

**CITY OF ANTIGO
PARKS, CEMETERIES, AND RECREATION COMMISSION
MINUTES OF MEETING HELD
FEBRUARY 29, 2016**

Members Present: Alderperson Kassis, Heather McCann, Sam Hardin and Denise Wendt
Members Absent: Alderpersons D. Bauknecht and Bugni and Zach Brown
Others Present: Sarah Repp, Park, Recreation and Cemetery Supervisor; Mark Desotell, Director of Administrative Services; Becca Milligan and Taylor Curran, Department of Natural Resources-Fisheries; Alderperson T. Bauknecht; and Jaime Horswill, Utility/Clerical Assistant.

This meeting of the Parks, Cemeteries, and Recreation Commission was called to order by Alderperson Kassis, on the above date at 5:30 pm in the Multi-Purpose Room, City Hall. Jaime Horswill, Utility/Clerical Assistant recorded the minutes thereof.

1. Minutes from the January 11, 2016 Meeting

Hardin moved, Wendt seconded, to approve the minutes from the January 11, 2016 meeting as previously distributed. Carried 4-0, Absent 3.

APPROVED

2. Recommendation to Forward Antigo Common Council the Most Advantageous Bid for the City of Antigo for the Peaceful Valley Pavilion

Sarah Repp, Park, Recreation and Cemetery Supervisor, provided a bid result sheet for the bid for the Peaceful Valley Pavilion. The first bid was from Millennium Construction with a base bid of \$648,400, the second from Tradewell Construction with a base bid of \$614,000 and the third from S.D. Ellenbecker Inc. with a base bid of \$669,911.

The bid result sheet indicated that the total project budget is \$652,986.29, which \$224,000 is from a Stewardship Grant, \$149,236.29 donation from Heinzen, \$25,000 donation from Remington Foundation, \$169,240 from City CIP and \$85,510 from the timber sale. The low base bid of \$614,000, estimated Northcentral Technical College (NTC) sign purchase of \$15,000, and architectural and engineering fees of \$10,440 leaves a contingency of \$13,546.29.

Ms. Repp indicated that the low bid was Tradewell Construction. Because the bid is under the budgeted amount, all of the deductions can be done.

Ms. Repp further indicated the NTC sign budget is a very conservative figure. The signs will be a combination of urban wood and metal and those signs will be 8 x 12 feet. The urban lumber will be donated by Joel Eldridge and was part of the City's urban forest.

Sam Hardin indicated that the contingency amount is only approximately 2% of the overall budget. The most likely place that may require additional funds would be the footings. You do not know what is under the ground. If there ends up being a huge problem, Deduction J (exterior 10' concrete perimeter apron) will not be completed until the very end of the project.

Alderperson Kassis noted that Alternate D (26g screw down roof panels in lieu of 2" insulated Battenlock roof panels) has a large range from \$30,365 and \$8,700. Ms. Repp indicated that the insulation should help with noise quality.

Ms. Repp indicated that all figures have been reviewed by the architects and engineers and all checks out. Sometimes contractors purchase overstock and it can be utilized on other projects.

Alderperson T. Bauknecht indicated that the commission can pick and choose what deductions can be subtracted. Mr. Hardin indicated that Deduction J will be the last deduction to be completed.

Mark Desotell, Director of Administrative Services, indicated that the bids have been out for a sufficient time and if something was incorrect, it would have been brought to Ms. Repp's attention.

Hardin moved, McCann seconded, to accept the low bid from Tradewell Construction for the base bid of \$614,000 as presented. Carried 4-0, Absent 3.

RESOLUTION TO COUNCIL

3. Recommendation to Waive the Facility Use Fees for Relay for Life

American Cancer Society, Inc./Relay for Life of Langlade County provided a Waiver Request Application Form to waive the shelter reservation fee for their event on August 19, 2016. The event will be held at the Peaceful Valley Festival Grounds.

Hardin moved, Wendt seconded, to approve waiver of the facility use fees for Relay for Life as presented. Carried 4-0, Absent 3.

APPROVED

4. Recommendation to Waive the Facility Use Fees for Antigo Farmers' Market

Antigo Farmer's Market, Inc. provided a Waiver Request application form to request the shelter reservation fee be waived for the markets starting the first Saturday in June until the first Saturday in October.

The event provides locally grown product and related food items, cooking and craft demonstrations. This event will be held at the Peaceful Valley Festival Grounds.

Upon inquiry by Denise Wendt, Ms. Repp noted that the group decided to come to the Peaceful Valley Festival Grounds once the pavilion is built.

Hardin moved, Kassis seconded, to waive the facility use fees for Antigo Farmers' Market as presented. Carried 4-0, Absent 3.

APPROVED

5. Recommendation to Grant the Department of Natural Resources Permission to Work Along Spring Brook to Increase the Native Brook Trout Habitat Quality and Provide Improved Fishing Access on the City of Antigo's Property

Taylor Curran and Becca Milligan, Wisconsin Department of Natural Resources (DNR), provided a Spring Brook Habitat Project Draft. The project goal is to increase the native brook trout habitat quality in Spring Brook and provide improved fishing access on the City of Antigo's property.

The project outline includes:

- There is a low water crossing that runs under the recreation bridge on the City of Antigo's property.
 - The low water crossing is 120 feet of unnatural raised stream bed. It runs from approximately 20 feet upstream of the bridge and another 90 feet below the bridge. At its highest point, the water crossing is 8 ¾ inches above the natural slope of the stream.
 - The low water crossing is causing water to backup, increasing water temperature and sediment fall out.
 - There will be a maximum of 25 cubic yards of material removed from the low water crossing. The removed material (spoils) will be placed in the stream to create a point bar upstream of the bridge.
 - The point bar will help narrow the wide section of stream just above the bridge.
 - Any exposed solid will be seeded and mulched.
- The stream above the low water crossing is being severely choked by tag alder brush. The stream flow is poor and also wider than it naturally should be.
 - The removal of the tag alders from the stream will allow water to flow more freely, and increase fishing access ability.
 - The removed alders will be used to construct brush bundles. The bundles will be staked down and tied with wood or rebar stakes and binder twine. There will be approximately eleven brush bundles created.
 - The bundles will narrow the stream causing fine sediments to flush away increasing the depth.
 - The bundles will collect sediment coming down stream creating new banks.
 - Currently the stream is lacking cover for brook trout
 - Logs will be added; the logs will be jetted into the existing banks and anchored with cable and earth anchors.
 - The logs will provide fish cover and foraging areas
 - Rocks will be placed in the best suited areas. Rocks placed in the riffle area above and below the bridge will be anchored with cable and earth anchors to prevent them from being used to build a rock dam.
 - The rock will create fish cover and resting areas while increasing aeration and aid in the flushing of sediments.
- Project Details
 - The project will be conducted by Wisconsin Department of Natural Resources staff.
 - The project will take place during the summer of 2016
 - Additional touch up and filling of the brush bundles may be needed at a later date
 - The project will take place on the City of Antigo's gravel pit property
 - Address: 310 Byrne Street, Antigo
 - Tax Parcel #201-2852
 - The total project length will be 760 feet. Logs and 76 rocks will be placed throughout the project.
 - 120 feet will be low water crossing removal
 - 640 feet will be brushing and/or brush bundling
 - The project will take place between the coordinates 45.1497, -89.1387 and 45.1504, -89.1361

Mr. Curran discussed the project as outlined. He further noted the good quality brook trout population below where they are proposing to work. Therefore, they would like to work upstream to enhance the continuation.

Upon inquiry by Ms. Wendt, Mr. Curran indicated that raising and lowering the lake does not affect this area. Any flooding should not affect the area either as they anchor the wood with

earth anchors. The brush bundles are staked. The condition of materials is checked periodically.

Upon inquiry by Alderperson Kassis, Mr. Curran indicated that a project was completed in 2005 downstream from this proposed project. Working downstream is something that could be considered. Public access is a key component with these projects. Alderperson Kassis would like the DNR to look at the stream from the basins all the way downstream as the Lake District covers the whole city. A lot of work could be done fixing the walls and dredging.

Mr. Desotell indicated that specifically the area from Fourth Avenue dam to Seventh Avenue would be a good target area with plenty of public access. This is part of the Revitalization Project.

Ms. Repp indicated that the information can always be forwarded.

Alderperson Kassis requested that Mr. Curran keep in touch with Ms. Repp and the Inland Lake District.

Mr. Curran noted that they have interest in trying to improve things any way they can.

Wendt moved, Kassis seconded, to grant the Department of Natural Resources permission to work along Spring Brook to increase the native Brook Trout habitat quality and provide improved fishing access on the City of Antigo's property as presented. Carried 4-0, Absent 3.

RESOLUTION TO COUNCIL

6. Recommendation to Approve Use of Off-Setting Revenues for New Recreation Program

Ms. Repp provided a 3 and 4 year old weekly exploration program description. The 3 and 4 year olds get ready for fun, creative play, and lots of imagination time. The City of Antigo Park, Recreation and Cemetery Department will be offering four, one week sessions, which will focus on a different theme each week. There will be lots of creative and imaginative play that expands on each child's creativity. Two highly qualified and energetic instructors will be leading the program each week.

Ms. Repp's memo noted that the class size has a maximum of twelve participants and will be cancelled if the class size is below eight. The class will be held at Peace Lutheran from June 20 – July 21 from 9am to 10 am. The fee is \$13 per resident and \$26 for non-resident (the program fee applies to each weekly session).

Ms. Repp's memo provided programs notes:

Staffing: 1 staff @ \$9.25/hour (or based on experience) 5 hours/week= \$46.25
Supply cost: \$200 (this is an estimate, but it would not go beyond) = \$50/week
Program cost per week = \$96.25

Revenues: at the minimum participant number (8) and resident rate (\$13) = \$104.00

Ms. Repp advised that the commission is not approving the program, but the ability for the Clerk-Treasurer to make the necessary journal entries for revenue to offset expenditures. The department would take in the revenues and be able to pay the instructors and/or costs associated with the classes from the revenues. This was not in the original budget.

Hardin moved, Kassis seconded, to approve use of off-setting revenues for the new recreation program as presented. Carried 4-0, Absent 3.

RESOLUTION TO COUNCIL

7. Any Other Matters Authorized by Law to be Discussed

None

8. Adjournment

Kassis moved, Wendt seconded, to adjourn the meeting at 5:49 p.m. Carried 4-0, Absent 3.

Tim Kassis, Chairperson

Date