heiny for his efforts, coordination, and cooperation. The new trail will offer beginners an opportunity to ride without the technical skill that the original loop requires. All sections of the trail are open to runners, walkers, dogs on a leash, snow shoers, and bikers.

WADING POOL: Crews have been working the past week to clean, fill, and regulate chemicals in the wading pool for a weekend opening.

FARMERS' MARKET: The Farmers' Market held their first market in the Heinzen Peaceful Valley Pavilion on Saturday, June 3. Vendors and patrons stayed dry during the morning showers, and the sun later in the morning created a nice atmosphere for a first market. Everything went well including a transition from the market to a graduation party later in the day.

ARBOR DAY: Volunteers are welcome to come and help plant trees in the Railway Activity Park on Tuesday, June 13 from 10:30am - 11:30am. Funding for the plantings provided by American Transmission Company and WPS. Mission Antigo will also be assisting.

OUTDOOR MOVIE: The first Outdoor Movie of the summer season will occur on Friday, June 16. We will be showing Star Wars: The Force Awakens. The movie start time is 9pm and it will be held in Peaceful Valley Park. Friday, July 7 and Friday, August 18 are the other two summer movie nights.

BASEBALL TOURNAMENT: The first baseball tournament of the season is scheduled for the weekend of June 16, 17, 18. Additional staffing is required to facilitate the event and manage regular weekend reservations and duties. The campground has 18 sites filled out of 27 available sites, so we are anticipating a good turn-out.