



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, November 14, 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 October 10, 2022 Meeting
2. General Park, Recreation and Cemetery Updates: Staffing, Cemeteries, Shelters & Facilities, Events, Volunteers, Recreation Programs, Forestry, Grants, Bids, Donations, Awards, and Projects
3. Urban Forestry Presentation
4. 2023 Shelter Waiver Requests for Annual Community Events that Meet Certain Criteria
5. Community Development Investment Vibrant Spaces (CDI-VS) Grant Application Approval
6. Reallocation of Budgeted CIP Funds for Knowles Stewardship Grant to develop Lakeside Park Area
7. Reallocation of Budgeted CIP Funds for Truck Purchase and Equipment Add-ons
8. Brewer Trip Cancellation for 2023

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: November 09,2022

TIM KASSIS

Park, Cemetery & Recreation Department

Memo

To: City of Antigo Common Council
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: October Updates 2022
Re: Park, Recreation and Cemetery Department General Updates

STAFFING: All seasonal staff have finished their summer employment with the Park, Recreation and Cemetery Department. With our 4 full-time and 1 year-round part-time we are at full staffing.

CEMETERIES: The waterlines in all of the municipal cemeteries have been winterized. The roads have been dragged, and cemetery flags were picked-up by volunteers.

Crews are raising lot markers in the cemeteries prior to winter. We are working with families to remove spring and summer arrangements to keep a neat and orderly appearance. If you have concerns, please don't hesitate to reach-out (715.623.3633 extension-131; Sarah Repp).

SHELTERS & FACILITIES:

- **SHELTERS:** All Shelters have been winterized except the Warming House, which remains available for reservations year-round.
- **SINGLE TRACK TRAIL:** Enjoy just under 4 miles of trail at N1985 Dump Road. You can enjoy Fat-Tire Biking, hiking, and snow shoeing. Mike Heiny, John Stift, and Mike Lyon have worked diligently to maintain the trail segments; this includes leaf blowing the various routes the weekend of October 29.
- **DOG PARK:** Get out and let your dog run. The park is open year-round, and has designated hours for the Humane Society.
- **DISC GOLF:** Enjoy 18-holes year-round. We received donations for course improvements, and have placed concrete tee pads at each of the tees. Disc Golf volunteers have been critical, ensuring the course was picked-up following storms, and maintained throughout the year.
- **BALL FIELDS:** The Baseball and Softball Organizations again hosted 5 successful tournaments that filled our campground and hotels creating a boost for our local economy.
- **WADING POOL:** The Wading Pool had its last season in 2022. Park and Street Department crews worked to demo the pool in preparation for the Draeger Family Splash Pad in 2023.

EVENTS:

- *The Park & Rec Department, Fire Department, and Police Department will be selling Cheese Curds on Election Day Tuesday, November 8 from 9am until sold-out.*
- We are working with various groups and organizations to host their various community events within our parks and shelters. Check the Community Calendar, which can be found on the Antigo/Langlade County Community Resource Website: www.alcinfo.com.

VOLUNTEERS:

- Volunteers make our programs and events possible. Additionally, they also help us enhance and maintain our parks and trails.
- Thank you to all our coaches (baseball, soccer, and flag football)
- Thank you to Mission Antigo Volunteers
- Thank you to Antigo Garden Club, which maintains planting areas and landscaping in our parks.
- Thank you to volunteers for expanding and maintaining our Single Track Bike Trail System.
- Thank you to Disc Golf Volunteers for their efforts to maintain and improve the course.

RECREATION PROGRAMS, EVENTS, FACILITY UPDATES AND COVID

Programs have seen exceptional participation this past year.

RECREATION PROGRAMS: Register or view programs on-line at: www.antigo-city.org under the Park & Recreation Link.

- **Winter Wonderland:** We are currently accepting registrations for our life-sized Christmas Displays in the Peaceful Valley Festival Grounds. We are also looking forward to working with Jerry DeWann to offer a light display to music.
- **Open Skates:** Scheduled for Monday, February 20 from 11:30am - 1pm
- **Pickleball:** Players have been enjoying outdoor play at Elleson Courts and are also playing indoors at both the Boys & Girls Club of the Northwoods and All Saints. **Current Registrations: 27**
- **Brewer Trip:** Unfortunately, due to significant price increases for both the Brewer Tickets and bus transportation, we are no longer offering a trip for the upcoming 2023 season. This was not an easy decision for us to make, especially with having such a well received program over the past years. We do still plan on looking at prices for the upcoming 2024 season and will keep everyone updated.
- **Annual Outdoor Easter Egg Hunt:** We are in the planning stages for 2023 with the event planned for Saturday, April 8, 2023. Pictures with the bunny start at 9:15am, and the hunt begins at 10am sharp!!!
- **Springbrook Clean-up:** We are hoping to again work with Mission Antigo during their designated week.
- **Arbor Day:** We have tentatively planned the event for Wednesday, June 14 from 10:45am – 11:30am.
- **T-ball (3 year olds):** 38 registered participants (2023 registrations open Jan 1)
- **Coach Pitch (4 & 5 year olds):** 62 registered participants (2023 registrations open Jan 1)
- **Pitching Machine (6 & 7 year olds City League):** 51 registered participants (2023 registrations open Jan 1)
- **Soccer (K-8th grade):** 203 registered participants (2023 registrations open Jan 1)
- **Soccer Boot Camp:** 35 registered participants (2023 registrations open Jan 1)
- **Elk's Club Soccer Shoot-out :** unknown
- **Flag Football (4k-6th grade) :** 165 registered participants (2023 registrations open Jan 1)
- **Coaches/Instructors:** Thank you for making our programs possible!!!! Over 60 coaches volunteered in 2023

FORESTRY

- We purchased a brush hog, which will mount to the front of our skidsteer, so we can implement an invasive removal and replanting plan for the timber stand that was harvested south of Elmwood Cemetery. We will also use the brush hog for invasive removal along the Antigo Lake Basins and Natural Area.

GRANTS, BIDS, DONATIONS, and AWARDS

- Sarah Doucette is currently working on putting together specs for a tree planting bid for 2023
- We will be bidding the Wright Place Playground Equipment
- We worked with Rotary to construct skill builder components for a Bike Park/Playground and Pump Track in the Railway Activity Park. Rotary donated \$6,000 towards the project.

PROJECTS 2022 / 2023

- Installation of benches along the new section of the Springbrook Trail - completed
- New roof Saratoga Shelter – completed
- Concrete pads for Disc Golf Course – completed
- Canopy on raised stage in Peaceful Valley Festival Grounds





To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: November 14, 2022
Re: Urban Forestry Presentation

Kiel Korzinek, Working Park, Recreation and Cemetery Supervisor, is currently attending Community Tree Management Institute (CTMI) through the Wisconsin DNR. One of the requirements of the program is to complete an out-of-classroom project. Kiel has chosen to present the presentation we shared at his most recent CTMI Training to complete his out-of-classroom project requirement.

Below is a summary of CTMI per the DNR website:
<https://dnr.wisconsin.gov/topic/urbanforests/treemanagement>

COMMUNITY TREE MANAGEMENT INSTITUTE

Wisconsin Community Tree Management Institute (CTMI) is a unique training experience designed for municipal staff with tree management responsibilities, but without a strong background in urban forestry. The program is ideal for staff who spend just part of their time dealing with trees.

CTMI consists of approximately 38 instruction hours and requires students to complete an out-of-classroom project (three two-day sessions). This program is typically offered every three years. Additionally, a CTMI graduate workshop may be offered in the off years of the regular institute.

BENEFITS

Students develop practical knowledge and skills essential for effective management of municipal tree programs. The course focuses heavily on the management side, rather than the technical side, of municipal tree programs.

Participants also gain: enhanced leadership ability; increased awareness and access to resources; and a support network of peers in other communities.

This intensive, interactive training program requires personal commitment, supervisory approval and community support. The payoff is an increased return on investment in the

community's green infrastructure.

INSTRUCTORS

CTMI instructors include experienced urban forestry professionals from the public and private sectors, urban forestry professors, CTMI graduates, Wisconsin DNR staff and other program partners.

CURRICULUM

Come to CTMI prepared to be challenged and inspired. CTMI offers a variety of learning formats in an informal, small-group atmosphere. Instruction includes small-group exercises, large-group discussion, informal networking and field tours. The following themes and subjects are illustrative of the CTMI curriculum.

Principles of Community Forestry Program Leadership

Improving community livability through trees

Understanding and promoting tree benefits

Connecting trees with other local governance issues

Elements of Successful Community Forestry Programs

Achieving tree goals through ordinances

Tree inventories and management plans

Cultivating Community Awareness and Support

Tour a successful municipal forestry program

Technical Foundations of Healthy Community Forests

How trees work

Tree identification, selection and care principles

Tree risk evaluation and management

Diagnosing tree health problems

Contemporary Community Forestry Issues

Field operations and efficiencies

Trees and construction/infrastructure conflicts

Budgeting and financing

Contracting

Tree canopy as infrastructure

Solving community problems with trees

Sustaining a Successful Program Through Partnerships

Identifying and working cooperatively with partners

Organizational dynamics and effectiveness

CITY OF ANTIGO

Urban Forestry

*Growing our Community, Parks,
and Programs*



OUTLINE



Who We Are

- Community and Culture
- Forestry Data
- Staff
- Department Summary

Our Urban Forestry Program History

Current Forestry Program / Operations

- Operations
- Trainings
- Plans – Creating a Foundation / Framework
- Marketing & Public Education
- How We Make it Happen

Summary & Questions

OUR COMMUNITY, CULTURE, & THE PARK, RECREATION AND CEMETERY DEPT.



Population: 8,100
(2020 Census)
**Median Age Langlade
County (2017):** 47
**Median Household
Income (2017):**
\$47,791
**Percent of the
Population Ages
60+ (2017):** 23.4%
(state average is
16.5%)
Poverty Rate (2017):
14.8% (state
average is 12.3%)



ANTIGO FORESTRY DATA



Tree City USA: 29 years and 4 years Growth Award

Street Trees: Approximately 1,800

Park Trees: Approximately 900

Cemetery Trees: Approximately 224

Ash trees: 159 (total per 2015 inventory); removed approximately 35 ash trees since 2015

STAFF

PARK, RECREATION, AND CEMETERY

...AND FORESTRY



2 Office Support Staff

4 Full Time Field Staff

1 Year Round Part Time

9-10 Seasonal Positions providing coverage day, evening & weekend

Approximately 50 Coach Volunteers, and 50-100 event volunteers



DEPARTMENT SUMMARY



Number of Parks: 25

Total Park Acreage: Approximately 250 acres

Includes a campground, splash pad, skate park, 7 ball fields, Springbrook Trail, Disc Golf Course, Single Track Trail, and Dog Park

Cemeteries: 3 (Antigo, Elmwood, Bohemia) **Total Acreage:** 93

GENERAL OPERATIONS

- Park maintenance and upgrades (typically early spring or fall depending on weather)
- Community event facilitation, prep, and clean-up (typically weekly during the summer)
- Recreation program planning, coordination, and sign-ups (October – December)
- Maintenance and upkeep of cemeteries; burials year-round (daily in the summer)
- Winter snow removal from sidewalks, trails, and parking lots (weather dependent)
- Manage Delinquent Sidewalk Program (48 hours after a precipitation event)
- **Urban Forestry Program management** (typically fall and winter; contract services year-round)
- Playground safety and routine maintenance (spring and throughout the use season)
- Splash Pad Operations (Daily from Memorial Day – last week in August; fall maintenance)

ADMIN

- Daily availability to public to respond to inquiries, concerns, and general questions
- Grant writing for park upgrades, enhancements, and expansion (based on grant deadlines)
- Oversee and recommend budget, policy, and ordinance updates (start budget review in August)
- Prepare 5 year CORP plan integrating community and staff input (every 5 years, but annual review)
- Collaborate with community groups and organizations to reduce duplication of services (min. quarterly)
- Recommend and schedule relevant trainings for staff (based on certification renewal and relevance)
- Oversee bidding and purchasing of department equipment and supplies (annual January – April)
- Cemetery sales, burial coordination, and cemetery record keeping (year-round; need based)

PROGRAM HISTORY



1990's: Local Forestry Technician with the DNR, Pete Solin, sought to change and improve the forestry program.

1992: Pete Solin applied for Tree City USA.

1999: 34 acres of wooded area were gifted to the city.

2005: City applied for an Urban Forestry Grant; inventoried trees and began a replacement program.

2008-10: Springbrook Trail and Boardwalk were constructed with funding from multiple sources including a Knowles Stewardship Grant, and Inland Lakes. A section of the trail winds through the wooded area gifted to the city.

2009: Awarded a DNR Urban Forestry Grant; allowed the development of 10 priority park plans, completed an EAB plan, and invasive plant management forest area assessment plan.

2015: Awarded an Urban Forestry Grant; updated existing tree inventory & imbedded on GIS mapping software, provided public education, and continued with maintenance and preemptive removal of ash trees.

OPERATIONS

FORESTRY EQUIPMENT



Chainsaws (Park & Rec)

Safety Equipment (helmets, shields, chaps, gloves, etc.)

Skidsteer with brush cutter and grapple bucket (Park & Rec)

1 Chipper (Streets)

1 Stump Grinder (Streets)

1 Bucket Truck (Streets)



OPERATIONS

TREE MAINTENANCE

NEVER ENOUGH MONEY OR TIME



Tree maintenance is performed year round

We perform as much as we can in-house with assistance from the Street Department when necessary

We work with a local Arborist for removals that are beyond our training and equipment, or if we don't have time.



OPERATIONS PLANTINGS

BALANCING THE "FEEL GOOD" WITH NOT PLANTING MORE THAN YOU CAN PRUNE



We plant between 20-45 trees in-house each year.

We plant 2-4 new trees in City Park each year to stagger the plantings, so we diversify the overall age of our trees.

Street trees are planted in larger quantities as funds are available

The majority of our park plantings are made possible through donations (ATC & WPS) and occur on the day we celebrate Arbor Day.

We average a small number of memorial tree plantings as well; locations are determined in part due to the 10 priority site plans developed through the DNR UF Grant.



OPERATIONS TRAININGS

IMPORTANT AND NECESSARY



Our staff has been to a number of forestry related trainings over the years:

Green Bay Conference

Quarterly Forestry Meetings

EAB UW Extension Training

Various EAB Trainings/Programs

Pruning Training

FISTA Chainsaw Safety

CTMI



We have been able to get funding for some of these trainings through our insurance company, CVMIC (Cities and Villages Mutual Insurance Company) as well as DNR Urban Forestry Grants

PLANS

Foundation / Framework

Site Plans

EAB Readiness Plan

Invasive Assessment and Removal

EAB READINESS PLAN

SCIENCE AND DATA READY TO MAKE THE HARD SELL

FOUNDATION / FRAMEWORK



Completed in 2011

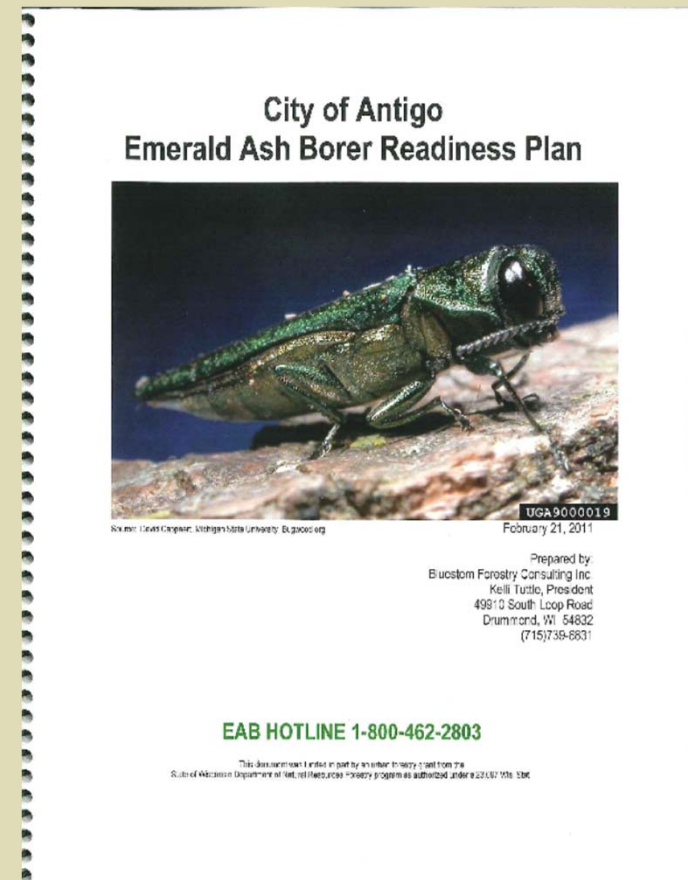
Used our current tree inventory

Plan has assisted with prioritizing removals

Approximately 115 ash trees remain within the parks, cemeteries and boulevards

We have removed about 5 large Ash Trees per year since 2015

Coordinate with Street Department and contractor for removals



INVASIVE ASSESSMENT AND REMOVAL

FOUNDATION / FRAMEWORK



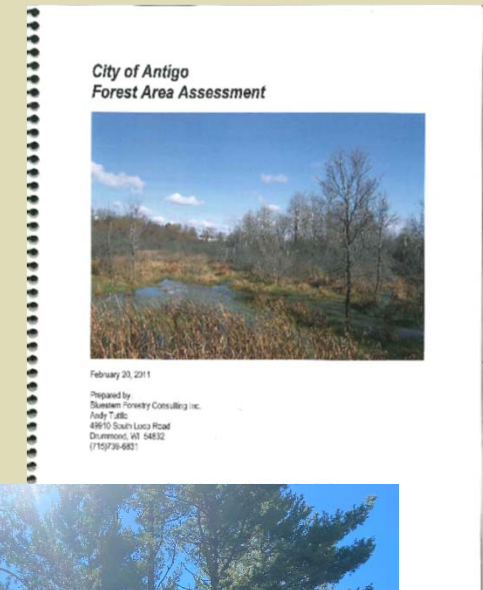
Completed 2011

Prioritized forested areas adjacent to our parks and cemeteries

Large infestation of Buckthorn and Wild Parsnip

Funding through Inland Lakes has been budgeted to remove invasives along the Springbrook Trail

We have partnered with Timberland Invasive Partnership to remove invasives along Springbrook Trail; we have been working with TIP for 3 years



MARKETING & PUBLIC EDUCATION

Public Education, Outreach & Marketing

PUBLIC EDUCATION, OUTREACH & MARKETING

I.E. BUILDING TRUST THROUGH TRANSPARENCY, UNIFORMITY, AND SERVICE



Tree Planting Brochures & Office Display

Informational pages in our Summer Activity Guide

Planting and City Policy Public Education Sessions

Monthly updates for our Park, Cemetery and Recreation Commission

Website Development (ongoing)

Collaborative publications with Langlade County printed in the local newspaper

Monthly spot on the radio

Firewood

Tree Service Resources



HOW WE MAKE IT HAPPEN

Collaboration
Volunteers
Funding

HOW WE MAKE IT HAPPEN COLLABORATION



Building Inspector & Assistant Building Inspector

Public Nuisance letters for tree removals on Private Property at risk of falling in Public Right-of-Way

City Attorney

Legal Council on private removals

Project Manager

Remove trees that will have large majority of roots cut during sidewalk replacement, or road construction projects

Removal costs are covered by Project Manager's budget

Street Department

Shared equipment

Shared staff training

Coordinate stump grinding, and some removals and pruning

Public

Gave the public permission to take downed trees for firewood following large storm events, and we have a staging location for firewood pick-up as well



City of Antigo
Park, Recreation, & Cemetery Department
700 Edison Street • Antigo, WI 54409
Phone: 715.623.3633 extension-131 • e-mail: srepp@antigo-city.org

April 5, 2020

Mr. Mayor
700 Edison Street
Antigo, WI 54409

Dear Mr. Mayor,

It was brought to our attention that a tree, on your property, at 700 Edison Street, in the City of Antigo, is potentially hazardous to the public using public sidewalks, streets, or alleys. Per ordinance Sec. 34-111 (see enclosed ordinance) it is the City's responsibility to review any concerns and have them assessed by a certified arborist.

The tree was assessed by a certified arborist and it has been determined that the tree in question is comprised of 100 percent deadwood. Due to the close proximity to alley the tree must be removed to ensure public safety.

Enclosed photographs note the tree that shall be removed.

There are two options for removal; both removal options are your responsibility financially.

1. Remove the tree yourself
2. Hire a contractor

Regardless of which removal option you choose it is your responsibility to prevent damage to public sidewalk, street, or alley. If any damage to public sidewalk, street, or alley occurs you, the homeowner, would be financially responsible for the repairs.

Per Ordinance, you will have 14 days from the date of receipt of this notice to remove the tree unless prior arrangements have been made (please contact our office at: 715.623.3633 extension-131 to discuss your planned removal date).

If the tree is not removed the City of Antigo will remove the tree, and the cost will be assessed against the property. Please contact the Clerk Treasurer, Kaye Matucheski (715.623.3633 x-102) regarding payments that can be made over the course of the next year.

Please do not hesitate to contact me with any questions, comments or concerns.

Sincerely,

Sarah E. Repp

Sarah Repp
Park, Recreation, & Cemetery Director
City of Antigo
CERTIFIED

HOW WE MAKE IT HAPPEN

VOLUNTEERS



Collaborated with the All Saints Girl Scout Troop to create and place educational signage along Springbrook Trail

Collaborate annually with various volunteers, organizations, and groups

Year-round recreational opportunities within our urban forest, and wooded areas

Disc Golf

X-Country Skiing, snow shoeing, and hiking

Single Track Trail - Biking

Races, Runs, Walks, Tours



HOW WE MAKE IT HAPPEN FUNDING



Grants

DNR Urban Forestry Grant

ATC & WPS Annual Tree Planting Grants

Have your Resolution Completed January / February

Knowles Stewardship

Timber Harvest

Worked with Pete Solin and Ted Avelallemant with the DNR to bid two timber sales of forested city property:

CEMETERY PINES – 2011 Selective Harvest: 47 acres; total of \$85,510.96

CEMETERY PINES – 2018 Clear Cut: 20 acres: total of \$77,940.10

Funds from the timber harvest were used for the Heinzen Pavilion, and also trail expansion.

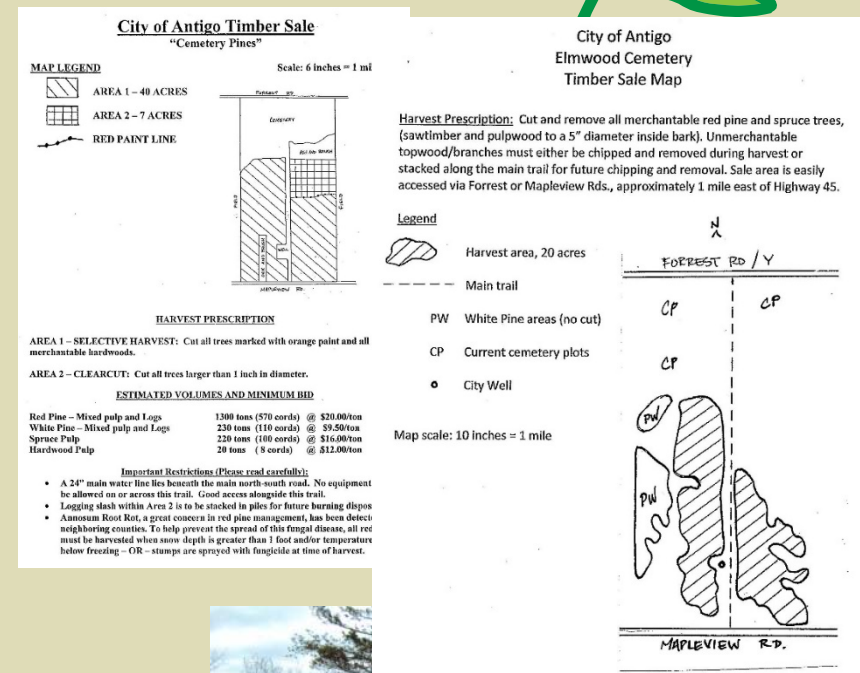
We plan on using remaining timber harvest funds for buckthorn removal, replant, and cemetery development projects.

General Operating Budget

\$19,575

Capital Improvement Budget

\$5,000-\$20,000



SUMMARY



Support, Resources, and Funding Accomplish Initiatives

Each community is unique

Use understanding, and appreciation of history, community, and culture to drive initiatives; the public will tell you their frustrations, concerns, accomplishments and goals

Address your community's wants and needs

Use the information to provide services & community improvements that address their needs

Create Trust & Shared Pride

Build on the successes, celebrate the accomplishments, and create positive relationships

Be Solution Based & Leverage Resources Creatively

Use facts, research, science to support unpopular initiatives; learn to leverage your staff, equipment, and resources through collaboration, partnerships, and cooperation

Be Transparent, Realistic, and Thoughtful

Be realistic about what your staff and equipment can accomplish



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: November 14, 2022
Re: 2023 Shelter Waiver Requests for Annual Community Events that Meet Certain Criteria

The City of Antigo Park, Recreation and Cemetery Director has requested authorization to approve waiving 2023 annual shelter reservations requests for recurring community events using the following criteria:

- The event has occurred in the past with similar usage requests as in prior years.
- The event is open to the public and community at no charge and offers either an education 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.

The following would be approved for waiver of shelter reservation fees by the City of Antigo Park, Recreation and Cemetery Director:

1. 4-H Park Programs
2. All Sauced Up Community Fundraiser
3. Antigo Cancer Society Relay for Life
4. Antigo Community Food Pantry Volunteer Recognition
5. Antigo Dugout Club & Legion Baseball Tournaments
6. Antigo Farmers' Market
7. Antigo Fillies Youth Softball Tournament
8. Antigo First Party on the Ave
9. Antigo Garden Club Annual Plant Sale
10. Antigo High School Homecoming Parade

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11. Antigo Optimist Halloween Event
 12. Antigo Optimist Tree Burn
 13. Antigo Optimist Volunteer Appreciation Picnic
 14. Antigo Walk to End Alzheimers
 15. AVAIL Fundraiser
 16. Badgerland Classics Car Club
 17. Boys & Girls Club of the Northwoods Summer, Fall, and Winter Event/Programs
 18. Compassionate Friends Event
 19. CROP Walk to End World Hunger
 20. Disc Gold Fundraising Tournaments
 21. Eli's Unite and Fight
 22. Healthy Ways / Wellness Walk Spring and Fall Walk
 23. Hike for Hope (Formerly Out of Darkness Suicide Walk)
 24. Historical Society Cemetery Tour
 25. Kids Fishing Day/Trout Unlimited
 26. Langlade County Historical Society Picnic
 27. Lunch to Benefit the Giving Tree
 28. Memorial Day Parade
 29. Music in the Park
 30. REGI Summer Camp
 31. Rotary Picnic
 32. Stand for Children Day
 33. Stumble Stump Rendezvous
 34. Team Stash coed Softball Tournament
 35. Thrivent Cans Hunger Banquet
 36. UW Extension
 37. Wild One's Community Educational Program

Permission to authorize the Park, Recreation and Cemetery Director to waive the fees for the above shelter/facility requests for 2023.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: November 14, 2022
Re: Community Development Investment Vibrant Spaces (CDI-VS) Grant Application Approval

The City of Antigo's development of the Peaceful Valley Festival Grounds area, including the canopy over the raised stage, is potentially eligible for funding through a pilot program, Vibrant Spaces Grant, within the Community Development Investment (CDI) Grant Program.

One of the requirements of the grant is to include a signed resolution with the submittal of an application.

I am requesting permission to apply for the Vibrant Spaces Grant, a pilot program within the Community Development Investment (CDI) Grant Program to develop the area north of the Peaceful Valley Heinzen Pavilion, known as the Peaceful Valley Festival Grounds. If awarded the grant, we will be able to enhance this underutilized space. Development of this area has the potential for purposes beyond a parking lot. The close proximity to the downtown corridor, businesses, park space, and the trail make it a desirable location for community events and programs.

The grant awards will be in amounts of \$25,000 - \$50,000, and are a 1:1 match, which we would have budgeted funds.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: November 14, 2022
Re: Reallocation of Budgeted CIP Funds for Knowles Stewardship Grant to develop Lakeside Park Area

We originally applied for a Knowles Stewardship grant to develop the park area north of Lakeside for a boat/kayak launch, shelter, and parking area.

Unfortunately, we were notified we did not receive the grant, so during budget we designated funds towards other projects. These projects include Lake Park Shelter/Restroom Improvements (budgeted at \$65,000), and Basketball Court Resurfacing at Mendlik Court (budgeted at \$65,000).

However, when the grant awardees were notified, some declined the funding. We were next on the funding list, and notified we could receive a minimum of \$71,558 for the project. Our project proposal tied with another community's project proposal. If the other community declines the grant funds we will be awarded an additional \$71,000 (approximately).

I am requesting approval to redesignate the Lake Park Shelter/Restroom Improvements and the Mendlik Court Resurfacing development not to exceed a total of \$130,000 for the Lakeside Park Development project.



To: Mayor and City Council
From: Sarah Doucette, Assistant
Date: November 14, 2022
Re: Reallocation of Budgeted CIP Funds for Truck Purchase and Equipment Add-ons

We bid a 4x4 pick-up truck with plow and tommy gate in February of 2022. Quinlan's was awarded the bid for a total of \$54,100. Total attachment costs were \$17,000. The total truck price was \$37,100.

We had budgeted \$36,600 for the truck and \$18,490 for attachments/equipment add-ons for a total of \$54,090.

I inadvertently did not request utilization of \$1,490 from attachments and equipment to be utilized for the remainder of the total truck price.

I am requesting permission to utilize \$1,490 from attachments/equipment add-ons to be utilized for the pick-up truck purchase. The remaining \$10 will be paid from general operating.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: November 14, 2022
Re: Brewer Trip Cancellation for 2023

Unfortunately due to significant price increases for both the Brewer Tickets and bus transportation, we are no longer able to offer the trip for this upcoming 2023 season. This was not an easy decision for us to make, especially with having such a well received program over the past years. We do still plan on looking at prices for the 2024 season and will keep everyone updated.