



CITY OF ANTIGO
PARKS, CEMETERY AND RECREATION COMMISSION
MEETING

MULTI-PURPOSE ROOM

Monday, September 12, 2022

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 August 8, 2022 Meeting
2. Antigo Community Food Pantry Shelter Reservation Fee Waiver Request
3. Waiver of Annual Optimist Volunteer Appreciation Picnic Reservation Fee
4. Waiver of Reservation Fee for AVAIL Fundraiser Event
5. Approval to adjust Campground Rates as of January 1, 2023
6. Ball Field Material Purchase
7. Approval to Adjust Registration Fees for Programming as of January 1, 2023
8. Approval to Adjust Shelter and Concession Fees

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 Cheryl Barta, 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: September 07,2022

TIM KASSIS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2022
Re: Antigo Community Food Pantry Shelter Reservation Fee Waiver Request

Please see attached.



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): Wednesday, October 5

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

Event Start Time: 2:00 pm **Event End Time:** 5:00 pm

Name/Type of Event: ACFP Volunteer Appreciation **Number of Participants:** 30

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):

tables, chairs, garbages

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: 2120 Progress Blvd

City: Antigo State: WI Zip: 54409

Home Phone Number: 715-216-2275 Cell Phone Number: 715-216-2275

E-mail Address: karilazers@gmail.com

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: Kari Lazers Date: 8-30-2022

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: ____/____/____

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):

Antigo Community Food Pantry

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: Volunteer Appreciation for food pantry volunteers

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

The food pantry board is hosting a volunteer appreciation gathering. We will be having light refreshments for about 30 people on Oct. 5, 2-5 pm.

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

The food pantry provides a critical service to our community... by appreciating our volunteers... we hope to keep the pantry running.

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) :

Will need tables, chairs & garbages.

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

Kari Langer

Date: 8-30-2022

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: September 12, 2022
Re: Waiver of Annual Optimist Volunteer Appreciation Picnic Reservation Fee

Request to waive the reservation fee for the annual Optimist Appreciation Picnic on August 17, 2022. This will be added to the annual waiver requests in the future.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2022
Re: Waiver of Reservation Fee for AVAIL Fundraiser Event

Request to waive the reservation fee for the AVAIL Fundraiser Event at Heinzen Peaceful Valley Pavilion.



To: Mayor and City Council
From: Sarah Doucette, Assistant
Date: September 12, 2022
Re: Approval to adjust Campground Rates as of January 1, 2023

Our current campground rates are the following:

\$20 for full hook-up

\$10 for overflow and tent sites

We are recommending raising the rates to the following as of January 1, 2023:

\$25 for full hook-up

\$15 for small camper/tent sites (14,15,16,17) and overflow

\$10 for tent sites and Saratoga Overflow Campground

Approval to raise the campground rates to those listed above as of January 1, 2023.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2022
Re: Ball Field Material Purchase

In an effort to continue with enhancements and improvements to our facilities, staff has made the recommendation to remove sod beneath ball field fence lines, and replace with warning track, or top dress material.

Removal of the sod, and replacement with warning track or top dress material, will allow staff to spray along the fence lines preventing weeds and long grass, while eliminating the labor intensive process of trimming the 6 ball field fences.

Approval to purchase the warning track, or top dress material not to exceed \$2,500 using budgeted funds.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2022
Re: Approval to Adjust Registration Fees for Programming as of January 1, 2023

Our registration fees for youth programming have remained at \$13.00 for a resident and \$26.00 for a non-resident for over 15 years.

Due to the increasing costs of expenses I am recommending increasing the resident fee to \$20.00 for baseball, soccer, and flag football, which I am estimating will increase revenues by approximately \$2,000.

The increase is inline with other local organization registration fees running similar programs.

I am not recommending an increase to the non-resident fee, because our shirts and hats are an additional extra cost to the registration fee, and it is important we don't make our programming cost prohibitive; families are often registering more than one child for multiple activities throughout our spring/summer/fall season.

In review of annual pickleball expenses I am requesting a fall/winter/spring season rate of \$90 resident fee and \$144 non-resident fee to off-set the costs associated with equipment purchases and facility rental space, which would go into effect for the 2023/2024 winter season; the fall/winter/spring season is 9 months of the year. I am requesting the summer season rate of \$30.00 resident fee, and \$48 non/resident fee for 3 months of the year. The fees equate to \$10/month resident and \$16/month non-resident.

Approval to increase resident registration fees for baseball, soccer, and flag football from \$13.00 to \$20.00/registration as of January 1, 2023. Approval to collect a \$30 resident fee and \$48 non-resident fee for the summer pickleball season as of January 1, 2023. Approval to increase pickleball fall/winter/spring season rates to \$90 resident and \$144 non-resident to go into effect for the 2023/2024 season.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: September 12, 2022
Re: Approval to Adjust Shelter and Concession Fees

Our registration fees for our shelters and concession facilities have remained at the following rates for over 15 years, with the exception of the Heinzen Pavilion & Festival Grounds, which were constructed in 2017/2018:

Concession Facilities: \$50 Resident

Shelters: \$40 Resident

Heinzen Pavilion & Festival Grounds: \$75 Resident

All non-resident fees are 1.5 times the cost of the resident fees, which is the most we charge per our grant agreements, which funded construction of the facilities.

Due to the increasing costs of expenses I am recommending increasing the fees to the following:

Concession Facilities: \$60 Resident

Shelters: \$50 Resident

Heinzen Pavilion & Festival Grounds: \$75 Resident during the Farmers' Market Season on Saturdays, and \$85 Resident any other days

I am estimating an anticipated increase of \$1,300 in revenues.

Approval to increase resident fees to the above listed rates, and non-resident rates 1.5 times the approved resident rates.