



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, July 13, 2020

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 March 9, 2020 Meeting
2. Waiver of Park Shelter Rental Fees for Pokemon Go Fest 2020
3. General Department Updates Including COVID-19, Events, and Shelters and Facilities

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: July 09,2020

TIM KASSIS



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: July 13, 2020
Re: Waiver of Park Shelter Rental Fees for Pokemon Go Fest 2020

The year 2020 marks the 4th Anniversary of Pokemon Go. Joel Wagner wishes to organize an event to celebrate this landmark by holding a gathering at the shelter at City Park East on July 25th and 26th. He is not charging any admission and hopes to have participants bring items for the area food pantry as well as the local humane society.

Mr. Wagner has requested the committee consider waiving the rental fees for both days as this event will bring a tourism event to Antigo as Pokemon Go is an international game and participants from all over the world may 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 wavier(s):

Joel Wagner

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: Pokemon Go Fest 2020

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

Celebrate Pokemon's 23rd Birth Go's 4th Anniversary

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

It will bring tourism to Antigo.

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 bins,

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

Joel Wagner

Date: 6/29/2020

For Office Use Only:

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



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): July 25 - 26

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

Event Start Time: 10am

Event End Time: 8pm

Name/Type of Event: Pokemon Go Fest 2020 **Number of Participants:** _____

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.

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:	\$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: 402 Virginia St
 City: Antigo State: WI Zip: 54409
 Home Phone Number: 715 219 3325 Cell Phone Number: Same
 E-mail Address: _____

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: Joe WagnerDate: 6/29/2020

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.
- _____ 8.

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

2.2.a

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

DATE OF APPLICATION: 6/19/2020 AGENT NAME: _____
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: 402 Virginia St. STATE: WI ZIP: 54409

EMAIL: eward@antigo-city.org

PHONE#: 715 219 3325 WORK/CELL NUMBER#: Same

SPONSORING ORGANIZATION: _____

ORGANIZATION'S EXECUTIVE OFFICER: _____ PHONE: _____

EVENT DATE(S): July 25/26 START TIME: 10 AM PM END TIME: 8 AM PM

NAME OF EVENT: Pokemon Go fest 2020

REASON FOR EVENT: To bring people together in a gaming community & to

PERSON(S) RESPONSIBLE FOR DATE/SITE: _____
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: _____

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 City Park DISBANDING POINT City Park

PARADE/WALK/RUN ROUTE: _____

Walking a mapped area - map to be provided.

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: City Park East

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: Pokemon Go Fest 7-25 and 7-26 (3492 : Waiver of Park Shelter Rental Fees for Pokemon Go Fest 2020)

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 Joel Wagner

DATE 6/29/2020

Park, Cemetery & Recreation Department

Memo

To: City of Antigo Common Council
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: July Updates 2020
Re: Park, Recreation and Cemetery Department General Updates

COVID-19 UPDATE REGARDING PARKS, PLAYGROUNDS, TRAILS AND RECREATION PROGRAMMING:

Please take the time to get out and reduce stress in our park spaces and trails while maintaining social distance. Stay safe, and don't hesitate to contact us with any questions or concerns.

Follow CDC guidelines when recreating in outdoor spaces; enjoy the miles of trails and over 20 city parks including:

- 18 hole Disc Golf Course
- Single Track Trail (N1985 Dump Rd)
- Springbrook Trail and Boardwalk
- Dog Park (2000 Hwy 64)
- Remington Lake – youth and disabled fishing (1228 Hogan St)
- Explore and find a new favorite park
- Optimist Skate Park

DO:

- Visit parks close to home
- Social Distance
- Carefully consider use of playgrounds, and help children follow guidelines

DON'T:

- Visit parks if you are sick, or recently exposed to COVID-19
- Visit crowded parks



Public Message Regarding Events and Event Cancellations:

Daily, we are researching the different expectations, guidelines, and opportunities to offer events and programs. We are working with event organizers as well as our own staff to explore new ways of offering programming and events that put the safety of our staff and participants first.

Please keep in mind organizations and clubs, which have upcoming events hosted in our parks or at our facilities, make their own decisions with regards to cancelling or rescheduling.

We understand the disappointment with cancellations, but public health and safety are top considerations when making a decision. We also recognize many of these events require a large number of volunteers, sponsorships, or donations that may not be available during these times.

Please let us know if you have concerns by calling or emailing us. 715.623.3633 extension 154/131 or jzack@antigo-city.org or srepp@antigo-city.org.

Updates on events, cancellations, and postponements can be found on the Community Calendar and Community Resource Website: www.alcinfo.com

Attachment: July_PRC-Council_Memo (3499 : General Update Memo)

Upcoming Events:**Park-n-Watch Outdoor Movies (I can't say drive-in):**

- The Bay at Eastview is sponsoring an additional movie in Peaceful Valley Festival Grounds on Friday, July 10.
- Parking will open at 8:15pm, and the movie start time is scheduled for 9pm
- We will be posting real-time updates on space availability on our Facebook Page
- Don't forget to stop at a local restaurant and/or store for your movie snacks
- Our next Friday movie will be on July 17
- We are excited to announce that CoVantage will be sponsoring a movie on Friday, August 14
- Please follow CDC Guidelines and recommendations when enjoying the event

Single Track Trail Rides:

- Mike Heiny is scheduling a group ride on Wednesday, July 8 at 5:15pm at the Single Track Trail located at N1985 Dump Road
- Updates will be posted on the Jack Lake Silent Sports website

Monday Night Ladies Rides:

- Typically meet in the Aspirus Hospital Parking Lot "F" at 5:30pm
- There are two groups that ride a 10-12 mile route and a 20-25 mile route
- E-mail Mary Jo Filbrandt for more information mjfilbrandt@gmail.com

Tuesday Morning Geezer Rides:

- Nick Salm is coordinating "social distancing" bike rides on Tuesday that explore our beautiful county
- Interested participants can e-mail Nick Salm for more details: njsalm1@gmail.com

Fireworks 2021

- Following an exciting Fireworks display with an awesome Finale, by Fireworks Country, we decided to lock them in for the 4th, 2021

Farmers' Market

- Don't forget to stop at Peaceful Valley Market to by your fresh produce and other items at the local Farmers' Market
- Check the Farmers' Market website for information on their policies regarding shopping due to COVID

Brush Mulch Site

- City residents can take brush to N1985 Dump Road on Wednesdays, from 12pm – 7pm or Saturdays, from 8am – 4pm
- This is a free service to city residents

Project Updates

- 4-H volunteered to clean-up weeds in one of our parking areas; we are grateful for their assistance.
- Additionally, Antigo Garden Club volunteers and others have also helped maintain landscaped areas adjacent to our parks
- Rotary installed new play equipment in City Park East creating a natural type play area with low-level features
- The Al Remington Seating Deck should see construction progress in the next couple weeks. Once the contractors



have completed the deck, Park and Recreation staff lay a patio below.

- New Disc Golf signage has been placed on the course with design work complete by Becca Kaegi with One 10 Graphics. We are also planning on working with volunteers to make additional improvements and upgrades to the existing course this fall.
- The Springbrook Trail Expansion project should be starting in the next couple weeks, so with good weather that project should move along rather quickly.

STAFFING: We currently have 4 full-time, 1 year-round part-time, and 2 seasonal staff. Typically, we hire between 6-8 seasonal staff.

Seasonal employees are critical to our operations. Seasonal staff allow us to trim, mow, and maintain 93 acres of cemetery grounds, and an additional 250 acres of park space and trails.

All of our parks and cemeteries are mowed once per week, and this takes a full crew one full week (this does not include trimming around cemetery markers, fence lines...etc.).

Crews are doing their best to keep-up with mowing, trimming, maintenance, repairs, and planned projects. Please be patient and understanding if you notice longer grass, or trash that needs emptying; staff is aware and working daily to complete the many tasks.

Due to the circumstances of COVID-19 our parks and trails are seeing more use than normal. The parks and trails are providing a positive mental and physical outlet, and allow for activity while maintaining social distancing.

SHELTERS & FACILITIES:

- **SHELTERS:** Available for reservations. We have made adjustments regarding staffing, and services to ensure the safety of our staff.
- **RESTROOMS:** Only available for shelter reservations.
- **BALL FIELDS:** Available for those to practice and social distance. The City of Antigo will not be scheduling any fields. Bases and/or equipment will not be available. Ball fields will be dragged periodically for upkeep and maintenance. No tournaments at City of Antigo ball fields for 2020.
- **WADING POOL:** The Wading Pool will remain closed for 2020; this area is confined and would be difficult to maintain social distancing.
- **SINGLE TRACK TRAIL:** We purchased signage for the trail, which was installed by volunteers Mike Heiny and John Ebel. There are a total of 4 loops, which are color-coded. Kiosks with maps of the trails were installed by staff.
- **SPRINGBROOK TRAIL:** The Springbrook Trail remains open and available for walking, biking, and hiking. Take time to explore the new low-level boardwalks completed this past spring.
- **DISC GOLF COURSE:** The 18-hole Disc Golf Course is open for play. We have ordered new tee signs for the course, and will be installing in the next month.
- **CAMPGROUND:** All sites are open, and we are accepting reservations. We had a number of cancellations due to baseball and softball tournament cancellations, but we have been steady with pass-through campers.



VOLUNTEERS:

Volunteers make our programs and events possible. Additionally, they also help us enhance and maintain our parks and trails. Volunteers are especially critical this year with our reduced staff. If you know anyone that is interested in volunteering, please have them contact our office at: 715.623.3633 extension-131.

- Thank you to all our coaches (baseball, soccer, and flag football); we will see you next year.
- Thank you to Mission Antigo Volunteers; they have and will coordinate Springbrook Clean-Up.
- Thank you to Antigo Garden Club, which maintains planting areas and landscaping in our parks.
- Thank you to LAMBA members for expanding and maintaining our trail system at the Single Track Trail.