



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION

MEETING

MULTI-PURPOSE ROOM

Monday, August 08, 2016

CITY HALL

5:30 PM

Call to Order

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

1. Approval of July 11, 2016 Minutes as Presented
2. Department Report for August
3. Update to Memorial Bench Donation Policy
4. Approve Memorial Plaque Placement on Existing Bench
5. Approve Donation for Remington Lake Improvements
6. Approve Change Order Number 1 Revision for Heinzen Peaceful Valley Pavilion
7. Approve Hockey Rink Placement at Peaceful Valley

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:

BILL BRANDT, MAYOR

**CITY OF ANTIGO
PARKS, CEMETERY, AND RECREATION COMMISSION
MINUTES OF MEETING HELD
JULY 11, 2016**

Members Present: Alderpersons Kassis, Bugni and D. Bauknecht, Heather McCann, Sam Hardin (arriving at 5:33 pm) and Denise Wendt

Members Absent: Zach Brown

Others Present: Sarah Repp, Park, Recreation and Cemetery Supervisor; Mark Desotell, Director of Administrative Services; and Jaime Horswill, Utility/Clerical Assistant.

This meeting of the Parks, Cemetery, and Recreation Commission was called to order by Alderperson Kassis, on the above date at 5:30 pm in the Multi-Purpose Room, City Hall. Jaime Horswill, Utility/Clerical Assistant recorded the minutes thereof.

1. Minutes from the June 6, 2016 Meeting

Bugni moved, D. Bauknecht seconded, to approve the minutes from the June 6, 2016 meeting as previously distributed. Carried 5-0, Absent 2.

APPROVED

2. Request to Approve Most Advantageous Bid for Mendlik Park Resurfacing and Painting

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a memo advising that she requested quotes from four different companies. One company no longer does business in our area, and two other companies did not return quotes.

Ms. Repp provided the quote received from Midwest Sealcoat, which will clean, repair and paint basketball and pickle ball lines on the surface for a total of \$5,995.00. The total dollar amount does not require a bid process and because this was a budgeted CIP item the Park, Cemetery and Recreation Commission can approve the quote.

Upon inquiry by Mark Desotell, Director of Administrative Services, Ms. Repp indicated that Midwest Sealcoat has done this for the City before and the quote is very comparable to what was quoted before and now includes both pickle ball lines and basketball lines.

Wendt moved, Bugni seconded, to approve the quote from Midwest Sealcoat for a total of \$5,995 for Mendlik Park Resurfacing and Painting with funding derived from the budgeted CIP amount. Carried 5-0, Absent 2.

APPROVED

3. Request to Approve Change Order for Peaceful Valley Pavilion

Ms. Repp provided a memo noting that additional fill had to be removed, brought back into the site to ensure a sound foundation for the building. There is enough in the contingency to fund the change order. Additionally, the initial estimates for the signs have been greatly reduced due to collaborative efforts with Joel Eldridge and his wife Vicki, the Antigo High School Tech Ed Department (Adam Svatek) and Antigo High School Art Department (Justin Markgraf).

Change Order:

• Dewatering 34 yards of pea stone for dewater x \$16	\$544
• Labor for dewatering 3 hours @ \$80	\$240
• Excavator 1 hour	\$165
• Extra fill load and haul out	
• Extra pit run hauled in, level and compact 952 x \$12	\$11,424
• Down time to figure out situation on what to do on bad fill 2 hours	<u>\$330</u>
Additional Cost	\$12,703

Ms. Repp indicated that this has to be done so the building can be structurally sound. There are not good soils in that area.

Upon inquiry by Alderperson Kassis, Mr. Desotell indicated that the \$12 for pit run is for a ton.

Upon inquiry by Denise Wendt, Ms. Repp explained that the dewatering occurred because of the high water table at that location. This was an issue when building the warming house as well.

Wendt moved, Bugni seconded, to approve the change order in the amount of \$12,703 as presented for the Peaceful Valley Pavilion with funding derived from the project contingency amount. Carried 6-0, Absent 1.

APPROVED**4. Request to Place Memorial bench Along Springbrook Trail**

Ms. Repp provided a mem advising that when she created a memorial/donation policy she did not include the Springbrook Trail, because of the existing benches and overlooks. However, this location is a good location, and stays within the logic of placing seating/benches along the trail for rest, seating, and viewing.

Ms. Repp's memo further advised that she would like to propose that the commission including the following to the donation policy: Existing permanent benches that do not have a plaque, or were not designated for someone may have a plaque placed on them for \$600. If the family would like to replace the existing bench with a composite style the cost would be \$1,000. The bench that is being replaced would be placed in a different location needing a bench.

Ms. Repp advised that the current benches on the walking trail are located approximately 370 feet apart.

Alderperson Kassis commented that the donation policy should be separate agenda item next month.

Bugni moved, Kassis seconded, to approve the request to place a memorial bench along Springbrook Trail as presented. Carried 6-0, Absent 1.

APPROVED**5. Accept Donation from Antigo Area Optimists for New Projector, and Use Donated Funds from Our General Donation Fund to Purchase New Projector**

Ms. Repp provided a memo advising that the City is very fortunate to receive a donation, which allowed for the upgrade of the speaker system at the warming house. The new upgrade has allowed for great sound during the outdoor movie series as well as an

opportunity for organizations hosting events to make announcements and have quality sound to enhance their function or gathering.

Ms. Repp's memo concluded by noting that the existing projector was not compatible with the new speaker system, but the Antigo Optimists generously donated \$500 towards a new projector. There is an additional \$387 in general park donations, which Ms. Repp would like to allocate to the projector. The total cost of the projector is \$1,200. The projector provides a high quality picture, and the upgrades to the entire system has created a better outdoor movie experience in terms of set-up and take down as well as for the community members viewing the show.

Upon inquiry by Mr. Desotell, Ms. Repp noted that the remaining funds would come from the general operating budget for recreation programs.

Bugni moved, D. Bauknecht seconded, to accept a \$500 donation from the Antigo Area Optimists for a new projector and use \$387 donated funds from the general donation fund and the balance of funds to be derived from the general operating budget for recreation programs to purchase a new projector as presented. Carried 6-0, Absent 1.

APPROVED

6. Information Only; Update on Peaceful Valley Pavilion

Ms. Repp provided a memo advising that the concrete should be completed by the week of July 11th. The metal building is projected to be delivered around July 21st. Once delivered the majority of the building should be completed in four to six weeks. Final construction should occur by the middle of September. All of the contractors and those involved with the project have been easy to work with thus far, and Ms. Repp is impressed with the communication and updates she is provided regularly.

Upon inquiry by Ms. Wendt, Ms. Repp noted that she is not making promises on when the pavilion could get used, because she is not for sure yet. All of the groups are very aware of the proposed timeline.

INFORMATION ONLY

7. Information Only; Campground Update

Ms. Repp provided a memo indicating that there have been considerable improvements to the campground over the last five years. The improvements follow the submitted plan to the state as well as the park plan that was drafted in 2010. Upgrades include:

- Electrical at tent sites
- Developed and designated tent and overflow areas
- Available wood for fire rings
- Fire Rings and additional picnic tables
- Access road and parking for tent sites
- Upgrading the shower coin-operated timer system to a push button timer system
- Shared bike program
- Informational brochures about the community
- Ladder ball game in central campground location
- Tree plantings that create a living barrier between the parking area and campground
- Painting the shower/restroom facility interior and exterior
- Self-registration system and ability to take reservations
- Transitioning to a gas water heater from an electric water heater

- Adjustable water temperature for one shower in both the men's and women's shower area

The upgrades have resulted in very positive feedback from those staying in the campground, and many return patrons from year to year. The three large ball tournaments that are scheduled for this year have resulted in most of the sites being reserved for the weekend.

Ms. Repp noted that the campground has taken in over \$4,000 in credit card payments alone.

INFORMATION ONLY

8. Information Only; Review Alternative Pickle ball Locations

Ms. Repp provided a memo advising that with the popularity of pickle ball she is considering locations for expansion and new court development. One of the parks that staff thinks would be a good fit is the Railway Activity Park. There are a couple potential locations that would work well within the park for the pickle ball program and should be considered when the commission begins planning the next Comprehensive Outdoor Recreation Plan.

INFORMATION ONLY

9. Any Other Matters Authorized by Law to be Discussed

Ms. Repp noted that the Remington Lake dock is coming. The handrail was the component that took the most time to fabricate. The dock will be a floating dock and will be ADA compliant.

INFORMATION ONLY

Sam Hardin questioned the wild parsnip areas on the walking trail. This has been on the national news lately.

Ms. Repp noted that there are areas within the walking trail that is host to wild parsnip. One location is on private property, which the City has an easement across. She has reached out to Johnson Coil regarding this. The parks department has put lath up and will be placing signage. Ms. Repp does not want to cause panic. People should be staying on the trail.

Mr. Hardin suggests removal of the wild parsnip. Ms. Repp indicated that this area is private property and she does not feel comfortable sending out seasonal staff to remove invasive plants.

Ms. Repp noted that the first step is signage. She is looking at putting something together for removal.

Mr. Hardin noted that each year we wait, it is getting worse.

Upon inquiry by Mr. Desotell, Ms. Repp acknowledged that there are other areas along with trail with wild parsnip.

Mr. Desotell indicated that there may be a problem working on private property with public funds.

Ms. Repp noted that in addition to talking with Johnson Coil, she is speaking with Langlade County regarding controlling invasive species.

Upon inquiry by Alderperson Kassis, Ms. Repp noted that there are several invasive species on the walking trail, which have been identified. Funding has been set aside in Inland Lakes for invasive species. But, this is a huge project.

Ms. Repp advised that she is taking steps towards eradication of all invasive species.

INFORMATION ONLY

10. Adjournment

Bugni moved, D. Bauknecht seconded, to adjourn the meeting at 5:55 p.m. Carried 6-0, Absent 1.

Tim Kassis, Chairperson

Date

Park, Cemetery & Recreation Department

Memo

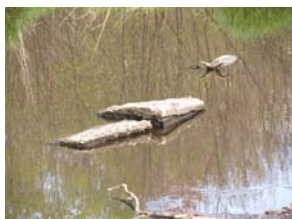
To: City of Antigo Common Council
From: Sarah Repp; Park, Cemetery & Recreation Supervisor
Date: 8/2/2016
Re: August Department Report

The City of Antigo Park, Recreation and Cemetery Department has had a successful summer completing a number of projects, offering a variety of recreation programming, and facilitating a number of different community events.

Below is a summary of the past spring and summer:

Projects

- New roof on City Park East Shelter
- New dock at Remington Lake
- Developed tent area, parking, and drive access at the Antigo Lake RV Campground
- New patio and signage at Al Remington Little League Field Concession Facility
- Equipment boxes placed in parks to accommodate T-ball, Soccer and Flag Football Programs
- Transitioned to upgraded version of our registration and reservation software
- Fixed various pieces of playground equipment to address safety and routine maintenance
- Contractors have begun construction on the Heinzen Peaceful Valley Pavilion
- Contracted crew has begun taking an inventory of our public, park and cemetery trees (50% funding by an Urban Forestry Grant)
- Mendlik Park will be resurfaced when crews are in the area
- Speaker system was installed at the Peaceful Valley Warming House (donated funds)
- Identification signage was placed over the trail at the Second Avenue entrance of the boardwalk
- The DNR completed Trout habitat restoration along Spring Brook north west of Byrne Road



Attachment: August_Council_2016 (1091 : Summary Memo)

Upcoming or Current Projects:

- Disc Golf Course Expansion (funded through Rotary). Volunteer assistance provided by Rotary and the Disc Golf Club.
- Signage for the Heinzen Peaceful Valley Pavilion. The wood was donated by Joel and Vick Eldridge. The metal letters were designed and fabricated by the High School Tech Ed Department Instructor, Adam Svatek, and Justin Markgraf, High School Art Teacher. The Parks Department constructed the sign, and Innovative Industries is completing the metal work and painting.

Recreation Programming

We are very fortunate to have a large number of volunteers willing to coach and assist with our programs. Without their efforts our programs would not be possible. Each team typically has 2 coaches. We work closely with law enforcement to background check all our volunteer coaches.

- Annual Outdoor Easter Egg Hunt (participants not tracked)
- Brewer Bus Trip (53 participants)
- Springbrook Clean-up (42 volunteers)
- Indoor Open Skate in conjunction with AAYHA Youth Hockey Camp (not tracked)
- Water Carnival & Day of Play (participants not tracked)
- Outdoor Movies (not tracked)
- Young Explorers (8 participants)
- T-ball (73 participants)
- County League – C (51 participants for 4 City of Antigo Teams)
- Soccer (participants 211)
- Tennis League (not tracked)
- Pickleball (37 participants)
- Tennis Lessons (10 participants)
- Flag Football (starting: September 13 – registrations currently being accepted)
- Coordinated with Mission Antigo, Boys & Girls Club, Pickleball League, and various volunteers to plant over 20 trees, per the park plans, in the Campground and Mendlik Park (70 volunteers)



Attachment: August_Council_2016 (1091 : Summary Memo)

Facilitation provided for Various Community Events

Below are some of the events or programs coordinated by community organizations, groups, or individuals within the community, and take place within our parks, on our trails, or in our park facilities. These events and programs are possible because of dedicated volunteers, event coordinators, and the support provided by Antigo Common Council.

- Mission Antigo
- Baseball and Softball Tournaments (3 large tournaments and 3 small tournaments)
- Music in the Park
- Stand for Children Day
- Relay for Life
- Badgerland Classic
- Healthy Ways Walk
- Kids Fishing Day

Preparations for winter aren't far away. Soon we will begin preparations for winterizing our facilities and cemeteries, planning for ice rinks, Winter Wonderland, x-country ski trail, and Winter Fun & Family Wellness Day. We are excited for new lights on the Christmas Tree in the Sign Park, and utilizing the new Heinzen Pavilion for a covered ice rink.

Staff does an excellent job each year making sure we continue with routine maintenance of our facilities and parks. Additionally, they are able to prioritize and find time to complete projects that enhance and expand our parks and recreational opportunities.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 08, 2016
Re: Update to Memorial Bench Donation Policy

I would like to propose an update to the Memorial Bench Donation Policy: Existing permanent benches that do not have a plaque, or were not designated for someone may have a plaque placed on them for \$600.00. If the family would like to replace the existing bench with a composite style the cost would be \$1,000.00. The bench that is being replaced would be placed in a different location needing a bench and per the approved plan.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 08, 2016
Re: Approve Memorial Plaque Placement on Existing Bench

The family and friends of Mike Taylor would like to place a plaque on an existing bench in Hudson Street Park. The bench is south of Hudson Street Shelter, near the fishing dock, and looks out over the water.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 08, 2016
Re: Approve Donation for Remington Lake Improvements

Antigo Chapter Trout Unlimited has funds they would like to donate to the Park, Recreation and Cemetery Department for Remington Lake Improvements. These funds will be earmarked for Remington Lake and can assist the department with improvements such as ADA pathways, necessary repairs, and park upgrades.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 08, 2016
Re: Approve Change Order Number 1 Revision for Heinzen Peaceful Valley Pavilion

The original change order submitted at the July Park, Cemetery and Recreation Commission meeting did not include the general contractor's change order amount. The previous amount approved by the Commission was \$12,703.00. The actual amount of the change order was \$13,973.00.

The subcontractor submitted the change order to the city without including the general contractor's change order. We are recommending an approval of a revised Change Order #1 in the amount of \$13,973.00. Currently, the project is on schedule, and we anticipate to come in within budget.

MTSLLC - Change OrderProject Peaceful Valley PavilionChange Order No. 1 Date 07-29-2016Owner City of AntigoContractor Tradewell Construction Contract Date 03-31-2016Contract Description Construction of Pavilion Structure and Foundation.

Contractor, you are directed to make the changes noted below in the subject contract:

Owner City of Antigo

By _____

Date _____

Nature of the Change:

Dewatering, Excavation Below Subgrade, and Suitable Backfill Material

Enclosures:

N/A

The changes result in the following adjustment of Contract Price and Contract Time:

Contract Price Prior to This Change Order \$ 614,000.00Net (Increase) (Decrease) Resulting from this Change Order \$ 13,973.00Current Contract Price Including This Change Order \$ 627,973.00

Contract Time Prior to This Change Order

Calendar Days: _____ Substantial Completion Date: June 30, 2017

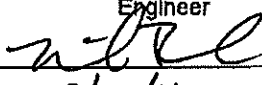
Net (Increase) (Decrease) Resulting From This Change Order 0 Calendar Days.

Current Contract Time Including This Change Order

Calendar Days: _____ Substantial Completion Date: June 30, 2017

The Above Changes Are Recommended: Marathon Technical Services

Engineer

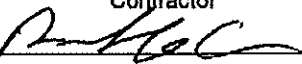
By 

Date 7/29/16

The Above Changes Are Accepted:

Tradewell Construction

Contractor

By 

Date 7/29/16



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 08, 2016
Re: Approve Hockey Rink Placement at Peaceful Valley

The Antigo Area Youth Hockey Association is looking for ways to increase participation in their hockey program.

Below are some of the activities and ideas the AAYHA has currently implemented:

1. The Antigo Area Youth Hockey Association has allowed the Park, Recreation and Cemetery Department to offer free Open Skates during the year to the public, which brings people into the Fairgrounds Multi-Purpose Building and Indoor Hockey Rink.
2. The AAYHA offers a free year to interested participants wishing to try hockey.
3. AAYHA offers a well attended and well run Summer Hockey Camp Program.

AAYHA is doing a lot of things right and would like to work with the City of Antigo Park, Recreation and Cemetery Department to find new ways to build interest in the sport of hockey.

We will post their registration information on the Community Calendar and program updates on our website.

Additionally, we would like to move the hockey rink boards from the Railway Activity Park to Peaceful Valley. This has a number of potential benefits for the community and our staff.

1. All of our ice rink maintenance operations will be in one location making maintenance more efficient.
2. The hope is with the Warming House and restroom access there will be an increase of usage at the rink.
3. The boards will be set-up in the fall and removed before melt, which we hope will prolong the life of the plastic. We are seeing sun damage and brittle areas prone to cracking and breakage.
4. Removing the boards will increase parking in the winter for the sled hill.
5. The black-top area could be considered for a potential pickleball location in the spring and summer months.

I am requesting permission to move the hockey rink boards to Peaceful Valley, and work with the Antigo Area Youth Hockey Association to facilitate the move and market their youth hockey program.