



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

COUNCIL CHAMBERS

Monday, August 12, 2024

CITY HALL, 700 EDISON STREET

5:30 PM

Call to Order

Minutes Approval

1. Minute Approval from June 10, 2024 Meeting

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

1. Approval to Award Fireworks Contract for 2025 to My Uncle's Fireworks, and Increase the Budget from \$13,000 to \$15,000 Using Budgeted Funds
2. Request to Waive the \$150 Fee For Trailer with Tables/Chairs for Family Fest Event
3. Approval to Allow Staff To Authorize Waiver of Event/Street Use Permit Fees and Shelter Fees for Events Meeting Certain Criteria
4. Approval to Remove Ground Planters on 6th Avenue And Restore to Grass or Concrete
5. Request for Additional Full-time General Laborer for Parks, Recreation and Cemetery Department

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 clerk treasure's office, 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: August 08,2024

TIM KASSIS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 12, 2024
Re: Approval to Award Fireworks Contract for 2025 to My Uncle's Fireworks, and
Increase the Budget from \$13,000 to \$15,000 Using Budgeted Funds

Although we had to reschedule the Fireworks show due to weather the rescheduled show was well received.

I am recommending we approve My Uncle's Fireworks for 2025, and increase the budget from \$13,000 to \$15,000 using the City of Antigo's Hotel Motel dollars.

Waiver Request Application Form

Event, Parade, 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.

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): ANTIGO CHAMBER

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

- ☐ **Shelter / Concession Reservation Fee** 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.

- ☒ **Trailer with Tables & Chairs (12, 6' tables and 72 chairs):**
(\$150/weekend or \$100/day: M-Thurs; plus delivery or non-resident fees)

Please Note Insurance Is Not Eligible For Waiver

Events that are inviting the public must

- 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
- General liability coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate
- The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

3. Name of Event: FAMILY FEST ON 5TH (FORMERLY PARTY ON THE AVE)

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

FAMILY & COMMUNITY CENTER EVENT WITH FOOD & DRINK
ENTERTAINMENT GAMES AND ACTIVITIES

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

SEE ABOVE ANY MONEY RAISED IS HELD BY THRIVE ON FIVE
A BUSINESS ASSOCIATION GROUP FORMED TO DO SPECIAL PROJECTS
THAT BEAUTIFY AND ATTRACT PEOPLE TO SHOP DINE & ENJOY OUR DOWNTOWN

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) :

THIS HAS ALREADY BEEN ARRANGED

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

Paul J. Montfornay

Date: 6/3/24

For Office Use Only:

FPL: Submitted _____

PCR Submitted: _____

Council Submitted: _____

FPL: Approved _____

PCR Approved: _____

Council Approved: _____



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 12, 2024
Re: Approval to Allow Staff To Authorize Waiver of Event/Street Use Permit Fees and Shelter Fees for Events Meeting Certain Criteria

We currently have criteria for waiving Event/Street Use Permits and Shelter/Trailer Fees.

- The event is open to the public and community at no charge and offers either an educational experience for attendees or a remembrance or memorialization for those within our community.
- The picnic or event recognizes volunteers that have participated in a community service project.
- The organization or group is not creating a profit from the event. If funds are raised during the event they are invested back into our community and used for various community projects, events, programs or local organizations.
- School District utilizes facility Monday-Friday, and event end time is prior to 3pm

The current process requires commission and/or committee approval, and also council approval.

I am requesting that staff is able to waive Event/Street Permit fees and Shelter/Trailer Fees if the Event meets the criteria, which will allow for a more streamlined process.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 12, 2024
Re: Approval to Remove Ground Planters on 6th Avenue And Restore to Grass or Concrete

The City of Antigo currently contracts the growing and maintenance of:

- 110 Hanging Baskets (Downtown, Schroeders, and Field & 6th Avenue)
- 80 inground Pots along 6th Avenue (20 boulevard areas)
- 20 Concrete Container Pots along 5th Avenue
- City Hall, Lake Park and the Campground Containers

I am recommending removing the 80 inground pots along 6th Avenue, and restoring the boulevards to grass or concrete for 2025, and subsequent years.

This will result in a savings of approximately \$11,600, and create a more aesthetically pleasing corridor.

Residents and business owners that have adjacent properties to the ground planters will be notified of the change.

I am recommending approval to remove ground planters on 6th Avenue, and restore the boulevards to grass for an approximate cost savings of \$11,600.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: August 12, 2024
Re: Request for Additional Full-time General Laborer for Parks, Recreation and Cemetery Department

Over the past 16 years the parks have expanded with trails, park green space, facilities, and programming.

We have 4 full-time staff, and received approval to hire a year-round part-time in addition to seasonal staff. We typically hire between 6-8 seasonals.

When we were originally approved to hire a year-round part-time, the position was able to work 40 hours per week. However, changes were made at a larger government level that resulted in the year-round part-time position's hours reduced to 28.

The reduction of hours negatively impacted work that could be completed by the position.

This past year our year-round part-time position was promoted to full-time when the position became available. We decided not to fill the year-round position, and hired 6 seasonals.

Over the years we have worked to create efficiencies within our department and our operating procedures, without reductions to services. Efficiencies included: smart locks, registration/reservation software, tractors with bat-wing mowers, sweeper and blower attachments to equipment, salt sanders, installing a splash pad, zero turn mowers, and utilizing GPS for mapping recreation fields. Volunteers have also supported, maintained, coached, instructed, and provided maintenance throughout our parks, trails, and programs at no cost.

With the addition of the trail extensions along Charlotte and Hogan we will be adding 1.7 miles of trail, which will bring our total paved trail system to approximately 5 miles.

During the winter, all trails, parking lots, and cemeteries are cleared, which requires the efforts of all or our 4 full-time staff. Additionally, we flood 2 rinks in Peaceful Valley, groom a x-country ski trail, and clear delinquent sidewalks. Crews also perform routine maintenance on equipment and fabricate to keep costs low.

Staff has done an incredible job maintaining the parks, trails, and cemeteries this year, but we are in need of an additional full-time General Laborer. Seasonal staff works from mid-late May until mid-late August, and then we have only have full-time staff remaining.

To fund the additional full-time position, I am proposing we eliminate the Parks Department year-round part-time, and use those dollars to go towards a full-time position. Additionally, I am proposing eliminating ground planters along 6th Avenue, which is approximately an \$11,000 savings. The campground is generating an additional \$20,000-\$25,000 since the expansion and upgrades were completed.

I would like to use these funds to hire an full-time Parks General Laborer. Additionally, I would like to hire a 7th seasonal position and complete the water of the hanging baskets and cement planters in-house. The seasonal position would be funded through the elimination of contracted watering.

I am requesting this proposal be forwarded to FP&L, and for review during the budget process.