



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION

MEETING

MULTI-PURPOSE ROOM

Monday, December 11, 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 November 13, 2017 Meeting
2. Approval of 2018 Facility Use Waivers
3. Park, Recreation and Cemetery Department December Update on Staffing, Training, Cemeteries, Shelters, Campground, Cameras/Security, Events, Recreation Programs, and Winter Preparations

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: December 06,2017

TIM KASSIS



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: December 11, 2017
Re: Approval of 2018 Facility Use Waivers

Attached are the facility waivers for 2018.

Annual events with annual shelter fee waiver requests:

The following events, picnics, walks or runs utilize one or more of our shelters within the park system. I am requesting that I, the Park, Recreation and Cemetery Director, have permission to approve the shelter waiver requests for 2018 once they are filed with our department. The listed events are annual community events that meet some or all of the following criteria. New waiver requests not included in the below table would require the Park, Cemetery and Recreation commission's approval.

- The event is open to the public at no charge and offers either an educational experience for attendees or a remembrance or memorial 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.

ANNUAL EVENTS FOR 2018 WHICH REQUIRE WAIVERS			Requested Waivers/Fees			
Event Name	Estimated Date of Event	Brief Event Description	Event/Parade Permit Fee	Street Use Fee	Insurance Certificate	Shelter or Facility
Antigo Disc Golf Club Ice Bowl Tournament	Mid-January	Utilizes the Disc Golf Course. The event is held to raise money for the Antigo Community Food Pantry. The tournament is held on the course making a permit and insurance required.	X		X	
Antigo Optimist Christmas Tree Burn	Tentative date of 1/22/2018	If City services or equipment is needed, request makes event permit required.	X		Provides	
Rural Fire Control	as necessary through the year	Utilizes Peaceful Valley Event Grounds- Use of parking lot area where they set up approximately 300 feet of hose and test it in an unused portion of the parking lot.				X
Antigo Baseball Association & Youth Softball-Tournaments and Regular Season	Spring & Summer (tentatively June 15th to 17th and July 20th to 22nd)	Utilizes Saratoga and Lake Park shelters and concession stand at Lake Park & Al Remington Concession Stand.	X		X	X
Antigo Fillies Youth Softball Tournament	7/6 to 7/08/2018	Utilizes Lake Park Concession stand and Saratoga Shelter for tournament.	X		X	X
Stand for Children Day	Middle of May (Tentatively 5/19/2018)	Utilizes Peaceful Valley Park, Warming House, Festival Grounds, Heinzen Pavilion: Free community educational event that offers various activities, opportunities, and education for participants. Includes: Optimist Bike Rodeo, Kids Travel Safe, Antigo Headstart, Fire Department...etc. Open to the public.	X	X	Provides	X
Antigo Garden Club Annual Plant Sale	5/26/2018	Utilizes Heinzen Pavilion: Selling locally grown annuals/perennials to the community with gardening advice given free. The funds generated are used toward the maintenance of many planters in the community including City Park West and East. They also provide scholarships to high school students with funds generated.	X		X	X
Memorial Day Parade	5/28/2018	Parade begins at Eastview Manor Nursing Home and follows city streets to the Langlade County Courthouse. This parade is an expected event held yearly on Memorial Day celebrating and recognizing the many Antigo area citizens who served in the Armed Forces and have since died. Public is encouraged to attend parade and ceremony at conclusion of parade.	X		X	
End of Year School Functions	May through June	Utilizes city shelters for school picnics, Monday through Friday from 7 a.m to 3 pm. Any event beyond these days and times requires a paid reservation.				X
Music in the Park-Mondays and Thursdays (some special dates)	Beginning of June – End of August	Utilizes City Park West. Free Music in the Park Summer Series. Open to the public.	X		Provides	X
Play and Learn Time	May through August	Utilizes City Park West. A free universal program open to all families and cities in the county. Presented by Children's Hospital of Wisconsin Community Services				X
Antigo Farmers Market	June to October	Utilizes Heinzen Pavilion, Peaceful Valley Park, Warming House and Festival Grounds. The market sells locally grown produce and related food items along with cooking and crafting demonstrations. Benefits the community by making locally grown produce available along with educating the public with regard to food choices and preparation. Weekly donations of produce are made to the Antigo Food Pantry.	X		Provides	X
Healthy Ways Coalition - Spring Walk	Beginning of June (Tentatively 6/6/2018)	Utilizes a city shelter and Springbrook Trail. Free Community Event that is Sponsored by the Healthy Ways Coalition, businesses, and organizations, which creates awareness for participants about healthy activities and opportunities in our community. Open to the public.	X		X	X
Kids Fishing Day/Trout Unlimited	Beginning of June (Scheduled 6/02 or 6/9/2018)	Utilizes City Park East. Free Community Event sponsored by Trout Unlimited that exposes youth the recreational activity of fishing. Open to the public.	X		X	X
A Ride to Remember	6/2/2018 Tentative	Utilizes Peaceful Valley Park, Warming House, Festival Grounds and Heinzen Pavilion. A fundraising event honoring Michelle Koss who was tragically killed in 2016 in a bicycle accident.	X		X	X
Clifford Hausmann Memorial Vietnam Vet Cookout	6/16/2018 Tentative	Utilizes Hudson Street Shelter. Vietnam Veterans Memorial Picnic recognizing and remembering veterans for their service. Open to the public.	X		X	X
Market Streetfest	Late June	Utilizes the downtown corridor. The 700 and 800 blocks of 5th Avenue are closed. Events are held to promote awareness of the downtown businesses and Antigo First Inc. organization	X	X	X	
Mission Antigo Barbecue	Middle of June (Tentatively 6-15-18)	Utilizes Peaceful Valley Park, Warming House, Festival Grounds and Heinzen Pavilion. A cookout to celebrate the work and participants of Mission Antigo which were completed in the previous week.				X
Compassionate Friends Picnic/Balloon Release	Middle of July (Tentatively 7/11/2018)	Utilizes Hudson Street Shelter. Families come together to honor the children they have lost.	X		X	X
Kids from Wisconsin Picnic by Rotary Members	Middle of July (Tentatively 7/17/2018)	Utilizes City Park East. Kids from Wisconsin performers are entertained for a picnic by Rotary members. The Rotary Club brings Kids from Wisconsin for a performance and the funds are used to bring exchange students to the community and support them financially.				X
Antigo Optimist After Fair Picnic	Middle of August	Available Shelter Facility. Annual event recognizing Optimist volunteers that contribute their time for community and youth events in the community throughout the year.				X
LYVE Benefit in the Park	Early August (Tentatively 8-4-18)	Utilize City Park West. They raise funds to cover the cost of participating in state competition. They invite the public to see them perform and sell food items to raise funds.	X		X	X
Kiwanis Club Picnic	Early August	Utilizes City Park East. Annual event to acknowledge the members for the community events they have participated in throughout the year. Kiwanis Club funds youth activities in the community.				X

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Event Name	Estimated Date of Event	Brief Event Description	Event/Parade Permit Fee	Street Use Fee	Insurance Certificate	Shelter
Antigo Tater Trot	Beginning of August (Tentatively 8/11/18)	Utilizes City Park East and West. Annual Race for runners and walkers. Funds raised are used to sponsor a variety of local organizations, clubs, and continue the annual event year to year. Open to the public	X	X	Provides	X
Missing Not Forgotten / A Night of Hope	8/11/2018	Utilizes Hudson Street Shelter. Annual event to remember those that are missing. Open to the public.	X		X	X
Antigo Elks Lodge #662	Tentatively 8/22/2017	Utilizes City ParkEast. Annual event to acknowledge the members who volunteer their time for events. Elks funds are used for youth events in the community.				X
Antigo Cancer Society Relay for Life of Langlade County	Tentatively August 17, 2018	Utilizes Peaceful Valley Park, Festival Grounds, Warming House and Heinzen Pavilion. Street closure of 6th Avenue & 7th Avenue in this block allows participants to walk complete blocks as well as parking area.	X	X	Provides	X
Badgerland Classics Car Club	Mid-August (Tentatively, Sunday, August 19, 2018)	Utilizes Peaceful Valley Park, Warming House, Festival Grounds and Heinzen Pavilion. Community event that showcases a variety of cars, vehicles, and tractors. Event offers food, all-day fun, and an educational experience for participants and attendees. Street closure of 6th Ave, 7th Ave and Field St for safety. Open to the public.	X	X	Provides	X
Antigo Walk to End Alzheimers	Middle of September (Tentatively 9/10/2017)	This event utilizes the city sidewalk. Open to the public and is a community event to raise awareness of Alzheimer's disease. Funds raised from the walkers donations are used to suppoort care and services provided to families across Langlade County. All services from the Alzheimers Association are provided to those in need free of charge.	X		Provides	
Stumble Stump Rendevoous	Tentatively 9/6/18 to 9/9/18	This event occurs in the open area along the Springbrook Path. The public is invited to watch demonstrations of living in the days of trapping and living off the land. No fees are charged so no funding is generated by this event. It is held to educate the public and school children on the history of our northwoods areas.	X		Provides	
Boys & Girls Club of Langlade County-Cops vs Shops	Middle of September (Tentatively 9/15/2018)	Utilizes a Lake Park Concession Stand. This event is a fund-raiser for the club in which city departments play softball against each other with the winner receiving bragging rights for the following year. A community event organized to show support of the club by the city departments.	X		Provides	X
Healthy Ways Coalition - Fall Walk	Middle of September (9/19/2018) Tentatively	Utilizes Springbrook Trail. Free Community Event that is Sponsored by the Healthy Ways Coalition. The event encourages people of all ages to come and enjoy the Springbrook Walkway as a healthy way to encourage exercise and healthy lifestyle changes. Open to the public.	X		X	
Out of Darkness (Suicide Prevention/Awareness Walk)	End of September (Tentatively 9/22/18)	Utilizes the Lake Park Concession and Shelter: Walk on the Springbrook Trail that creates awareness about suicide prevention and also remembers those that we have lost. Open to the public.	X		Provides	X
Antigo High School Homecoming	Approximately 1st week of October	Utilizes the Police and Street Departments for traffic control.	X		School District	
Bright Futures 5K Color Run/Walk	Early October (Tentatively 10/6/2018)	Utilizes the Springbrook Trail path along with crossings at city streets (Milton St). A 1 mile and 5K run are held to benefit the Boys & Girls Club Healthy Lifestyles Program. Road closure road blocks are needed for both ends of Milton Street to provide safety for the participants. Open to the public.	X		Provides	
CROP Walk to End World Hunger	Early October (Tentatively 10/7/2018)	Utilizes Peaceful Valley Park, Warming House, Festival Grounds and Heinzen Pavilion. Walk on the Springbrook Trail, which raises funds for local and international food relief. Open to the public.	X		X	X
UW Extension Antigo Field Research Day	Date varies. Typically in the middle of the week.	Utilize one of the City Park Shelters. Picnic recognizing volunteers that assist with the Field Research Day at the Langlade County Research Station. Open to the public.				X
Lunch to Benefit The Giving Tree	Second half of October (Tentatively 10/20/18)	Utilizes the Peaceful Valley Park, Warming House, Festival Grounds and Heinzen Pavilion. Raises funds for the annual Giving Tree Program	X		X	X
Antigo Optimist Halloween Bash	Usually the Saturday before Halloween (Tentatively 10/27/2018)	Event for local youth utilizing the Peaceful Valley Warming House, Festival Grounds and Heinzen Pavilion. The Optimists replaced the parade with this event in 2016. Kids now play games and still get awards for their costumes in addition to tricks and treats. No fee is charged to youth to participate and event is open to the public.	X		Provides	X

Park, Cemetery & Recreation Department

Memo

To: Park, Cemetery and Recreation Commission
From: Sarah Repp; Park, Cemetery & Recreation Director
Date: December 2017
Re: Park, Recreation and Cemetery Department General Updates

STAFFING: Amy Lynch, HR Specialist, has advertised for 2 year-round part-time Park, Recreation and Cemetery General Laborer positions. We are hoping to have the 2 positions filled in January. The positions will provide coverage on nights and weekends.

TRAINING: All 4 full-time employees have attended tree pruning training. I attended a Playground Maintenance Technician Training on December 6-7.

CEMETERIES: Burials as well as interment of cremated remains continue throughout the winter months. We ask for a minimum of 2 business day notice for any burials in the winter due to frost and snow cover. With the colder temperatures any monuments awaiting placement will be scheduled for spring.

SHELTERS: Peaceful Valley Warming House remains available for reservations and will be open to the public once we open the ice rink(s).

CAMPGROUND: We are still accepting reservations for the campground, but the facility has been winterized and water is no longer available. Once the waterlines have been winterized 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).

CAMERAS/SECURITY: Jim Pike, IT, has ensured all security cameras have been placed and are functional in and around Peaceful Valley Park and facilities. He has also had the Campground camera upgraded and repaired. All cameras allow for remote access, which will assist staff and law enforcement should any issues arise.

EVENTS:

- **OPEN SKATES held in NOVEMBER, DECEMBER, JANUARY, and FEBRUARY:** Held during the winter months at the Fairgrounds Multi-Purpose Building. The Open Skates are held on no school days and are made possible through cooperation and coordination with AAYHA (Antigo Area Youth Hockey Association). The skates are free with the donation of a canned good, which are taken to the food pantry.
- **WINTER WONDERLAND:** Various community groups, organizations, and businesses create life-size cards or displays that can be viewed in the Peaceful Valley Festival Grounds. Those wishing to view the displays can drive through the parking lot, or walk along the trail.
- **WINTER FUN & FAMILY WELLNESS DAY in conjunction with the ANNUAL BROOMBALL TOURNAMENT:** This event is scheduled for Sunday, February 11th in Peaceful Valley Park. The event is free and offers families an opportunity to participate in various winter activities, games, and sleigh rides. Teams can also participate in the broomball tournament, and Aspirus Langlade Hospital Occupational Health offers free food.

Attachment: December_PRC_Memo (1884 : PRC December Update)

RECREATION PROGRAMS

- **Pickleball:** Fall, Winter, Spring Pickleball program has 19 registered participants and they have moved their playing location to Karl's Transport.
- **Winter Wonderland:** We have 14 registered participants in the Winter Wonderland Program located in Peaceful Valley Festival Grounds.
- **Open Skates:** The Antigo Area Youth Hockey Association has approved the requested 1 open skate per month during the winter season from November – February. All Skates are held on no school days.
- **Winter Fun & Family Wellness Day:** February 11th is the date for 2018. Winter Fun Day will be held in conjunction with the Annual Broomball Tournament.
- **Registration for 2018 Summer Recreation Programs:** Anyone wishing to participate in Spring, Summer, Fall or Winter Recreation Programs will be able to register beginning January 1, 2018. Shelters and Campground spaces may be reserved up to 1 year in advance of the date.

WINTER PREPERATIONS

- Information regarding sidewalk snow removal for all public sidewalks was circulated in the water bills as well as advertisements in print and electronic media.
- Crews have been waiting for consistent cold weather to flood the hockey rink in Peaceful Valley.
- Once we have a base of snow we will begin grooming the x-country ski trail located north of the paved section of Springbrook Trail and north of Virginia Street. Crews will also be able to create the large rink in Peaceful Valley and open the Warming House to the public. We are also going to try and groom the Single Track Trail loops for fat tire biking this year.