



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, October 09, 2017

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 July 10, 2017 Meeting
2. UPDATE HEINZEN PEACEFUL VALLEY PAVILION FEE SCHEDULE
3. APPROVAL TO HIRE 2 YEAR-ROUND PART-TIME POSITIONS FOR THE PARK, RECREATION & CEMETERY DEPARTMENT
4. PARK, RECREATION & CEMETERY DEPARTMENT STAFFING, TRAINING, CEMETERY, SHELTER, CAMPGROUND, EVENT, RECREATION PROGRAM, AND WINTER PREPERATION REPORT/UPDATE

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: October 05,2017

TIM KASSIS



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: October 09, 2017
Re: UPDATE HEINZEN PEACEFUL VALLEY PAVILION FEE SCHEDULE

We have had a successful first year utilizing the new Heinzen Peaceful Valley Pavilion.

Our current rate structure is \$50.00 Resident / \$75.00 Non-Resident. If you would like electricity and the ability to open and close the garage doors there is an additional \$25.00 fee.

I would like to update the fee schedule to \$75.00 Resident and \$100.00 Non-Resident with the understanding that electric is included with the reservation. We have not had any non-electric reservation requests. Additionally, this will streamline our fee structure for the facility.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: October 09, 2017
Re: APPROVAL TO HIRE 2 YEAR-ROUND PART-TIME POSITIONS FOR THE PARK, RECREATION & CEMETERY DEPARTMENT

I am requesting approval to hire 2 year-round part-time employees for the Park, Recreation and Cemetery Department.

Anticipated Positive Results:

I am hoping that the hiring of two year-round part-time positions to cover evenings and weekends will result in the following:

- Smoother transition from winter to spring.
- Ability to clear snow from trails, rinks, and parking lots in the evenings and on weekends (the majority of our ice rink usage is in the evenings or on weekends).
- Reduction in training and learning time during our busy season, which will result in better services for the public and more knowledgeable and comfortable staff.
- Provide dispatch with 2 consistent evening and weekend park staff that can be contacted should issues or questions arise.
- Reduction in staff burn-out from covering weekends in the off-season before our seasonal staff returns, or after they leave.

I am anticipating an average savings of approximately \$5,000.00 in overtime. I am also reducing the number of seasonal staff by one to two positions, so both positions can be funded within the existing budget.

Below is my proposed schedule for the 2 year-round part-time positions:

- **Saturday and Sunday (2 shifts - 8 hours/shift):**
 6:00am - 2pm (morning)

1:30pm - 9:30pm (evening)

- **Monday & Tuesday** - 2:45pm - 9:30pm (6.75 hours/shift)
- **Wednesday & Thursday** - 2:45pm - 9:30pm (6.75 hours/shift)

Total weekly hours/employee: 29.5

Friday would rotate between the seasonal day-shift employees.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: October 09, 2017
Re: PARK, RECREATION & CEMETERY DEPARTMENT STAFFING, TRAINING, CEMETERY, SHELTER, CAMPGROUND, EVENT, RECREATION PROGRAM, AND WINTER PREPERATION REPORT/UPDATE

STAFFING: All but one of our seasonal staff is done for the year. Additionally, our year-round part-time employee Al Berger has accepted a full-time position with Co Vantage. He will be missed, but we wish him the best with his new endeavor. We will be requesting permission to fill his position and also a second year-round part-time position. Both positions will be funded within the existing budget.

TRAINING: Staff attended chainsaw safety training at the end of the summer season, and are also scheduled for a tree pruning training workshop this fall.

I attended training through the National Park and Recreation Association via webinars last week, and found the sessions very informative, interesting and useful.

CEMETERIES:

- **Winterizing Waterlines:** Staff has winterized the lines in Antigo and Elmwood Cemetery, so water is no longer available on the grounds.
- **Floral Arrangements:** Non-fixed graveside floral arrangements need to be removed by October 15th.
- **Cemetery Closures:** Queen of Peace, Antigo and Elmwood Cemeteries will be **closed to vehicular** traffic beginning on Friday, October 27, 2017. The cemeteries will reopen for traffic beginning early Wednesday morning, November 1, 2017.

SHELTERS: Crews have started winterizing shelters, which means restrooms are being closed, picnic tables are under shelter, and final cleanings are taking place.

CAMPGROUND: We are still accepting reservations for the campground, and have some end of season long-term campers. Once we winterize the waterlines we will still accept reservations, but the campers must be self-contained because we will no longer have water available (reservation rates are reduced during this time).

EVENTS:

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- **OCTOBER:** We still have a few private reservations at the Warming House for birthday parties or small get-togethers in addition to a few larger community events: CROP Walk and the Halloween Bash.
 - The **Halloween Bash (Saturday, October 28, 2017 from 2pm - 4pm)** is a collaborative effort between the Optimist Club, City of Antigo, and Boys & Girls Club of Langlade County. We are inviting local businesses and organizations to participate in the event and have a trunk-or-treat or booth display along the trail segments in Peaceful Valley. We will have wagon rides, costume and booth judging, a haunted Warming House, and Halloween themed games. REGI will have a bird release in one of the local cemeteries following the event.
 - **Trick-or-Treating:** Community-wide Trick-or-Treating will begin at 4pm and conclude at 6:30pm
 - **SINGLE TRACK GRAND OPENING AND GROUP TRAIL RIDE:** Mike Heiny has put in considerable time and effort to improving and adding to the Single Track Trail at the old landfill off of Dump Road (N1985 Dump Road). On Sunday, October 8, 2017 we will have a grand opening of the new loop as well as a group ride starting at 11am. Bikers can then head-out to Jack Lake to participate in their grand opening and group trail ride at 2pm.
 - **FARMERS' MARKET:** The last market will be held on Saturday, October 7, 2017.

RECREATION PROGRAMS

- **Pickleball:** Fall, Winter, Spring Pickleball program has 18 registered participants and they have moved their playing location to Karl's Transport.
- **Winter Wonderland:** We will be advertising information for those wishing to participate in the Winter Wonderland Program held in the Peaceful Valley Festival Grounds.
- **Open Skates:** I will be reaching out to the Antigo Area Youth Hockey Association to schedule winter open skates in the multi-purpose building.
- **Flag Football:** The last date for flag football is Thursday, October 12. We have had a very successful program in terms of registration and will continue to work to improve and grow the program for future years.
- **Winter Fun & Family Wellness Day:** We will begin planning our winter community event in the upcoming months.

WINTER PREPERATIONS

- Salt has been ordered in preparation for winter.
- Information regarding sidewalk snow removal for all public sidewalks will begin circulation in the water bills as well as advertisements in print and electronic media.

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- Crews will begin preparations for ice rinks in Peaceful Valley.