

CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MINUTES OF MEETING HELD
SEPTEMBER 12, 2016

Parks, Cemetery and Recreation Commission of the City of Antigo met in Regular Meeting on the above date at 5:30 PM in the Multi-Purpose Room, City Hall, Alderperson, Ward 9 Dan Bauknecht presiding.

Attendee Name	Title	Status	Arrived
Tim Kassis	Alderperson, Ward 3	Absent	
Glenn Bugni	Ward 7	Absent	
Dan Bauknecht	Alderperson, Ward 9	Present	
Denise Wendt	Member	Present	
Heather McCann	Member	Present	
Zachary Brown	Member	Present	
Sam Hardin	Member	Absent	

Others in attendance: Mark Desotell, Director of Administrative Services; Sarah Repp, Park, Cemetery and Recreation Supervisor; and Julie Zack, Administration Clerical Assistant.

Minutes Approval

1. **Motion to:** Approve the Minutes from the August 8, 2016 meeting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Denise Wendt, Member
SECONDER:	Zachary Brown, Member
AYES:	Dan Bauknecht, Denise Wendt, Heather McCann, Zachary Brown
ABSENT:	Tim Kassis, Glenn Bugni, Sam Hardin

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

1. Updates for Parks, Recreation and Cemetery Department

Sarah Repp, Park, Cemetery and Recreation Supervisor, provided an update on the Park, Recreation and Cemetery Department. She noted the department is transitioning into fall and will begin to winterize and prepare for winter recreational opportunities and programs.

Ms. Repp indicated that there are currently 197 registered participants for flag football. This program has been growing.

Ms. Repp further indicated that a lot of progress has been made with the Disc Golf course. She is hoping that the back nine holes will be completed in the spring.

Upon inquiry by Mark Desotell, Zach Brown advised that the club is hoping to have tournaments in the future.

RESULT:	INFORMATION ONLY
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2. Request to Waive the Shelter Rental Fee for "Mid-Wisconsin Chapter of Thrivent Celebration" on September 24, 2016. (Requested by Mid-Wisconsin Chapter of Thrivent)

Upon inquiry by Denise Wendt, Ms. Repp advised that the fee for the shelter rental has been requested to be waived as the funds from this event will go toward 4-H activities. The group will not be receiving any profits.

Motion to waive the shelter reservation fee for Mid-Wisconsin Chapter of Thrivent Celebration on September 24, 2016 as requested.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Denise Wendt, Member
SECONDER:	Heather McCann, Member
AYES:	Dan Bauknecht, Denise Wendt, Heather McCann, Zachary Brown
ABSENT:	Tim Kassis, Glenn Bugni, Sam Hardin

3. Remington Lake Dock Ramp Extension

Ms. Repp explained that when the ramp was originally designed for the dock, it was designed for a typical rain year. This year the water levels have been considerably higher than usual. She has contacted Dvorak and they have advised that they will take the current three foot ramp back and provide a new five foot ramp for a difference in cost of \$837.00. The increased length creates a smoother transition. There are funds remaining from the CIP project.

Upon inquiry by Ms. Wendt, Ms. Repp indicated that if the water level is typical, the ramp will still be fine.

Upon inquiry by Ms. Wendt, Ms. Repp advised that she will be contacting Dvorak to see if the ramp/dock should be removed during the winter months so that the dock can get its greatest life expectancy.

Motion to use budgeted CIP funds allocated for the dock to pay the difference of \$837 for a longer ramp for the Remington Lake Dock.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Denise Wendt, Member
SECONDER:	Heather McCann, Member
AYES:	Dan Bauknecht, Denise Wendt, Heather McCann, Zachary Brown
ABSENT:	Tim Kassis, Glenn Bugni, Sam Hardin

4. Heinzen Peaceful Valley Pavilion Fee Schedule

Ms. Repp explained the current fee schedule for residents and non-residents at the current facilities:

Shelters: \$40 resident, \$60 non-resident

Concession Facilities: \$50 resident, \$75 non-resident

Peaceful Valley Festival Grounds: \$50 resident, \$75 non-resident (if users would like electrical capabilities, there is an additional \$25 charge)

Ms. Repp indicated that this facility is approximately three times a normal shelter and has the ability to be open or closed. Each shelter does have its own uniqueness.

Upon inquiry by Alderperson D. Bauknecht, Ms. Repp recommends the same fee as Peaceful Valley, \$50 resident, \$75 non-resident with an additional charge of \$25 for electric capabilities.

Upon inquiry by Mark Desotell, Director of Administrative Services, Ms. Repp indicated that there are policies in place regarding damage to facilities.

Ms. Wendt suggested setting the fees as recommended and re-visiting the subject in a year. Heather McCann agreed.

Upon inquiry by Zach Brown, Ms. Repp advised that there is a lot of power capabilities available within the pavilion.

Ms. Repp noted that the pavilion will be set up like any other shelter with lighting, etc. She is planning on installing a camera for security purposes as they have been successful at other locations. She is further looking at updating the cameras.

Motion to set the Heinzen Peaceful Valley Pavilion fee schedule at \$50 per resident, \$75 per non-resident with an additional \$25 for both resident or non-resident for electrical capabilities. This fee will be re-evaluated in a year.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Denise Wendt, Member
SECONDER:	Zachary Brown, Member
AYES:	Dan Bauknecht, Denise Wendt, Heather McCann, Zachary Brown
ABSENT:	Tim Kassis, Glenn Bugni, Sam Hardin

5. Approval to allow members of the Antigo Garden Club to enhance Landscaping in City Park West around Bandstand and City Park East around Wading Pool Filter and Chemical Building

Ms. Repp advised that the Antigo Garden Club wishes to place plantings and ground cover at City Park West in the bandstand area as well as the area around the City Park East wading pool filter and chemical building.

Ms. Repp has reviewed the plan and there were two plants on the plan that needed to be removed due to their presence on the invasive species list.

Motion to allow members of the Antigo Garden Club to enhance landscaping in City Park West around the bandstand and City Park East around the wading pool filter and chemical building.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Zachary Brown, Member
SECONDER:	Heather McCann, Member
AYES:	Dan Bauknecht, Denise Wendt, Heather McCann, Zachary Brown
ABSENT:	Tim Kassis, Glenn Bugni, Sam Hardin

6. Update to 5 Year Park Plan

Ms. Repp advised that the current park plan needs to be updated. She is breaking up the review process into three sections that can be reviewed within the next three months. The final draft will be submitted to Council for approval and then forwarded to the State. This allows for the ability for grant funding. The public will have the opportunity to provide feedback.

Ms. Repp encouraged the committee to look at things that they would like to see in future plans. The links provided should show where the department was and where the department currently is.

Mr. Desotell indicated that the City will be working on it's Comprehensive Plan and the Park Plan will work into the Comprehensive Plan section for Parks.

The committee noted that there has been plenty of amazing progress within the department.

RESULT:	INFORMATION ONLY
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Any Other Matters Authorized by Law to be Considered

Discussion was held on the status of the parks especially Peaceful Valley. The park area will be submitted for consideration of a State Award when the Pavilion is complete.

INFORMATION ONLY

Ms. Repp stated that the Facebook page overseen by Julie Zack has received compliments by its readers with regard to keeping the community posted on events. There has also been every effort made to have a presence at community events so that people are informed about what is going on and can feel a part of things.

INFORMATION ONLY

Adjournment

1. **Motion to:** Adjourn at 6:02 pm

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Heather McCann, Member
SECONDER:	Denise Wendt, Member
AYES:	Dan Bauknecht, Denise Wendt, Heather McCann, Zachary Brown
ABSENT:	Tim Kassis, Glenn Bugni, Sam Hardin

Dan Bauknecht, Chairperson

Date



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2016
Re: Updates for Parks, Recreation and Cemetery Department

As we transition into fall we will begin to winterize shelters and prepare for ice rinks, snow removal, cross country ski trails, and additional winter recreational opportunities and programs. We will also be working to complete two additional projects before winter.

On Monday, September 12, 2016 we will be working with Rotary and members of the Antigo Disc Golf League to place the new disc golf baskets for the additional 9 holes that expand our course to 18 holes. We are excited to offer our community an expanded course and hope that we will see some tournament and expanded league play as a result. We are grateful to Rotary for funding the expansion and the Disc Golf League for their efforts to work on work brush clearing and course clean-up prior to the work day.

We will be working with Antigo Area Youth Hockey Association to move the First Avenue Hockey Rink Boards south of the Peaceful Valley Warming House, so we can hopefully see an increase in activity and use of the hockey rink due to the proximity to the Warming House and restrooms.

Staff has done an excellent job of maintaining the cemeteries, parks, and facilities this year while also coordinating a busy summer of activities and programs. Julie has been keeping up with various community events and programs ensuring that the Community Calendar is up-to-date as well as our Park & Recreation Facebook page (see the attached sheet for a list of events and upcoming programs and activities). Doug Curler with the Senior Center for Langlade County has been keeping us updated with their programming and activities that we post on the calendar and on our website.

We will be working with Economic Development and the Antigo/Langlade County Chamber of Commerce to notify the public of park, trail, and program updates through Everbridge (the Community Alert System). In addition a community website was created to assist our community with finding information and resources relevant to our community:
www.alcinfo.com

The Heinzen Peaceful Valley Pavilion is moving forward with electrical conduit installed and painting of the metal in progress. I anticipate the doors and architectural mesh will be installed once painting is completed in the next couple weeks. Once the structure is completed the sign will be hung and the concrete apron will be poured.

MUSIC IN THE PARK**City Park West-231 Aurora-Monday and Thursday**

Food and pies at 5:30 p.m. with music beginning at 6:30 p.m.

Special amateur night on August 25th with Volunteer Appreciation Day recognition by Antigo First, Inc.

WADING POOL**City Park East -231 Aurora St**

Pool hours are 10:00 a.m. to 7:00 p.m., weather permitting, and is open every day. **Last Day Wednesday, August 31.**

MONDAY NIGHT LADIES BIKE RIDE**Hospital Parking Lot F located behind St. Joseph's Annex, east of Langlade Rd.**

Meet at 5:30 p.m. There will be up to three groups with a 10-12 mile route and a 20-25 mile route. A bike helmet is required

TUESDAY MORNING "GEEZER" RIDES**Meet at the parking lot behind the Antigo Public Library and Dixie**

Groups go distances of 10 to 25 miles.

TUESDAY RUN CLUB FOR ADULTS**Gathers at Aspirus Langlade Hospital Parking Lot.**

5:30 p.m. Runs are various lengths according to group plans for the evening. Take a chance and reach out.

WEDNESDAY EVENING BIKE RIDES**Gathers at the Langlade County Safety Building.**

5:15 p.m. meet time. Groups going distances of approximately 20-50 miles.

ANTIGO FARMERS MARKET**Saturdays at the Antigo Country Store parking lot (715 Superior St)**

8:00 a.m. to 12 noon. Lots of items from the garden as well as crafts and baked goods.

PICKLEBALL-MONDAY AND WEDNESDAY MORN.**Mendlik Park, 1439 Clermont St.**

Registration is required but you can register on-site and let the veteran players show you're the ropes.

SENIOR CENTER PROGRAMS**1225 Langlade Rd.**

A different activity each day. Look and see what interests you. "Coffee Klatch", Canasta, Sheepshead, Quilting are just some activities.

Antigo/Langlade County Information
Your first stop for information about
Antigo, Elcho, White Lake, and
everything Langlade County.
www.alcinfo.com

35TH ANNUAL CUSTOMER APPRECIATION DAY**Wednesday, August 10th-5:00 p.m. to 10 p.m.**

Langlade County Fairgrounds Multipurpose Building at 1633 Neva Road. Local businesses would like to thank you for your continued support throughout the year! Food, fun and music in appreciation for local business support.

A NIGHT OF HOPE-MISSING NOT FORGOTTEN-VIGIL FOR THE RETURN OF KAYLA BERG.**Thursday, August 11th-5:00 p.m. Balloon Release**

Hudson Street Shelter-728 Hudson St-Kayla Berg has been missing from the Antigo area for 7 years. Family, friends and community will gather to hope for her safe return.

36th ANNUAL TATER TROT**Saturday, August 13th-City Park East and West**

1 Mile, 4 Mile and 10K walk/runs. A fun competition time for all involved. Registration and more details at www.antigotatertrot.com

AMERICAN CANCER SOCIETY RELAY FOR LIFE**Friday, August 19th-Opening Ceremony 6 p.m.**

Peaceful Valley Park-420 Field Street. Many events going on at the site which are all part of this big event.

MOVIE IN THE PARK**Friday, August 19th-8:15 p.m. start time.**

Peaceful Valley Warming House-420 Field Street. Limited concessions on hand. Bring you family to this FREE event.

"CLEAN SWEEP" HAZARDOUS WASTE DROP-OFF**Saturday, August 20- 8 a.m. to 11 a.m.**

Langlade County Highway Dept-1521 Arctic St. Collection of agricultural and household hazardous waste. Pharmaceutical disposal. Pre-registration is required for agricultural waste. Fluorescent bulbs and lithium batteries accepted for a fee.

PARTY IN THE PARK**Saturday, August 20th 6 p.m. to 10 p.m.**

Peaceful Valley -420 Field St. "The Old Pine Road Band" will be playing your favorite tunes. Food and drinks will be available. This is a FREE event brought to you with the help of Antigo 1st Inc.

31st ANNUAL BADGERLAND CLASSICS & CUSTOMS CAR SHOW AND SWAP MEET**Sunday, August 21st--Car registration is 8 a.m. to 12 p.m. Craft Fair is 8 a.m. to 4 p.m.**

Featuring classic and custom vehicles, tractors, snowmobiles and motorcycles. Food, crafts, music and a model car contest will be provided throughout the day. This event is FREE to spectators.

13th ANNUAL LABOR DAY FLEA MARKET

September 3rd & 4th— 8 a.m. to 4 p.m.

Langlade County Fairgrounds-1633 Neva Rd. Come see the treasures and give them a new home.

FLAG FOOTBALL STARTS--COACHES ARE NEEDED

Season starts September 13th-If you still need to register, go to www.antigo-city.org/rec1. Coaches are needed as well, so please consider volunteering your time to this program.

STUMBLE STOMP REDEZVOUS

Friday and Saturday, September 10th & 11th

Springbrook Trail. The Stumble Stomp Rendezvous is a camp full of re-enactors of the fur trapping and trading era of the 1800's.

OUT OF DARKNESS COMMUNITY WALK

September 10th at Antigo Lake Park-301 Third Ave.

The walk will begin at 9 a.m. from the shelter. This is a fundraiser for the American Foundation for Suicide Prevention.

WALK TO END ALZHEIMER'S

September 10 at 9 a.m. Starts and ends at Antigo Middle School.

This is a fundraiser to raise awareness and funds for Alzheimer's care, support and research.

LANGLADE COUNTY ICE AGE TRAIL CHAPTER HIKE

September 10 at 9 a.m. Assemble at Langlade County Fairgrounds Forestry Office.

Join others in hiking a portion of the Ice Age Trail and learn more about it.

SAFE NIGHT OUT

September 12th from 4:00 to 7:00 p.m.

Location to be announced. This event is held to help promote safe activities for children. Local fire and police departments reaching out to children and community.

ANNUAL FLY IN AT LANGLADE COUNTY AIRPORT

September 17th-Event times to be announced.

"Young Eagles" airplane rides for kids ages 7 to 17, flight simulator, raffles, and cheese curds by Langlade Rural Fire Control. 1st Annual Chalkfest will be held there too.

21st ANNUAL ASPIRUS LANGLADE HOSPITAL**AUXILLARY PARADE OF HOMES**

September 17th from noon until 4 p.m.

The list of homes will be announced soon. All proceeds benefit the Langlade Hospital.

HEALTHY WAYS FALL WALK

September 21st from 3 p.m. to 6 p.m.

Springbrook Trail Boardwalk.

Walkers will walk the trail from 3 p.m. to 6 p.m. as a way to encourage exercise as well as enjoy the fall colors.

COPS VS. SHOPS SOFTBALL GAME

Thursday, September 22 from 5pm - 10pm

@ Lake Park Ball Diamond.

Hosted by the Boys & Girls Club of Langlade County as a fundraiser for the club. City departments play softball against each other for bragging rights.

BOYS & GIRLS CLUB BRIGHT FUTURES 5K COLOR RUN/WALK

Saturday, October 1st-9 a.m. to 11 a.m.

This event is a fundraiser for the Boys & Girls Club of Langlade County Healthy Lifestyles Program. Both 1-mile and 5K down city streets and trails.

LANGLADE COUNTY ICE AGE TRAIL CHAPTER HIKE

Saturday, October 1st -9 a.m. to 3 p.m.

Langlade County Forestry Office-1633 Neva Rd

We will hike a portion of the Parrish Hills segment of Ice Age Trail in Langlade County. Participants are encouraged to wear suitable clothing and bring a lunch. Transportation to the trailhead northwest of Antigo will be provided from the fairgrounds.

ANTIGO HIGH SCHOOL HOMECOMING PARADE

Friday, October 7th-4:00 p.m.

Parade will begin from St. John's Parking Lot at 415 6th Avenue and proceed down 5th Ave to the west and ending at West Elementary.

10TH ANNUAL OKTOBERFEST

Saturday, October 8th from 4:00 p.m. to 9 p.m.

Langlade County Fairgrounds-1633 Neva Rd

Come Roll Out The Barrel with us at Oktoberfest. German food, cold beer and live entertainment will make this event fun for everyone!

41ST ANNUAL ANTIGO JUNIOR WOMEN'S CRAFT FAIR

Saturday, October 15th— 9 a.m. to 3:30 p.m.

Langlade County Fairgrounds-1633 Neva Rd.

Fall and Winter unique items are for sale by many different vendors from the area and out of state. The fair features more than 100 exhibitors, raffles, and concession stands with food and refreshments and a bake sale.

CHUCKLES FOR CHARITY

Saturday, October 15th-7 p.m.

North Star Lanes-400 Prosser Place

The great Frank Roche, Andrew McKenzie and myself with your emcee Dave Steger Jr. hope to put on a fun show for you. Grab your tickets and know it's going to two wonderful causes, the MACC Fund and the Langlade County Humane Society.

ANNUAL OPTIMIST HALLOWEEN PARADE

Saturday, October 29th-1:00 p.m.

Start from the Peaceful Valley Park and Festival Grounds-420 Field St.

More details to come as the date gets closer.

Antigo/Langlade County Information
 Your first stop for information about
 Antigo, Elcho, White Lake, and
 everything Langlade County.
www.alcinfo.com



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: September 12, 2016
Re: Request to Waive the Shelter Rental Fee for "Mid-Wisconsin Chapter of Thrivent Celebration" on September 24, 2016. (Requested by Mid-Wisconsin Chapter of Thrivent)

To: Park, Cemetery and Recreation Commission

From: Julie M. Zack, Administration Clerical Assistant

Re: Request to Waive Shelter Rental Fee

The Mid-Wisconsin Chapter of Thrivent is disbanding and they are planning a pig roast picnic in the park to celebrate the end of the chapter. They will be inviting the public to this event to be held at City Park East on September 24, 2016.

They are requesting the Commission waive the shelter rental fee for this one time event.

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 wavler(s):

Mid-WI Chapter of Thrivent

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: Mid WI Chapter of Thrivent Celebration in the Park

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

Pig Roast in the park with celebration picnic. Simple
Gathering in honor of Chapter disbandment.

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

funds raised from bake auction will be re-directed
as a donation to the Langlade County 4H.

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):

Enough picnic tables for 100 people at least.

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

Quinn P. Pahl

Date: 8/04/2016

For Office Use Only:

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

Attachment: Thrivent Request (1095 : Waiver of Shelter Rental Fee)



RESERVED

Park Shelter: ☐ Hudson Street ☐ Lake Park Concession ☐ Saratoga ☐ City Park West ☒ City Park East ☐ Peaceful Valley Warming House

Day and Date of Rental (Day, 00/00/0000): 09/24/2016

*** Point of Contact or Responsible Adult:** Bandy Greening / Erika Dahl
Must be present at the event and on the premises for the reservation date

Event Start Time: 8:00am

Event End Time: 6:00 pm

Name/Type of Event: Mid WI Chapter of Thrivent Celebration

Number of Participants: 100-200

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 Beer: Yes ☒ No

Obtain a special temporary Class B license, at the City Clerk's Office, if you would like to sell fermented malt beverages.

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.

Attachment: Thrivent Request (1095 : Waiver of Shelter Rental Fee)

Shelter Rental Fee:
Concession Stand Rental Fee:
Ball Field Rental Fee:
Ball Field with Lights Rental Fee:

\$40.00 Resident / \$60.00 Non-Resident
\$50.00 Resident / \$75.00 Non-Resident
\$6.00 Resident / Non-Resident
\$8.00 Resident / Non-Resident

3.2.a

CONTACT INFORMATION

Address: 815 Superior Street

City: Antigo

State: Wisconsin Zip: 54409

Home Phone Number: 715-623-5279

Cell Phone Number: 715-881-0340 (erika)

E-mail Address: erika.dahl@thrivent.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: Erika R. Dahl

Date: 08/04/2016

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. Any misuse or negligence resulting in the destruction of the buildings or its equipment will result in total forfeiture of deposit.
- ☐ c. If repairs are required you will be responsible for the total cost of repairs.
- ☐ d. The concession stand building will be emptied of merchandise immediately following the scheduled event.
- ☐ e. The City of Antigo is not responsible for the loss or destruction of personal items in the concession building.
- ☐ f. 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

A \$25.00 key deposit will be paid to the City of Antigo by the organization or individual requiring use of a key for access to an approved facility.

Please initial next to each blank:

- ☐ 1. All requests must be filed with the Park, Cemetery and Recreation office during normal business hours
- ☐ 2. No keys or lock codes will be issued to anyone under the age of 18
- ☐ 3. The responsible individual requesting the key or lock code will complete and sign an agreement drafted by the City of Antigo.
- ☐ 4. If a key is lost or stolen or a lock code compromised, the responsible individual must notify the Park, Recreation and Cemetery office within 3 business days.
- ☐ 5. A \$25.00 deposit is required for key check-out. It will be returned upon receipt of the key. If the lock needs to be rekeyed, the deposit is forfeited and the responsible party is assessed the costs of rekeying the lock.
- ☐ 6. Qualifying key codes for use of the shelter facility will be available the day prior to an event Monday through Saturday. If there is a Sunday event the key or code will be available Friday. However, you may not access the facility until the day of your reservation.
- ☐ 7. 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.
- ☐ 8. If the key is not returned by the return date the deposit will be forfeited.
- ☐ 9. 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 # _____ Key# _____

Date of Deposit: _____ Check# / Cash: _____ Total Deposited: _____

Date Deposit Returned: _____ Returned Deposit to (Name): _____



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2016
Re: Remington Lake Dock Ramp Extension

When the specs were originally drafted for the dock we had a relatively typical year for rainfall. However, this past year we have had quite a bit of rain and water levels have been considerably higher than we could anticipate. As a result of the higher water levels the original ramp length of 3' creates a very steep incline to access the dock or shore. We contacted Dvorak's Docks and they can credit us for the original 3' ramp and install a new 5' ramp for a difference in cost of \$837.00. The increased length will create a smoother transition and reduce the slope. I am requesting permission to use the budgeted CIP funds allocated for the dock. The original bid price came in under budget, so we have funds available to accommodate the longer ramp.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2016
Re: Heinzen Peaceful Valley Pavilion Fee Schedule

A fee schedule for the Heinzen Peaceful Valley Pavilion needs to be established, so we can begin taking reservations in anticipation of completion. Our current fees for facilities are the following:

Shelters: \$40.00 resident or \$60.00 non-resident

Concession Facilities: \$50.00 resident or \$75.00 non-resident

Peaceful Valley Festival Grounds: \$50.00 resident (no electric) or \$75.00 non-resident (no electric). If users would like electrical capabilities it's an additional \$25.00 for both resident or non-resident.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2016
Re: Approval to allow members of the Antigo Garden Club to enhance Landscaping in City Park West around Bandstand and City Park East around Wading Pool Filter and Chemical Building

Christine Macklem would like to enhance the landscaping around the City Park West Bandstand as well as the area around the City Park East Wading Pool Filter and Chemical Building. Attached is a proposal of the landscaping plan. Christine and other members of the garden club will plant the various plantings and have discussed the design with park staff to ensure there is low maintenance and an aesthetically pleasing landscape.

THIS AREA WOULD LOOK BETTER
WITH MATCHING BRICK EDGING
TRIM BUSHES AND 1-2' DEPTH

BRICK PLAT FORM
FOR STORAGE

3544155

0 1/2" ant pole

Flower Bed Plan

- ① BRING Flower Bed
out to 6'-
REPLACE BRICK
② REARRANGE
REMOVE SOME
FLOWERS
③ ADD CITY RED
MULCH

vest

FLAG AREA

- ① CEREMONY FOR FLAG
REQUIRE SPACE FOR 2 PEOPLE
- ② BRICK AREA FOR FLAG
"RIGHT"
- ③ LONGGROWING PERENNIALS
WITH STEPPING STONE
- HYDRANGEA
- ① TO CLOSE TO
BUILDING
- ② REPLACE
FURTHER OUT
OR
PLACE IN NEW
AREA

LIGHT POWER

~~MAHARAJA~~
~~FOOT~~
~~MAHARAJA~~

Ground
Cement
Floor

EXISTING FLOWER BED
Very Crowded

commemorative

BAND
STAGE
BUILDING

THIS AREA

HYDRANGEA-

REPLACE

Further on
of
place in new
area

CONSIDER
MATCHING
EOTH SIN

Packet Pg. 16

Attachment: Bandstand-CPE_Landscaping (1122 : Landscaping CPW & CPE)

SIDWALK, CHRISTINE

NAKLEM

Antigo da

715-627-228

FUTURE PLAN
★ Remove Grass
FROM THIS
AREA. Less
maintenar
no mow
IN THIS A

flower

GAS

consider:

Sidewalk Front -
to back and extend
Flower Bed each side
NO GLASS.

ASS.
WALKWAY BRICK

Light pole

→
Mark

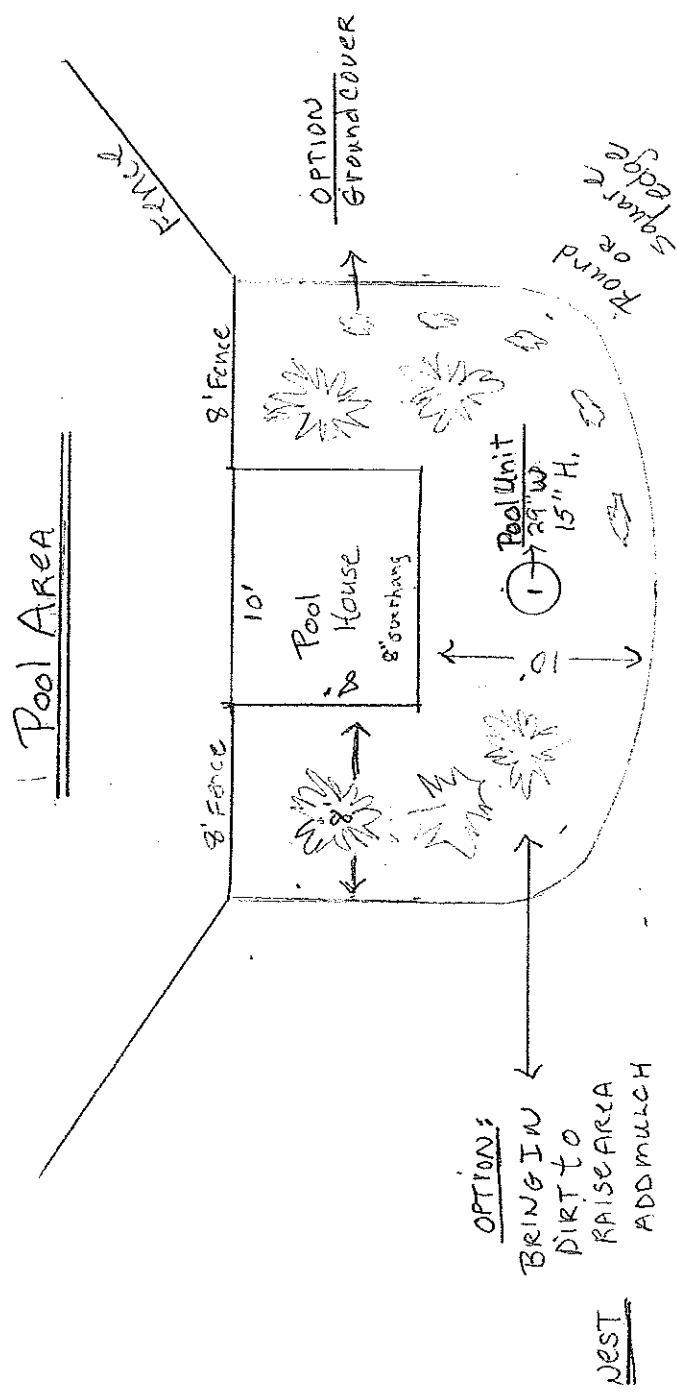
Consider

City Park East

Sept 6, 2016 Christine M. Miller

NORTH

Antigo Landscaping
715-627-2881
715-216-2091



THIS AREA NOW HAS

NO GRASS

- ① PAINT POOL UNIT
same color as pool house.
- ② I would suggest plants that didn't flower every much.
ENOUGH HORNETS & BEES IN PARK / THIS AREA HAS SMALL CHILDREN
- ③ BRICK EDGING WOULD BE NICE FOR LAWN MOWERS (NO RUBBER EDGE)
- ④ POSITION SHRUBS
- ⑤ USE CITY RED MULCH

- ## SHRUBS 5' or Lower
- ① Variegated dogwood
 - ② BRIDAL WREATH
 - ③ SPIREA
 - ④ FORSYTHIA
 - ⑤ ~~BURNING BUSH~~
(use brown mulch)
 - ⑥ lilac
 - ⑦ groundcover

EA:

per: Sarah
NO HOSTA
lilies



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2016
Re: Update to 5 Year Park Plan

Our current 5 year park plan needs to be updated, so I would like to break-up the review process into the following 3 sections that can be reviewed at the October, November, and December Park, Recreation and Cemetery Commission Meetings. The final draft will be submitted to Council for approval and then the plan will be submitted to the state. Additionally, there will be an opportunity for public comment at the November election and through an electronic survey. We will have displays set-up in Council Chambers at the November election giving the public an opportunity to comment and/or provide feedback.

1. Parks and Facilities - October
2. Recreation Programs and Events - November
3. Forestry & Cemeteries - December

The following will be reviewed for the Parks and Facilities at the October Park, Cemetery and Recreation Commission Meeting:

1. Current Park and Trail Facilities, Amenities, and Playground Equipment
2. Future Improvement requests and/or plans

The following link will take you to the current 5 Year Park Plan for the City of Antigo:

http://www.antigo-city.org/departments/parks_and_recreation/park_projects/docs/CORP_5_Year_2012_2016.pdf

Attached is a map of the parks with addresses.

The following will be reviewed for the Recreation Programs and Events at the November Park, Cemetery and Recreation Commission Meeting:

-
1. Current Recreation Programs and Events
 2. Future Recreation Program and Event Requests and/or Identified Needs

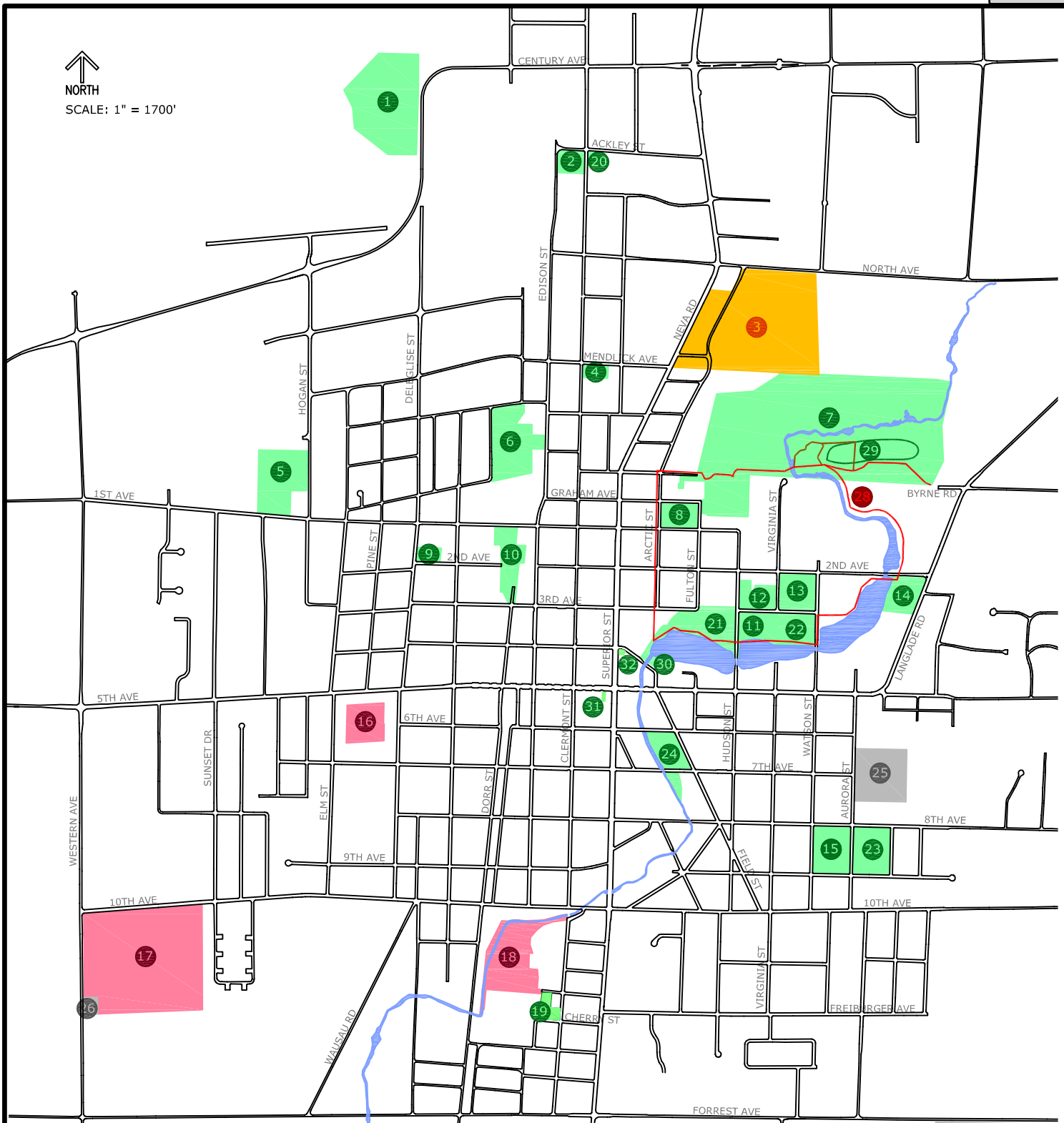
The following will be reviewed for Forestry & Cemeteries at the November Park, Cemetery and Recreation Commission Meeting:

1. Current Ordinance and Policy Review
2. Discussion regarding incentive to plant trees in front yards and not on city owned right-of-way



NORTH

SCALE: 1" = 1700'



Attachment: Park Locations with Addresses (1128 : Update to 5 Year Park Plan)

PARK & RECREATION AREAS**CEMETERIES**

- 1 - Dog Park - Corner of Deleglise St and Century Ave
- 2 - North Clermont Ball Diamond - 805 Ackley St
- 3 - County Fairgrounds - 1633 Neva Rd
- 4 - Mendlik Park - 1439 Clermont St
- 5 - Remington Lake - 1228 Hogan St
- 6 - Saratoga Park - 1235 Nantasket St
- 7 - Northern Natural Area
- 8 - Water Tower Park - 520 1st Ave
- 9 - Third Ward Park - 1120 2nd Ave
- 10 - Railway Activity Park - 1011 1st Ave
- 11 - Lake Park - 301 3rd Ave
- 12 - Antigo Lake RV Park and Campground - 815 Hudson St
- 13 - Kretz Park - 224 3rd Ave
- 14 - Little League - 830 Langlade Rd
- 15 - City Park West - 230 Aurora St

- 16 - Schofield Stadium - 1305 5th Ave
- 17 - Antigo HS Rec Fields - 2039 10th Ave
- 18 - Jaycee Park - 915 10th Ave
- 19 - Cherry Street Park - 422 S Clermont St
- 20 - North Clermont Playground - 725 Ackley St
- 21 - Hudson Park - 728 Hudson St
- 22 - Senior League Ball Diamond - 215 3rd Ave
- 23 - City Park East - 231 Aurora St
- 24 - Peaceful Valley - 420 Field St
- 28 - Springbrook Trail
- 29 - Disc Golf Course
- 30 - Trail Head - 608 4th Ave
- 31 - Kingsbury Park - 707 5th Ave
- 32 - Robin's Roost Park - 641 Superior St

- 25 - Antigo - 400 Aurora St
- 26 - Bohemia - 409 S Western Ave
- 27 - Elmwood - W9651 Forrest Ave