

**Town of Rib Mountain  
Park Commission  
December 11, 2012**

Chairperson George Snyder called the meeting to order at 5:00 PM.

**Roll call was taken.** George Snyder, Mai Herr, Duane Zeichert and Liesle Dille were present. Scott Miles, Bert Nitzke and Bill Bursaw were excused. Scott Turner, Streets and Parks Superintendent, attended the meeting also.

**Approval of minutes:** The minutes from the November 13, 2012 meeting were approved by a motion from Duane Z and a second by Mai H.

**Contract for Doepke Trails:**

- Bruce Gerland, AECOM Technical Services, attended the meeting. AECOM is currently contracted with the Town of Rib Mountain to provide engineer services. AECOM will plan and design both the East and West Trails at one time as it saves money in the long run. The East Trail plans will be shelved until money is budgeted. There is money in the budget for the West loop of the trail. The contract for these services is up for approval at this month's town board meeting. Upon approval work will begin. AECOM will complete a survey, design plan and secure permits. This should be done this summer (2013). Bidding for the project will begin approximately late summer and construction to be started in Fall 2013. \$33,000 is budgeted from the start of the project through the bidding process.
- There will be a boardwalk constructed through the wetland portions of the trail. It will be 12 feet wide and 1 foot or lower in height and therefore a railing will not be needed. There will be 3 stream crossings which will have railings. The boardwalk floats, will not be imbedded in concrete. The details/design will be similar to the 51/29 trail.
- Scott T stated with the grant and in kind money the total budget is approximately \$140,000 for the entire trail.
- Duane Z asked about the estimated life span of the green treated lumber boardwalk. Scott T. stated there will be continuous maintenance and upkeep and could last approximately 20 years. Duane Z also asked if using another material was not considered due to cost? Yes
- George Z asked if the trail would be designed to allow a maintenance vehicle i.e. a 4 wheeler. Bruce G did not know at this time but will keep that in mind for the design
- Liesle made a motion to recommend to the town board approval of the contract as presented and a second by Mai H. Motion passed.

**Street and Parks Superintendent Report:**

Scott T provided updates:

- New exterior lighting is being installed at Doepke Park.
- The exhaust fans that are connected to the light switch in the bathrooms will be rewired
- A lock will be placed on the circuit breaker panel.

- The process of making ice for the rink started today. There will be new signs posted with the rink hours and a reminder that there are no hockey pucks allowed on the figure skating rink
- The locks have not been programmed. Scott could not even load the software on his computer and is working with IT on this.

#### **Memorial Bench- Rookery View recommendation:**

- Geri Brunner is interested in placing a memorial bench at Rookery View in honor of her mother.
- George S discussed plaque options for this bench.
  1. Wausau Engraving could make a metal plaque, similar to others on benches at Doepke, which could be attached. This would cost \$25 to \$30.
  2. A wooden plaque on a stake from Menard's would be approximately \$115.
  3. Commission members agreed that the metal plaque would be the best option.
- George asked Scott T what the actual total for a metal bench would be. The brochure quotes \$600. Scott will research what that \$600 entails.
- Duane made a motion to approve the bench. Mai H seconded.
- Motion approved. Ms. Brunner will be notified that the bench was approved but details and cost would be forthcoming.

#### **Winter "call-in" staffing recommendations:**

- Scott T is recommending a 3<sup>rd</sup> "call-in" staff in the event Jason or Tom are unavailable at the rink.
- Bruce Bartus showed interest in this position. He is currently employed as a firefighter for the Town of Rib Mt.
- Commission members reviewed his application.
- Liesle made a motion to recommend to the town board that Mr. Bartus be hired as "call-in" staff. Duane seconded. Motion passed.
- Scott T provided a handout he is working on for a position description for rink staff as there has not been one created prior. He will email this draft description to missing commission members as well to review and add suggestions if needed.

#### **Financial Statement:**

- Scott T provided a more succinct financial statement handout. 97.67% of the budget has been expended through 12/11/12.

#### **Open Discussion:**

- George stated a representative from the Noon Optimist will be at January meeting for approval for their annual Fisheree at Rookery View in February.

A motion to adjourn was made by Mai Hand seconded by Duane Z.

**Next meeting January 8, 2013.**